



Reference No.	PNU-NL-2026-FMU-FM-002
Issue No.	01
Rev. No.	00
Date:	03/04/2026
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DC No.	CC03042026-183

FMU	REQUEST FOR USE OF FACILITIES AND EQUIPMENT
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REQUEST FOR USE OF FACILITIES AND EQUIPMENT

RUFEE No: _____

We would like to request the use of this facility/equipment mentioned below. (Please check as applicable.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Dy Hall | <input type="checkbox"/> Tomas Hall | <input type="checkbox"/> Extension Wire(s) |
| <input type="checkbox"/> Albano Hall | <input type="checkbox"/> Dasig Building | <input type="checkbox"/> Wooden Fence |
| <input type="checkbox"/> MPH | <input type="checkbox"/> New Building
(Beside Bravo Isabelino Bldg.) | <input type="checkbox"/> Back Drop |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Abuan Building | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Basketball Court | <input type="checkbox"/> IP Hall | <input type="checkbox"/> Microphone Stand |
| <input type="checkbox"/> Quadrangle | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Rustrum |
| <input type="checkbox"/> Open Stage | <input type="checkbox"/> Balai ti Alumni | <input type="checkbox"/> Banner (PNU) |
| <input type="checkbox"/> Speech Lab | <input type="checkbox"/> Electric Fan(s) | <input type="checkbox"/> Philippine Flag |
| <input type="checkbox"/> Guest House | <input type="checkbox"/> Desk Fan | <input type="checkbox"/> Table(s) |
| <input type="checkbox"/> H.E. Building | <input type="checkbox"/> Stand Fan | <input type="checkbox"/> Chair(s) |
| <input type="checkbox"/> I.T. Lab 1 | <input type="checkbox"/> Colored TV | <input type="checkbox"/> Monoblock |
| <input type="checkbox"/> I.T. Lab 2 | <input type="checkbox"/> Projector | <input type="checkbox"/> Wooden |
| <input type="checkbox"/> Science Lab | <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Executive Chairs |
| <input type="checkbox"/> Inno Hub 4th Floor | <input type="checkbox"/> Portable Speaker(s) | <input type="checkbox"/> Other Equipment
(Please Specify) |
| <input type="checkbox"/> IP Classroom | <input type="checkbox"/> Sound System
(University Program Only) | _____ |
| <input type="checkbox"/> Other Building
(Please Specify) | | _____ |
| _____ | | |

We intend to use the facility/equipment for the following purposes:	Person-in-Charge	
Name of Activity	Signature:	
	Name:	
	<i>Signature over printed name</i>	

Requested by:	Approved:
Signature:	
Name:	MADONNA C. GONZALES, DPd.
Contact number:	Director for Administration, Finance and Planning
Date:	

Date of use: _____

PLEASE READ:

***(To be filled in triplicate)**

- Reservation is strictly on **“FIRST COME, FIRST SERVE”** basis. It should be done not later than **seven (7) days** before the activity.
- Any activity involving the student participants require prior clearance from the homeroom adviser.
- The requesting party is **responsible for the cleanliness and orderliness** of the facility/equipment after the activity. They should see to it that no litter or trash is left in the premises after the activity.
- The requesting party is **responsible for damages** or destruction in the facility or equipment during the use.
- Person-in-Charge should be a faculty/ adviser. Students are not accountable as person-in-charge.
- All equipment must be complete and accounted for before and after the event of the requesting party to prevent any loss.
- The student’s school ID will be collected by the FMS Staff and returned after all equipment is accounted for.





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FMU REQUEST FOR USE OF FACILITIES AND EQUIPMENT

Time:
Number of attendees:

PLEASE READ:

*(To be filled in triplicate)

- Reservation is strictly on **“FIRST COME, FIRST SERVE”** basis. It should be done not later than **seven (7) days** before the activity.
- Any activity involving the student participants require prior clearance from the homeroom adviser.
- The requesting party is **responsible for the cleanliness and orderliness** of the facility/equipment after the activity. They should see to it that no litter or trash is left in the premises after the activity.
- The requesting party is **responsible for damages** or destruction in the facility or equipment during the use.
- Person-in-Charge should be a faculty/ adviser. Students are not accountable as person-in-charge.
- All equipment must be complete and accounted for before and after the event of the requesting party to prevent any loss.
- The student’s school ID will be collected by the FMS Staff and returned after all equipment is accounted for.

