

University of the Philippines  
**COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY**  
 Office of Student Affairs

**WELLNESS CENTER RESERVATION FORM**

Please fill-out this portion with complete details

<b>Date of Filing:</b>			
<b>Name of Organization/Department/Class:</b>			
<b>Date needed:</b>		<b>Time:</b>	
<b>Purpose/Activity:</b>			

CSSP Class and CSSP-Based Organization	RATE PER HOUR	AMOUNT
Room rental only	150.00	
Room rental w/ sound system and/or LCD projector	450.00	
LCD projector (excess minutes will be charged)	200.00	
Overtime Fee for Technical Staff	100.00	
* Overtime Fee for Maintenance Staff	75.00	

Partnership with CSSP-Based Organization	RATE PER HOUR	AMOUNT
Room rental only	500.00	
Room rental w/ sound system and LCD projector	600.00	
LCD Projector Only (excess minutes will be charged)	550.00	
Overtime Fee for Technical Staff	100.00	
* Overtime Fee for Maintenance Staff	75.00	

Non-CSSP Class and University Based Organization	RATE PER HOUR	AMOUNT
Room Rental	800.00	
Room rental w/ sound system and/or LCD projector	900.00	
LCD Projector Only (excess minutes will be charged)	550.00	
Overtime Fee for Technical Staff	100.00	
* Overtime Fee for Maintenance Staff	75.00	

Non-UP Organizations	RATE PER HOUR	AMOUNT
Room rental	2500.00	
Room rental with sound system and/or LCD projector (first three hours)	3000.00	
Succeeding hours	700.00	
Overtime Fee for Technical Staff	150.00	
* Overtime Fee for Maintenance Staff	100.00	

Tables & Chairs	RATE	AMOUNT
Maintenance Staff	50.00/head	
Tables	10.00/piece	
Chairs	5.00/piece	

**Total Fee:** \_\_\_\_\_

**Overtime Fee:** \_\_\_\_\_

**O.R. No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

**NOTED / APPROVED BY:**

\_\_\_\_\_  
College & Course

\_\_\_\_\_  
Email & Contact No.

\_\_\_\_\_  
**Coordinator**  
 CSSP Office of Student Affairs

Noted by:

\_\_\_\_\_  
Signature over printed name  
of Head of Organization

\_\_\_\_\_  
Signature over printed name  
of Adviser