



Reference No.	PNU-NL-2026-ASB-FM-006
Issue No.	01
Rev. No.	00
Date:	02/26/2026
Page	1PAGE *
DC No.	CC02262026-135

ASB	REQUEST FOR THE VENUE RENTAL FOR EVENT
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Filing Date of Request:																																									
Title of Event:																																									
Date and Time of Event:	Number of persons attending:																																								
Nature of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Workshop/Conference <input type="checkbox"/> Reception <input type="checkbox"/> Others _____																																									
Venue (Please check)																																									
<table border="1"> <tr><td><input type="checkbox"/></td><td>ABUAN BUILDING</td></tr> <tr><td><input type="checkbox"/></td><td>ALBANO HALL</td></tr> <tr><td><input type="checkbox"/></td><td>BALAY TI ALUMNI BUILDING</td></tr> <tr><td><input type="checkbox"/></td><td>BASKETBALL COURT</td></tr> <tr><td><input type="checkbox"/></td><td>DASIG BUILDING</td></tr> <tr><td><input type="checkbox"/></td><td>DY HALL</td></tr> <tr><td><input type="checkbox"/></td><td>GUEST HOUSE</td></tr> <tr><td><input type="checkbox"/></td><td>GYMNASIUM</td></tr> <tr><td><input type="checkbox"/></td><td>H.E. BUILDING</td></tr> <tr><td><input type="checkbox"/></td><td>I.T LAB 1</td></tr> </table>	<input type="checkbox"/>	ABUAN BUILDING	<input type="checkbox"/>	ALBANO HALL	<input type="checkbox"/>	BALAY TI ALUMNI BUILDING	<input type="checkbox"/>	BASKETBALL COURT	<input type="checkbox"/>	DASIG BUILDING	<input type="checkbox"/>	DY HALL	<input type="checkbox"/>	GUEST HOUSE	<input type="checkbox"/>	GYMNASIUM	<input type="checkbox"/>	H.E. BUILDING	<input type="checkbox"/>	I.T LAB 1	<table border="1"> <tr><td><input type="checkbox"/></td><td>I.T LAB 2</td></tr> <tr><td><input type="checkbox"/></td><td>INNOHUB 4TH FLOOR</td></tr> <tr><td><input type="checkbox"/></td><td>IP HALL</td></tr> <tr><td><input type="checkbox"/></td><td>MPH</td></tr> <tr><td><input type="checkbox"/></td><td>OPEN STAGE</td></tr> <tr><td><input type="checkbox"/></td><td>QUADRANGLE</td></tr> <tr><td><input type="checkbox"/></td><td>SCIENCE LAB</td></tr> <tr><td><input type="checkbox"/></td><td>SPEECH LAB</td></tr> <tr><td><input type="checkbox"/></td><td>TOMAS HALL</td></tr> <tr><td><input type="checkbox"/></td><td>OTHER BUILDING (PLS SPECIFY)</td></tr> </table>	<input type="checkbox"/>	I.T LAB 2	<input type="checkbox"/>	INNOHUB 4TH FLOOR	<input type="checkbox"/>	IP HALL	<input type="checkbox"/>	MPH	<input type="checkbox"/>	OPEN STAGE	<input type="checkbox"/>	QUADRANGLE	<input type="checkbox"/>	SCIENCE LAB	<input type="checkbox"/>	SPEECH LAB	<input type="checkbox"/>	TOMAS HALL	<input type="checkbox"/>	OTHER BUILDING (PLS SPECIFY)
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Requested by: _____ Date: _____	Approved by : _____ Date: _____
_____ Signature over Printed Name of Customer _____ Contact Number	_____ Executive Director & Provost
Request Received by: _____ Date: _____	Action Taken: <input type="checkbox"/> Accommodated <input type="checkbox"/> Unaccommodated
_____ Head, ASBDU	Remarks:

Please Read:

Damage in property or equipment after use by the customer should be reported. (The report must include the orderliness and cleanliness after use, discipline and order and over all assurance of proper utilization of facilities).

