



454 GRC Bldg, Rizal Ave., Extn. 9th Ave., Grace Park, Caloocan City
Tel. No. : 361-6330

EQUIPMENT RESERVATION FORM

Requestor's Name:	Employee No./Student No.:	Date Reserved:
Coll/Dept/Div/Int.:		
Requestor's Email Address	Requestor's Contact No.:	
RESERVATION INFORMATION		
Reservation Date:	From what time:	To what time:
Event Description/Event Location:		
Equipment/Furniture		
<input type="checkbox"/> Tables	<input type="checkbox"/> Chairs	<input type="checkbox"/> Stand Fan <input type="checkbox"/> Others
Notice		
<p>Submitting a request does not guarantee your reservation has been made, you will receive a copy of this form notifying you once the request has been approved or denied. Please keep in mind it can take up to 24 hours for your request to be processed.</p> <p>I will return all the equipments in good condition after the event.</p> <p>I agree with the notice:</p> <p><input type="checkbox"/> Yes</p>		
Requestor's Signature:		Date:
Approved by:	Remarks after used:	
Reader's Services In-charge	Date	Checked by:
Noted by:	_____	
General Services	Date	Date: _____