



AUDIO VISUAL OFFICE

Mindanao University of Science and Technology
Cagayan de Oro City



Audio Visual Services/Request Form

Number of Participants

Audio Visual Room Assigned (Please check)

- Audio Visual Room 1 (Ground Floor, ITB Phase-2)
- Audio Visual Room 2 (4th floor, ICT building)
- Audio Visual Room 3 (6th floor, Engineering Complex)

Applicant: _____
(Class/Students Org./Dept./Unit/Group)

Department: (Please Check)

- | | |
|---|--|
| <input type="checkbox"/> College of Industrial & Information Technology | <input type="checkbox"/> Graduate School |
| <input type="checkbox"/> College of Engineering & Architecture | <input type="checkbox"/> Students Organization |
| <input type="checkbox"/> College of Arts & Sciences | <input type="checkbox"/> University Administration |
| <input type="checkbox"/> College of Policy Studies & Educational Management | <input type="checkbox"/> Outsider Client |
| <input type="checkbox"/> Secondary Laboratory School | |
| <input type="checkbox"/> Others, Please Specify _____ | |

Date Reserved : _____

Time: _____

Date Actual Use: _____

Time: _____

Purpose: (Please Check)

Equipment Needed: (Please Check)

- Lecture/Forum/Symposium
- Slide Viewing
- Film Showing
- Seminar/Workshop
- Video Coverage
- Photography
- Video/Audio Dubbing/Recording
- College Meeting/Conference

- Slide Projector
- Overhead Projector
- TV (32-inch Screen)
- VHS/DVD Video Player/Recorder
- Cassette Player/Recorder
- Multi-media Data Projector (LCD Projector)
- Digital Document Camera (Opaque Projector)
- Sound System set

Materials Needed:

Call No.

Title

Reserved by:

Noted by:

Confirmed by:

(Signature above Printed Name)

(Signature above Printed Name)

(Signature above Printed Name)

Unit/Department Head

Audio Visual Office



RULES AND REGULATIONS IN THE USE OF THE AV CENTER

1. Priority in the use of the AV Center is given to instructional-related activities requiring of its resources for one class period. Extension shall be considered on a case-to-case basis.
2. Activities such as musical shows, stage play/theatre presentation, general assemblies, and student organization recruitment orientation shall be entertained in the AV Room with special concurrence with the Audio Visual Services in - charge.
3. The party in-charge of the activity is expected to be personally present at all times. He/She shall be responsible for the after-care and the strict implementation of the "**NO SMOKING, EATING AND DRINKING**" policy inside the AV Room.
4. Installation of additional power connection and fixture should be referred first to the AVC in-charge. Loaning of equipment and materials from the AV Center is not allowed.
5. Reservation is on a FIRST-COME-FIRST-SERVE basis. The AVC management reserves the right to cancel or revoke confirmed reservations in case of misrepresentation and/or violation of the policies, rules and regulations.
6. Any damage incurred during the use of any group shall be charged against the person applying for reservation and the person endorsing approval of the application is also jointly and severally liable.
7. Any complaint should be directed in writing to the University President, copy furnished to the AVC in-charge.

Signature of the Applicant

Note:

A reservation entered in the log book is considered tentative until the reservation form is accomplished and returned to the AVC Office.

The reserving group is responsible for the return of AVC form to avoid cancellation of the reservation.