



(Member, Cilect/International Association of Film and Television Schools)
 University of the Philippines Film Institute, Plaridel Hall, Ylanan Road,
 U.P Diliman Quezon City.
 Tel.# 920-68-63 Direct Line / U.P Trunkline 981-85-00 local 2670
 Email – upfilmstudio@gmail.com

VENUE USE FORM

- Film Student
 UPFI Thesis
 U.P CMC
 U.P Units
 UPFI Event
 Non U.P Private

Name: _____ Student #: _____ Date: _____
 Signiture Over Printed Name.

Phone Number: _____ Email: _____ Faculty Adviser: _____
 Signiture Over Printed Name.

RESERVATION REQUEST:

Note: This permit will only be processed if submitted 5 working days before the activity/event

Submit this request to the office of the facility custodian where you are requesting space. You will receive an email notification or txt message either confirming reservation or advising of conflict. You should bring your email confirmation with you on the day you reserve.

NATURE OF ACTIVITY:

- Thesis/Production/Shoot _____
 GA/Orientation/Assembly _____
 Film Screening/Premiere _____
 Seminar/Conference/Workshop _____
 Others _____

VENUE OF ACTIVITY: _____

CHECK-IN-DATE: _____ CHECK-OUT-DATE: _____
 START TIME: _____ END TIME: _____

- Storage and Security Bond/Deposit Fee, _____
 Props and Furniture, _____
 Equipment, _____

Failure to remove the props and other materials, 24 hours after the activity/event will forfeit your deposit fee.....

 Daniel A. Noriega
 Building Administrator/Equipment Custodian

 Melissa A. Dela Merced
 Faculty Coordinator, Academic Programs & Research

- VENUE AVAILABLE
 APPROVED
 DISAPPROVED
 FOR RENTALS

SIGNITURE:

Signiture indicates having read and agreed to the guidelines outlined in the venue reservation policy, Users will be responsible for all breakages, loss, and damages incurred to the facility and equipment. Failure to abide by these policies will result in loss of privileges, restitution , and / or student disciplinary action or legal action for non- U.P users.

 Signiture Over Printed Name

