

**UNIVERSITY OF THE PHILIPPINES
MINDANAO**
School of Management



SOM OD Form2
version1 S2024

REQUEST FOR USE OF ROOM

1. **Date of Request:** _____
2. **Requesting Party:** ___ Faculty ___ Student ___ Admin Staff/REPS
3. **Room to be used:** ___ C6 ___ C5 ___ Office of the Dean
4. **Purpose of Room Use:** _____

5. **Date of Room Use:** _____ **6. Time:** _____
6. **Guidelines for Room Use**
 - 6.1 The requesting party must provide the Security Guard a copy of the approved room use request form.
 - 6.2 The requesting party must not go beyond the requested and approved hours.
 - 6.3 The requesting party must ensure that all borrowed equipment are returned immediately after use.
 - 6.4 The requesting party must be responsible in turning off the lights, air-conditioning unit(s) and other devices inside the room after use.
 - 6.5 The requesting party must ensure that no University property will be damaged.
 - 6.6 The requesting party is responsible in cleaning up the room after use regardless of time.
 - 6.7 In case of postponement/cancellation of event, the requesting party must inform the SOM at least three (3) working days before the date of event to give way to other users.
7. **Name of Requester:** _____
Signature over printed name

Mobile Number: _____
Email Address: _____
8. **Endorsed by (if applicable):** _____
Signature over printed name/Designation
9. **Clearance for Room Use:**

Conforme of Faculty
(whose class will be in conflict
with the requested date/time of use)

College Secretary
10. **Approved/Disapproved:** _____
Dean