



**APPLICATION FORM on USE OF FACILITIES**  
(North & South Circle, Hallways, Pavilion, Ground, etc.)

Document No. : FM-CD-28-02

Effective Date: January 01, 2018

Date of Application: \_\_\_\_\_ School/Departments: \_\_\_\_\_

Name of Applicant & Position : \_\_\_\_\_

Name of Organization/Subject & Section: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_ Monoblock Chairs \_\_\_\_\_ Tables  
 \_\_\_\_\_ Panel Boards \_\_\_\_\_ White Boards  
 \_\_\_\_\_ Flags (w/ Pole & Stand) \_\_\_\_\_ Rostrum  
 \_\_\_\_\_ Others (please indicate)

No. of Participants: \_\_\_\_\_

Item	Date of Use	Time of Use	Location
1			
2			
3			
4			
5			

Purpose: \_\_\_\_\_  
*(Write the title of Exhibit, Event, etc.)*

I/We hereby apply for permission to use the foregoing facilities of MIT subject to existing rules and regulation of the CDMO and MIT.

I/we hold ourselves responsible jointly and severally for any damage to and/or or loss of property or injury to person(s) arising from the use thereof.

\_\_\_\_\_  
 Applicant's Signature over Printed Names

Noted by:

\_\_\_\_\_  
 Faculty Adviser

\_\_\_\_\_  
 School's Dean or Subject Chairperson

APPROVED BY:

\_\_\_\_\_  
 CDMO HEAD *PPD*

**REMINDERS:**

1. This form shall be accomplished by the Organization's President or a faculty Member.
2. The applicant shall maintain order on the facilities requested during and after its use.

*To be accomplished in 2 copies (Applicant/CDM Office)*

**This form is available at the CDM Office**