



Permit for the Use of Grounds

Reference Number (For OVCCA Staff):

OVCCA-UG-2023- _____

OFFICE OF THE VICE CHANCELLOR FOR
COMMUNITY AFFAIRS

University of the Philippines Diliman

Email: ovcca.updiliman@up.edu.ph

Contact Number: 89818500 (VOIP 8600, 8601,
2591)

Requirements		Instruction to Requesting Party	Date Received:
	Duly Accomplished Form	For Ingress 1 Email requirements to the OVCCA thru ovcca.updiliman@up.edu.ph (Subject: REQUEST FOR USE OF GROUNDS) 2 Subject to the initial review and clearance to proceed from the VCCA, seek assessment from the following offices (whichever is applicable): PABX-UMT, CMO, and PSSO-UPDP. 3 Proceed to the OVCCA for final assessment. 4 Pay the assessed fee to the UPD Cash Office. 5 Submit copy of proof of payment and assessed form to the OVCCA. 6 Subject to the final review and approval of the VCCA, claim <i>Permit for the Use of Ground</i> . 7 If applicable, submit to the OVCCA duly accomplished OVCCA Service Form No. _____. 8 Coordinate with concerned offices for ingress. For Egress: Seek clearance from CMO, DEMO, and PSSO-UPDP using OVCCA Service Form No. _____.	
	Letter of request addressed to the VCCA and endorsed by the Dean / Faculty Adviser or Head of Agency / Company		
	For student activities: endorsement from the OSPA and OVCSA		
	Program of Activities		
	Ground Plan or Layout		
	Route Map (if applicable)		
	Security and Traffic Plan (if applicable)		
	Details of vehicles that will enter the University's premises (if applicable, see OVCCA Service Form No. ____)		
	For Students: Copy of UP ID or any valid ID and Form-5 of representative		
	For Alumni: Copy of UP Alumni ID or proof of alumni status and any valid ID of representative		
	For Non-UP Clients: Copy of valid agency or company ID of representative		

1. Details of Requesting Party			
Name of Requesting Party			
For individual, name of UP unit or office / non-UP entity			
Classification of Requesting Party (Check one)	UP Unit / Office <input type="checkbox"/>	UP Student / UP Student Organization <input type="checkbox"/>	Non-UP Individual / Entity <input type="checkbox"/>
	UP Faculty / REPS / Staff <input type="checkbox"/>	UP Alumni / UP Alumni Association <input type="checkbox"/>	Others <input type="checkbox"/>
Name of Representative (if applicable)			
UP Mail / E-mail			
Contact Number			

2. Details of the Activity			
Title		Expected No. of Participants	
Purpose and Description of Activity			
Date of Activity	Ingress Time		
	Egress Time		
Desired Location/s	Sunken Garden <input type="checkbox"/>	Academic Oval <input type="checkbox"/>	Others, please specify:
	Grandstand <input type="checkbox"/>	Lagoon <input type="checkbox"/>	
Endorsement from Head (For non-personal purpose)	Signature over printed name and designation		Date

3. Initial Review and Recommendation			
Cleared to Proceed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date
Remarks			Name and Signature of OVCCA Staff

Data Privacy Notice: By accomplishing this form, you express your consent for the UPD OVCCA to collect, record, and retrieve your personal information. The same personal information shall be used for validation, coordination, and communication purposes in relation to your request for OVCCA services. It shall be retained in our records for one year or until it is deemed necessary and shall be treated in accordance with the Data Privacy Act of 2012 (Republic Act No. 10173) and the UP Diliman Privacy Policy. It may also be disclosed to authorities for any alleged violation of law or rules of the University.

4. Assessment and Recommendation <i>(Whichever is applicable to the activity)</i>			
PABX- Utilities Monitoring Team (PABX-UMT)		<i>Computation and Endorsement</i>	
Electrical Connection	<i>(Requesting party must provide list of equipment to be used in the activity)</i>	Sub-Total	₱
Recommendation		Endorsement of PABX-UMT Head	ENGR. ALDEN JOSE U. AYNERA
Campus Maintenance Office (CMO)		<i>Computation and Endorsement</i>	
Pcs.	Property / Equipment for Rent	Electrician/Custodian Services (rate for every 4 hours)	Sub-Total
	Barricades (₱ 200.00/pc./day)	Weekend/Holidays: ₱ 450.00	₱
	Tables (₱ 100.00/pc./day)	After Office Hours: ₱ 380.00	
	Chairs (₱ 10.00/pc./day)	Utility Workers (rate for every 4 hours)	
Hr.	Rate: ₱1,000.00 for the first 4 hours and additional ₱ 100.00 for every succeeding hour.	Weekend/Holidays: ₱ 350.00	
	Tent (Pcs: _____)	After Office Hours: ₱ 300.00	
	Sound System	Pick-up and Drop-off Arrangement	
	Generator Set	By the requesting party	
	Payloader	By CMO staff (Additional charge of ₱ 200.00)	
	High Pruner/Telescopic Chain Saw		
Recommendation		Endorsement of CMO Director	MS. PERLITA C. RAÑA
Public Safety and Security Office (PSSO)		<i>Computation and Endorsement</i>	
Pax	Police / SSB Assistance	Others, please specify:	Sub-Total
	Traffic		₱
	Security (Rate after office hours: 500.00/pax for the first 3 hours and 100.00/pax for every succeeding hour.)		
Recommendation		Endorsement of PSSO Director	MR. EDGIE FRANCIS B. UYANGUREN
Office of the Vice Chancellor for Community Affairs (OVCCA)		<i>Computation and Endorsement</i>	
Hour	Sunken Garden and Grandstand	Hour	Lagoon
	UP Users (Non-Commercial): ₱ 1,573.00		UP Users (Non-Commercial): ₱ 1,375.00
	UP Users (Commercial): ₱ 6,232.00		UP Users (Commercial) / 'Non-UP (Non-Commercial): ₱ 5,566.00
	Non-UP (Non-Commercial): ₱ 15,549.00		Non-UP (Commercial): ₱ 13,673.00
Hour	Academic Oval and Other Grounds		Security Bond (Refundable)
	UP Users (Non-Commercial): ₱ 1,100.00		Minimum of ₱ 5,000.00 or 10% of rental fee (whichever is higher)
	UP Users (Commercial): ₱		
	Non-UP (Non-Commercial): ₱		
	Non-UP (Commercial): ₱		
Recommendation		Assessment of OVCCA Staff	MR. SANNY BOY C. LAQUINDANUM

5. Conforme to the Terms and Conditions

TERMS AND CONDITIONS FOR THE USE OF UP DILIMAN GROUNDS (OPEN COMMON SPACES)

1. UP Users are the following:
 - 1.1. UP faculty members, REPS, and administrative staff;
 - 1.1. UP students;
 - 1.2. UP alumni;
 - 1.3. UP-accredited organizations (employees' and faculty unions, employees' cooperative);
 - 1.4. UP-accredited student organizations and foundations; and
 - 1.5. UP-accredited alumni associations

2. This *Terms and Conditions* covers activities and events held at the grounds (open common spaces) of the UP Diliman Campus.
3. Policies as well as rules and regulations of the University should be observed at all times.
4. The academic atmosphere shall be observed at all times. Any loud activity / program, including behavior of participants resulting therefrom is prohibited.
5. Cleanliness and orderliness shall be observed at all times. Event organizers shall provide garbage bags / bins and implement proper waste disposal during their activity.
6. All signages pertaining to the activity shall be removed by the event organizers.
7. Any obstruction and closure (full or partial) of the Academic Oval and other main thoroughfare of the UPD Campus is prohibited except on the following occasions:
 - 7.1. Official University activities; and
 - 7.2. Approved fun run / marathon events (only during Sundays).
8. Conditions for Fun Run, Marathon, and similar race-related activities:
 - 8.1. Duration of the activity shall not go beyond 10:00 AM;
 - 8.2. Race route is limited to the Academic Oval; and
 - 8.3. Even during the course of the event, the Academic Oval shall not be exclusive to the registered participants.
9. UP property or any part of its grounds (e.g., trees, plants, shrubs, art works, bench, lampposts, etc.) shall not be removed, vandalized, nor damaged during the use of the UPD Grounds.

Any destruction or damage of such shall be charged to the security bond and when necessary, shall be paid by the requesting party.
10. The following shall be charged to the Security Bond:
 - 10.1. Damages to University property and facility as result of its use;
 - 10.2. Unpaid personal services; and
 - 10.3. Unpaid utility bills.
11. The OVCCA has the prerogative to revoke issued permits for violation of university policies, for causing damage to university property, or for compromising the safety and security of the UPD community.

Conforme	Printed name over signature of representative
Date	

6. Proof of Payment		
Unit	OR Number	Amount
PABX-UMT		
CMO		
PSSO		
OVCC CA		

7. ACTION OF THE VCCA			
<input type="checkbox"/>	Approved	Date	
<input type="checkbox"/>	Disapproved		
Remarks:			
Signature:			
ROEHL L. JAMON Vice Chancellor for Community Affairs			

