

**DE LA SALLE UNIVERSITY-DASMARIÑAS**  
Dasmariñas, Cavite

**UGNAYANG LA SALLE RESERVATION FORM**  
**NON-SPORTS ACTIVITIES**

**Date Needed:** \_\_\_\_\_ **Starting Time:** \_\_\_\_\_ **Expected Time to Finish:** \_\_\_\_\_  
(month/day/year)

**Facilities**

- Backstage
- Dressing Room
- Others: \_\_\_\_\_

**User**

- DLSU-D: \_\_\_\_\_  
College/Department/Organization/Office
- DLSP Members/Affiliates: \_\_\_\_\_  
School/College/Dept./Org/Office
- Others: \_\_\_\_\_

**Contact Number:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Needed**

\_\_\_\_\_  
\_\_\_\_\_

**Type of Activity**

**Title**

- Stage Play: \_\_\_\_\_
- Concert: \_\_\_\_\_
- Seminar/Workshop: \_\_\_\_\_
- Assembly/Party: \_\_\_\_\_
- Others: \_\_\_\_\_

**No. of Participants:** \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name & Signature of Requisitioner

**Approved by:**

**Dr. Necitas F. Sayoto**      **Date:** \_\_\_\_\_  
Chair, Physical Education Department

Confirmation Done:

\_\_\_\_\_  
Printed Name & Signature

**Dr. Paterno S. Alcartado**      **Date:** \_\_\_\_\_  
Asst. Vice Chancellor for Administrative Services

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

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To be filled out by PED/AVCAS

**Staff Services**

- Maintenance # \_\_\_\_\_
- Tool Keeper # \_\_\_\_\_
- Security Guard # \_\_\_\_\_
- Technician / Electrician # \_\_\_\_\_
- Others: \_\_\_\_\_

**Total Fees:** \_\_\_\_\_ **O.R. #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_