

	Republic of the Philippines BULACAN AGRICULTURAL STATE COLLEGE Pinaod, San Ildefonso, Bulacan 3010 Telefax: 044 762 1427 044 762 0120 Email: info@basc.edu.ph www.basc.edu.ph		Document No.: BASC-GEN-004-07
			Effectivity Date: 04.01.19
Title: REQUEST FOR THE USE OF COLLEGE FACILITY*			
Facility being Requested:			
Requesting Office/ Unit/ Organization:			
Intended Date of Use:		Time:	
Purpose:	<input type="checkbox"/> Seminar/Training <input type="checkbox"/> Meeting <input type="checkbox"/> Special Class/ Class Activity <input type="checkbox"/> Lab Experiment <input type="checkbox"/> Presentation <input type="checkbox"/> Others, please specify: _____		
Participants who will Use the Facility:	<input type="checkbox"/> Faculty <input type="checkbox"/> Students <input type="checkbox"/> Alumni <input type="checkbox"/> Staff <input type="checkbox"/> Parents <input type="checkbox"/> Others, please specify: _____		
Person in Charge during the Event/ Activity:		Position:	
Miscellaneous request:	<input type="checkbox"/> Basic Sound System <input type="checkbox"/> Others, specify: _____ <input type="checkbox"/> Maintenance Personnel / Operator		
Venue Reserved prior to Request?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date of reservation:	
Requested by:	_____ (Signature over printed name and designation)		Date Signed:
As to Availability of Facility:	Remarks:		
Facility In-Charge	_____		
Approved:	Remarks:		
<u>JAMESON H. TAN, Ed.D.</u> SUC President III			

*College facility includes Multipurpose Gym, BASC Hostel, Rene Cayetano Hall, FTC Hall, RDC Hall, and Sports Facility