



Teaching and Learning Resource Center

REQUEST FOR USE OF FACILITIES FORM (RUFF)



Requestor: _____ RUFF No.: _____

Date of Use: _____ Time of Use: _____

Subject and Section: _____ No. of pax: _____

Purpose:

- Film showing Class Lecture/Presentation Training/Workshop/Seminar
 Meeting Forum/Conference Student organization activity

(Name of Student Organization)

Title of Activity: _____

Mobile/Email: _____ Signature: _____

AVAILABLE FACILITIES <i>(please check)</i>		AMOUNT
V E N U E	<input type="checkbox"/> TLRC WOOT! HUB (at most 10 pax, Free use)	
	<input type="checkbox"/> TLRC AVR (at most 35 pax)	
	<input type="checkbox"/> MILC/ILP AVR (more than 35 but not to exceed 100 pax)	
	<input type="checkbox"/> MILC/ILP Interactive Classroom (IC) (at most 20 pax)	
E Q U I P M E N T	<input type="checkbox"/> Desktop/Laptop Computer	
	<input type="checkbox"/> Multimedia LCD Projector	
	<input type="checkbox"/> PA/Sound System	
	<input type="checkbox"/> Whiteboard panel, pens, markers (free use)	
TOTAL AMOUNT PAYABLE		
OFFICIAL RECEIPT (OR) NUMBER		

Received:

Approved:

TLRC Staff

TLRC Director

APPROVED RATES	
AVAILABLE FACILITIES	RATE PER HOUR
TLRC AVR	50.00
MILC – ILP AVR	175.00
MILC – ILP Interactive Classroom (IC)	FREE (Class use)
	20.00 per unit PC (Non-class use)
Multimedia/LCD Projector	100.00
Desktop Computer/Laptop	100.00
PA System	50.00 (MILC – ILP AVR)
	FREE (TLRC AVR)
GENERAL GUIDELINES	
For Class Use:	
<ol style="list-style-type: none"> All classes can use the TLRC and MILC–ILP AVR facilities. Those with fifty (50) or more students can use the ILP while those with fewer than 50 students can use the TLRC. Each class is entitled to free use of the facilities, i.e. three (3) sessions per subject/course per semester, and should follow the official class schedules. The faculty-in-charge should file the request form i.e. RUFF at least three (3) working days prior to date of use. The request form i.e. Request for Use of Facilities Form (RUFF) may be obtained from TLRC or MILC – ILP offices. The faculty-in-charge must be present on the date of use i.e. no faculty, no use. Postponement or cancellation of reservation is considered served. All learning materials and films should be tested one day before the scheduled date. 	
For Non-Class Use i.e. student organizations, UPV offices, etc.:	
<ol style="list-style-type: none"> The requestor must accomplish the request form i.e. Request for Use of Facilities Form (RUFF) and pay the corresponding fees at the UPV Cash Office at least three (3) working days prior to date of use. Ensure that all facilities and equipment are in good condition after use. For any damage to equipment or facilities caused by negligence of the user, the total cost of the repair shall be charged to the exclusive account of the requesting party. When damage is no longer repairable, the requesting party should replace the damaged facility or equipment with a new one (with exactly the same specifications) within one (1) month from date of the incident. Observe cleanliness and orderliness in the premises during the activity. 	