

College of Social Sciences and Philosophy
 Office of the Associate Dean for Administration and External Affairs
 Tel. No.: 981-8500 loc. 2436 * e-mail: oadacssp.upd@up.edu.ph



CSSP PARKING LOT RESERVATION FORM

Requesting Unit _____ **Event Coordinator** _____ **Mobile no.** _____

Address/Tel. No. _____ **E-mail address:** _____

Expected No. of Participants: ___ **UP Students** ___ **UP Faculty/REPs** ___ **Alumni** ___ **Others** **Total:** _____

Activity Date: _____ **Time:** _____ **Time of Entry:** _____ **Time of Exit:** _____

Event Description: (Please attach program of activities.)

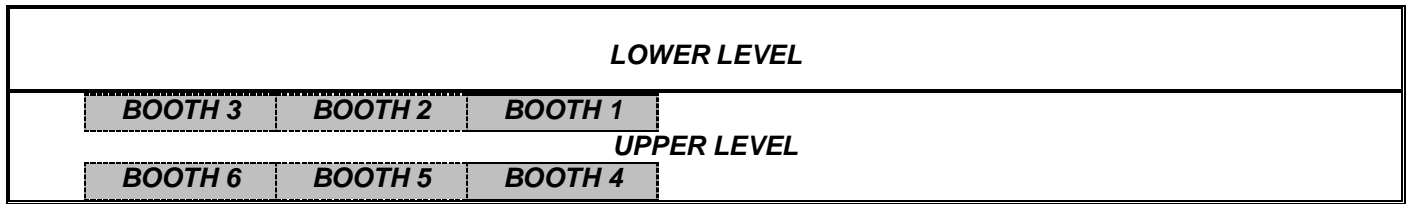
Secure approval from the following unit heads (to be identified by the CSSP OSA/OADAEA staff) and pay necessary fees for the confirmation of slot.

Check the schedule of rehearsals and performances with DUP.

CONCERN	HEAD OF UNIT/OFFICE	FEES / O.R. NO.	ACTION/ SIGNATURE	REMARKS
<input type="checkbox"/> Electrician	OLIVER PENULIAR Officer-in-Charge, CMO		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<input type="checkbox"/> Traffic /Police Assistance	SP CAPT. RUBEN I. VILLALUNA Officer-in-Charge, UPDP		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<input type="checkbox"/> Medical Personnel/Ambulance	DR. MYRISSA MELINDA LACUNA-ALIP Director, UHS		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<input type="checkbox"/> OVCPD (for Food Sale) <u>attach photocopies of permits and receipts from the OVCPD to this form</u>	VC RAQUEL B. FLORENDO Vice Chancellor, OVCPD		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
<input type="checkbox"/> AS Parking Lot	ASST. PROF. RAYMUND ARTHUR G. ABEJO Associate Dean for Administration & External Affairs, CSSP	*PhP _____ O.R.# _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
	ASST. PROF AARON F. VIERNES Coordinator, CSSP-OSA (for UP Student Organizations only)	*PhP _____ O.R.# _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

CSSP PARKING LOT RENTAL FEES			
U.P. Users (Non-Commercial Use)		U.P. Users (Commercial Use) & Non-U.P. Users (Non-Commercial Use)	Non-U.P. Users (Commercial Use)
CSSP	Non-CSSP	P600/hour/booth	P1,250/hour/booth
P300.00/hour/booth	P 500.00/hour/booth		
CSSP CUSTODIAL SERVICES (minimum of 2)			
P100/person between 8am & 5pm; 8*P200/hour/person before 8am and/or after 5pm. Sundays, and holidays			
SECURITY AND CLEANLINESS BOND			
(UP Users) 10% of rental fee (Non-UP Users) PhP 5,000			

PARKING LOT SKETCH



GUIDELINES

1. The following users are allowed:
 - 1.1 UP student/s for class activity/ies with endorsement from Faculty Adviser, Department Chairperson, and College Dean,
 - 1.2 accredited CSSP-based student organizations with endorsement from Organization Head and Faculty Adviser,
 - 1.3 accredited UP non-CSSP-based student organizations with endorsement from Organization Head and Faculty Adviser (attach accomplished Activity Request Form from the Office of Student Activities),
 - 1.4 UP units/offices with endorsement from the head of unit and/or Dean,
 - 1.5 University-based employee organizations with endorsement from head of unit,
 - 1.6 accredited UP Alumni Associations,
 - 1.7 non-university based organizations/entities.

2. The following are strictly not allowed:
 - 2.1 events that may disturb academic activities and office operations (i.e. concerts, prayer rallies),
 - 2.2 gambling, drinking and selling of alcoholic drinks and cigarettes,
 - 2.3 motorcades and skating activities,
 - 2.4 simulation of war or violent activities (i.e. war games, air-soft games),
 - 2.5 events that require the closure of the Academic Oval (except during Sundays and with the exception of CSSP/University-organized events).

3. Reservations, requirements, and payments are to be completed ten (10) working days before the activity date in order for the event to be officially calendared.
4. The organizer shall secure approval from the units concerned as indicated in the CSSP Parking Lot Reservation Form.
5. The organizer shall pay the prescribed fees for utilities and personnel services, whenever applicable, at the UP Cash Office, Office of the Vice Chancellor for Planning and Development (OVCPD) , Campus Maintenance Office (CMO), University Health Service (UHS), and/or UP Diliman Police (UPDP).
6. The organizer shall pay the prescribed rental fee for the CSSP Parking Lot at the CSSP Computer Laboratory (PH117), submit photocopy of payment to and get the approved CSSP Parking Lot Reservation Form at Palma Hall Room 113 (for UP-based students/organizations) or Palma Hall Room 209 (for non-UP and non-student users).
7. The organizer shall be required to pay a bond equivalent to 10% of the rental fee (for UP users) or P5,000.00 (for non-UP users), at Palma Hall Room 113 (for UP-based students/organizations or Palma Hall Room 209 (for non-UP and non-student users) for any damage to the venue incurred during the event.
8. Cancellation of activity should be done five (5) days before the event, in which case, 50% of the rental fees may be refunded. Non-cancellation of activity within the prescribed number of days will result in the non-reimbursement of rental fees.
9. The organizer shall be responsible for the safety and protection of the participants/attendees; and ensure cleanliness at all times.
10. The CSSP shall reserve the right to suspend any ongoing activity should it feel that the event presents imminent threat to the participants, the CSSP and/or the university.
11. Violation of any of these guidelines will result in the non-approval of future request for the use of the CSSP Parking Lot.

CONFORME:

Signature over Printed Name

Date