

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



SOM OD Form2
version02 S2025

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 ____ Case Room
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
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10. **Approved/Disapproved:** _____
Building Administrator

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