UNIVERSITY OF THE EAST
Information Technology Department
FACILITY RESERVATION FORM

(COLLEGE OR STUDENT ORGANIZATION SPONSORED ACTIVITY BOOKING FORM)

I. **INSTRUCTIONS**:

Please read the rules and regulations at the back before accomplishing/lodging this application form. This reservation form must be accomplished in **duplicate**. Take note of the deadline for submission below:

ACTIVITY	Submit this form to ITD not later than the no. of days before the activity
Sponsored by a College	2 days
Sponsored by a Student Organization	3 days

II. **GENERAL INFORMATION** – to be filled up by the applicant

TITLE OF EVENT: _____

DATE/S: _____ TIME: _____ NO. OF PARTICIPANTS: _____

ORGANIZATION/SPONSORING GROUP: _____

BRIEF DESCRIPTION OF ACTIVITY: _____

GUEST SPEAKER (if any): _____

_____   _____   _____
NAME/SIGNATURE OF APPLICANT   DESIGNATION   PHONE NO./ E-MAIL

ACTIVITY APPROVED BY: _____
Chancellor/Dean/SAO Director/Head

III. **VENUE**: *Check or cross-out the lab/multimedia room:*

6ᵗʰ **Floor:** MULTIMEDIA PRESENTATION ROOM: ○1 ○2
LABORATORY ROOM: ○A ○B ○C ○D ○E ○F

5ᵗʰ **Floor:** INTERNET ROOM: ○A ○B ○C ○D
MULTIMEDIA CLASSROOM: ○1 ○2

IV. **ADDITIONAL EQUIPMENT/SOFTWARE NEEDED**

☐ OHP ☐ TV ☐ VIDEO ☐ SOFTWARE NEEDED (TITLE/VERSION) _____
_____
_____
_____

STATUS TAKEN FOR THE USE OF THE VENUE/S:

☐ AVAILABLE   ☐ NOT AVAILABLE   ☐ OTHERS _____

Recorded by: _____
I.T. Facility Supervisor, ITDept.   Date: _____/_____/_____ Time: _____

V. **APPROVED BY:**

_____   _____/_____/_____
DIRECTOR, ITDepartment   DATE

REMARKS:_____
_____
_____

PLEASE READ THE BACK PAGE BEFORE ACCOMPLISHING THIS RESERVATION FORM

6th Floor COMPUTER LAB. AND MULTIMEDIA PRESENTATION ROOMS RULES AND REGULATIONS

1. Students are required to wear their school ID and official school uniform while inside the laboratory facilities.
2. Smoking, drinking and eating, including candies and chewing gums are strictly prohibited inside the laboratory room.
3. Students are not allowed inside the laboratory/multimedia presentation rooms without faculty supervision.
4. Silence should be observed at all times particularly along the hallway.
5. Littering and loitering are strictly prohibited.
6. Faculty members should secure a copy of the Computer Terminal Assignment Form (**CTAF**) from the student assistant assigned at the lobby. The fully accomplished CTAF should be submitted to the Student Assistant at the end of the class.
7. Bags and other personal belongings should be placed either at the baggage counter or in front/near the teacher's table.
8. Faculty members should check if the following items are available and working properly **BEFORE** starting the class:

    a. Screen/Monitor
    b. Mouse with Trackball
    c. Keyboard
    d. CPU
    e. Power Cables (6 pcs)
    f. Tables and Chairs
    g. Sound System
    h. Microphone
    i. LCD Projector

9. **REPORTING MALFUNCTIONING/DAMAGED/LOST ITEMS**
   Faculty members should immediately report to the student assistant before starting his/her class any computer malfunction/damage/loss, software problems and other equipment breakdown, including aircon and lights. The report should specify the computer terminal number and a brief description of the problem or any error message displayed on the screen.
   NOTE: Repair or replacement for any damage/s to any of the items listed in item no. 8 will be charged to the last user.
10. Tampering of the control panel and configuration settings of the computer such as setting of screen password, copying, moving and deleting program files, etc are strictly prohibited.
11. **RESERVATION OF LAB and MULTIMEDIA ROOMS**
    Reservation of computer laboratory or multimedia presentation room is on a **first-come-first-served** basis. The RESERVATION FORM is available at the 5th Floor ITD Extension Office. The duly accomplished Reservation Form should be submitted to ITD Office **at least three (3) days** prior to the date being reserved.
12. **SAVING OF FILES and CREATING OF FOLDERS.**
    Students are allowed to save their files and/or create folders *only* inside the **My Documents** folder. Files or folders saved/created outside the *My Documents* folder will automatically be deleted at the end of the day.
13. **PRINTING OF FILES**
    Faculty members requiring a printout of their student's laboratory exercises should reserve a printer from the student assistant assigned at the lobby of the 6th floor. The Reservation Form should be submitted at least two (2) days prior to his/her next scheduled laboratory class. The faculty member should indicate the model of the printer being reserved and whether the class will be providing the ink cartridge and paper.
    NOTE: Consumables such as printer cartridge and paper are **NOT** automatically provided by ITD unless specified by the faculty in the reservation form. Printing fees will be charged if ITD will provide the consumables.
14. **REQUESTING ADDITIONAL EQUIPMENT**
    If additional equipment will be needed, the faculty member or organizer of the activity is responsible for borrowing/returning of the equipment from the appropriate department e.g. Audiovisual Office.
15. **SETUP AND INSTALLATION OF ADDITIONAL SOFTWARE**
    If special setup of equipment and installation of software will be required, a **minimum of seven (7) working days** is required. Please bring/submit the equipment or the software to the Supervisor for testing and installation.
16. The computers in the computer laboratory, multimedia presentation and Internet rooms are configured specifically for UE student's use only. Some features available elsewhere may not be available in our facilities.
17. *The availability of the room may vary throughout the semester. ITD reserves the right to cancel or decline a request if a University or College sponsored activity will require the use of the same room or equipment being reserved.*

5th Floor INTERNET ROOM and MULTIMEDIA CLASSROOMS RULES AND REGULATIONS

The following are STRICTLY PROHIBITED inside the Internet rooms:
A. Smoking, drinking and eating, including candies and chewing gums.
B. Bringing of items such as bags and books beyond the counter area. Only valuable items such as wallets, mobile phones or pagers (provided the equipment is turned off or in silent mode), a few sheets of paper and a pen/pencil may be brought in.
C. Tampering of the control panel and changing the computer settings/configurations.
D. Installation and use of any application/software other than those installed by MISD.
E. Creating unnecessary noise that may disturb or annoy other users.
F. Transferring, tampering, damaging and/or stealing any equipment or any part of it. Any loss or damage to any equipment will be charged to the last user.
G. Transferring or using computer terminals other than the one assigned to the user.
H. Accessing any indecent or immoral information or files in graphical, text, sound, video or other format.
I. Playing online games and "chatting"

Any student caught violating any of the above item/s will immediately be escorted out of the room and may be denied access to the facilities and subjected to a possible disciplinary action as per Student Affairs Office (SAO) policy.