



## RESERVATION FORM for USE OF XS FACILITIES (ALUMNI)

Requesting Alumnus, Batch: \_\_\_\_\_ Contact #: \_\_\_\_\_

<b>Activity</b>	
<b>Date</b>	
<b>Time (duration)</b>	to ( )
<b>Facility(ies)</b>	

<b>List of Alumni Participants (with year of graduation)</b>	
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<b>SCHOOL SERVICES</b>	Place a check if availing (External Fill-Up)	Cost (XS Fill-Up)
FOOD		
MULTIMEDIA		
SECURITY		
JANITORIAL		
FURNITURE AND EQUIPMENT Please specify		
Others :		
<b>TOTAL</b>		

### ACKNOWLEDGEMENT

For the principle of mutual respect and good faith between SCHOOL and REQUESTING PARTY, the REQUESTING PARTY is expected to take care of the facilities and equipment of the SCHOOL. Any damage, whether unintentional/intentional, arising during the usage, will be charged accordingly to the REQUESTING PARTY.

\_\_\_\_\_  
Name & Signature of **REQUESTING PARTY**

\_\_\_\_\_  
Name & Signature of **SCHOOL REP.**

**RESERVATION #** \_\_\_\_\_

**O.R. #** \_\_\_\_\_

*\*Please bring a copy of this document upon usage of XS Facilities. This will serve as your PERMIT for verification process by our personnel.*

- 5 COPY
- > REQUESTING PARTY
- > RESERVATIONS
- > ACCOUNTING
- > SECURITY
- > PPO