



Office of the Vice Chancellor for Community Affairs

University of the Philippines Diliman

Tel. No. 9818601; 9282947



REQUEST FOR USE OF U.P. DILIMAN GROUNDS

Requesting Unit: _____ Event Coordinator: _____

Landline / Mobile Number: _____ E-mail Address: _____

Office Address: _____

Facility/ies Requested: Sunken Garden (Grandstand) Lagoon Academic Oval Others: _____

Event Date: _____ Ingress Time: _____ Egress Time: _____

Expected No. of Participants: _____ UP Students UP Faculty/REPS/Staff Alumni Others: _____

Event Description: _____

Please attach the following: Program of Activities Route Map Program Lay-out Details of vehicles that will enter the premises of the University Security Flow, if applicable

NOTE: Rates are subject to change upon Management's approval.

OTHER REQUEST/S | COMPUTATION
 Electrical Connection (Please attach cost of utilities to be used)
Recommendation:
Engr. Alden Jose U. Aynera
Team Leader, Utility Monitoring Team

Electrician / Custodial Services
Utility Workers (to ensure cleanliness)
Other Equipment/Property available for rent:
Minimum Rental/Maintenance Rate for the first four (4) hours is P 1,000.00 plus P100.00 for the succeeding hours.
Tent, Sound System, Generator Set, Payloader, High Pruner / Telescopic Chain Saw
To be picked-up/returned by the requesting party
To be dropped-off/picked-up by the CMO for additional charge of P 200.00.
Ms. Perlita C. Raña
Director, Campus Maintenance Office
CMO EQUIPMENT/PROPERTY RENTAL/MAINTENANCE GUIDELINES

Police / SSB Assistance
Traffic
Security: Minimum Rate for the first 3 hours: P 500.00
Rate per succeeding hour: P 100.00
Others (pls. specify): _____
Mr. Romulo M. Ancheta
OIC, UP Diliman Police

Rental of Facilities (Rate per hour basis) [to be filled up by OVCCA Staff]
Sunken Garden (Grandstand)
Lagoon
Academic Oval / Other UPD Grounds
UP Users**, Commercial Use
UP Users**, Commercial Use & Non-UP Users, Non-Commercial Use
Non-UP Users, Commercial
Security Bond (Refundable) Minimum of P 5,000.00 or 10% of total rental fee (whichever is higher)
Minnelli P. Mempin
Administrative Assistant II, OVCCA

OVCCA-USEDFORM/UNDSFORM2021

Action of the Vice Chancellor for Community Affairs:
 Approved Disapproved
Date of Approval: _____ Reason: _____
Grand Total: P _____

DR. ALELI B. BAWAGAN
Vice Chancellor for Community Affairs

PROCEDURES ON THE USE OF U.P. DILIMAN GROUNDS

1. Submit Letter of Intent addressed to the Vice Chancellor for Community Affairs together with the duly accomplished *Request for Use of UP Diliman Grounds Form* at least twenty (20) days (except weekend and holidays) before the scheduled activity.

Note: Requests from UP students should be endorsed by the Office of Student Projects and Activities (OSPA) and Office of the Vice Chancellor for Student Affairs (OVCSA), if the activity/event is sponsored by a student organization; to be endorsed by the Dean, if the activity is sponsored by a college-based organization.

2. The OVCCA shall ask for endorsements / assessments / clearance for the request from the following appropriate offices depending on the need of the client(s).

Purpose	Office – in - Charge
Rental for use of facilities and Security Deposit	Office of the Vice Chancellor for Community Affairs (OVCCA)
Services of electrician and utility worker	Campus Maintenance Office (CMO)
Rental of equipment / properties	
Cost of Utilities (electricity & water)	Utilities Monitoring Team (UMT)
Services of Traffic and Security Personnel	UP Diliman Police (UPDP)

The *Request for Use of UP Diliman Grounds Form* together with all other documents included therewith should be returned by appropriate offices to the OVCCA.

3. OVCCA shall inform client of the assessment and/or conditions for the request;
4. Client shall pay the required fees to the UPD Cash Office or to the designated Special Collecting Officer, and submit OR to the OVCCA; and
5. The OVCCA will release the approved copy of the request after payment of all the required fees by the requesting party;

PROCEDURES FOR THE REFUND OF SECURITY AND CLEANLINESS BOND

1. Submit duly accomplished request for *Endorsement for the Refund of Security and Cleanliness Bond Form*;
2. The OVCCA shall ask CMO and UPDP to conduct an ocular inspection at the rented facility/ies upon conclusion of the event/activity to check for damages, removal and/or vandals on the UP grounds, trees, plants, shrubs, art works, bench, lampposts, etc.;
3. Once the user has been cleared of any responsibilities and damages to properties and has settled all unpaid claims and utilities, if any, the Head of the Campus Maintenance Office (CMO) and the Chief Security Officer (CSO) shall recommend the refund of the security deposit;
4. The OVCCA will prepare the disbursement voucher of the refund upon submission of the Official Receipt of the security deposit.

CONDITIONS FOR APPROVAL FOR THE USE OF ACADEMIC OVAL FOR FUN RUN

1. Duration of run must not go beyond 10 AM;
2. Narrow roads and Jeepney routes such as Jacinto Street and Quirino Avenue CANNOT be used as part of the route;
3. A map of routes must be provided;
4. A marshal's deployment plan must be submitted. It shall specify on how the activity be managed to ensure that there will be no disruption of traffic;
5. All signage on the direction to the event SHALL BE removed after the run by the organizers;
6. Nature of police assistance required (if included in request) must be defined;
7. Organizers must ensure that their participants will not cause inconvenience to other users of the oval;
8. Cleanliness and orderliness to be maintained at all times;
9. A list of activities during said event should be submitted;
10. Whenever applicable, seek recommendation from the following: (a) Campus Maintenance Office for the services of custodial and utility workers; (b) Utilities Monitoring Team for the assessment of electricity; and (c) UP Diliman Police for Traffic Assistance; and
11. Prescribed fees (use of facilities, utilities, personnel services) should be paid in full two (2) days prior to the activity.

CONDITIONS FOR APPROVAL FOR THE USE OF SUNKEN GARDEN (GRANDSTAND) / OTHER UP DILIMAN GROUNDS

1. Any program/activity which can disturb the academic atmosphere of the campus such as those that require the use of big sound system and/or fence is prohibited;
2. All signage regarding the event SHALL BE removed after the activity by the organizers;
3. Nature of police assistance required (if included in request) must be defined;
4. Cleanliness and orderliness to be maintained at all times;
5. A list of activities during said event should be submitted;
6. Whenever applicable, seek recommendation from the following: (a) Campus Maintenance Office for the services of custodial and utility workers; (b) Utilities Monitoring Team for the assessment of electricity; and (c) UP Diliman Police for Traffic Assistance; and
7. Prescribed fees (use of facilities, utilities, personnel services) should be paid in full two (2) days prior to the activity.

_____ Date

I / We, _____, conform to the procedures / conditions stated above.

Conforme:

Name and signature of requesting party