



RESOURCE GENERATION MANAGEMENT SERVICES

SERVICE REQUEST FORM

(EXTERNAL REQUISITIONER)

REQUISITION NO: E-024-24

CUSTOMER AND EVENT INFORMATION

(Please Write Legibly)

NAME OF REQUESTING OFFICER:	<u>VON LISTEN B. POWEN</u>	CONTACT NO:	<u>0975-846-2150</u>
AGENCY:	<u>CSMU</u>	POSITION:	<u>Faculty</u>
CONTACT PERSON:	<u>VON LISTEN B. POWEN</u>	E-MAIL:	
EVENT:	<u>CSFU Football Training</u>		

SERVICE REQUEST INFORMATION

VENUES FOR RENTAL	Rate (per 8 hours)	QUANTITY	No. of days to be utilized	Total Bill	Date Coverage	Inclusive Time
<input type="checkbox"/> Gymnasium	Php. 3,500.00	1				
<input type="checkbox"/> Swimming Pool	Php. 4,500.00	1				
<input checked="" type="checkbox"/> Track and Field Oval	Php. 2,500.00	1	<u>Weekends</u>		<u>Aug 15 - Sept 15</u>	<u>W - 3:00 - 5:00</u> <u>Sat - 6:00 - 8:00</u> <u>3:00 - 5:00</u>
<input type="checkbox"/> Audio Visual Room	Php. 4,000.00	1				
<input type="checkbox"/> Classrooms	Php. 500.00					
<input type="checkbox"/> Basketball and Volleyball Courts (Outdoor)	Php. 350.00	1				<u>Sun - 6:00 - 8:00</u> <u>7:00 - 5:00</u>
<input type="checkbox"/> Others (please specify):						
EQUIPMENT/Etc. FOR RENTAL	Rate (per 8 hours)	QUANTITY	No. of days to be utilized	Total Bill	Date Coverage	Inclusive Time
<input type="checkbox"/> Monoblocked Chairs	Php. 5.00					
<input type="checkbox"/> Industrial Fan	Php. 100.00					
<input type="checkbox"/> Air Coolers	Php. 1,500.00					
<input type="checkbox"/> Chaircovers						
<input type="checkbox"/> LED Eboard (12 hours)						
<input type="checkbox"/> Others (please specify):						

☒ I agree to abide with the rules and regulations issued by Caraga State University - Cabadbaran City including the payment of bills (if any), no smoking inside the campus, restoration of facilities and venues used, no garbage left behind, compliance to IATF Guidelines, replacement of damage/lost rented facilities and other University policies.

☒ I hereby allow the Resource Generation Management Services to use my personal details for all the transactions needed for my rental.

☒ I hereby allow RGMS to have my Identification Card which I will claim in the office after the issuance of clearance.

VON LISTEN B. POWEN
 Signature over Printed Name of the Requisitionaire

Received by: JOMARK DELOSO
 RGMS, Staff

Time: 3:55 PM
 Date: 8/15/24

Checked and Validated by:

KIMBERLY C. FONG, MM

Head, Office of the Resource Generation Management Services

Approved by:

RITCHFIELD L. MARISCAL, Ph.D

Director for Administrative Services

Acknowledge by:

C/O

Facility Incharge

Noted by:

RAFFY V. COSICOL

Chief, Office of Campus Security and Safety

DATE:	
OR NO:	
AMOUNT:	

RENTAL AGREEMENT

RE: GRANT OF REQUEST TO USE THE CSUCC TRACK AND FIELD WITH COMPLIANCE TO CONDITIONS HEREIN STATED.

1. Payment of the rental fee will be according to the issued billing statement of the university and should be done before the booked schedule of use.
2. The Service Request Form from the ORGMS should be filled-up upon approval of the request letter from the Office of the Campus Director.
3. Damage to Premises. Tenant shall be responsible for any damage to the premises caused by Tenant or Tenant's guests. Tenant shall promptly notify the Security of any damage to the premises. The University shall have the option of repairing or replacing any damaged item, and Tenant shall reimburse the University for the reasonable cost of any such repair or replacement upon receipt of a bill from the Office of the Resource Generation Management Services.
4. The use of the Gymnasium / Oval Grounds as an open space and surrounded by residential areas should be governed and comply with relevant ordinances of the surrounding barangays on peace and order and the allowable time for use of amplified audio devices in open spaces, unless a special permit has been secured for this purpose with indicated specified time of use.
5. General Safety and Security concerns shall be borne by the user. As clearly relayed to the user, the University has no capacity to ensure the safety of the user's guests. Henceforth, the University do hereby release, waive, and discharge full responsibility on any liabilities from all claims including negligence resulting in personal injury, accidents, or illnesses (including death) and property loss arising from use of premises.
6. Strict compliance to prevailing IATF protocol must be implemented throughout the course of the activity.
7. Before and after care shall be borne by the user.
8. Garbage accumulated from the event/activity should be properly segregated and shall be disposed outside the school premises.
9. For further concerns, please contact:
 - Office of the Resource Generation Management Services (Ms. Kimberly Fong) - 09511670010

I have read the above rental agreement and fully understand its contents. I voluntarily agree to the terms and conditions stated above.

NAME & SIGNATURE:

Van Kristian Boman

CONTACT #:

0978-06-110

DATE:

Aug. 15, 2014