

A U D I O - V I S U A L C E N T E R

AV-Center Copy

ST. MICHAEL'S COLLEGE
Iligan City

REQUEST FOR SERVICES

<p>PARTICULARS: <i>Date of Filing</i> _____</p> <p><input type="checkbox"/> AUDIO-VISUAL ROOM</p> <p><input type="checkbox"/> AUDITORIUM</p> <p><input type="checkbox"/> OTHER Venue (Pls. specify) _____</p> <p>NO. OF PARTICIPANTS: _____</p> <p>CLASS/SUBJECT/AUDIENCE: _____</p> <p>TOPIC: _____</p> <p>PURPOSE: _____</p> <p>_____</p> <p><i>I hereby agree that; (1) myself/my party is subject to the rules and regulations on the use of the above facilities and resources, (2) I also agree to return the materials/equipments right after the activity or will be penalized with five pesos (P5.00) fines per hour until the time I have it returned in the AVC.</i></p> <p>REQUESTING PARTY:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">INSTRUCTOR (Name & Signature)</p> <p>RECOMMENDED BY:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">DEAN OF the WEEK (Name & Signature)</p> <p>APPROVED BY:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">IMC Coordinator</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">DATE</th> <th style="width: 70%;">T I M E</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> </tr> </tbody> </table> <p><i>MATERIALS NEEDED: (Pls Check)</i> <input type="checkbox"/> VHS <input type="checkbox"/> VCD <input type="checkbox"/> DVD <input type="checkbox"/> Transparency</p> <p>Title: _____</p> <p><i>EQUIPMENTS NEEDED; Pls Check)</i> <input type="checkbox"/> DVD Player <input type="checkbox"/> VHS Player <input type="checkbox"/> TV <input type="checkbox"/> LCD <input type="checkbox"/> Computer <input type="checkbox"/> Others: _____</p> <p>Remarks:</p> <p>IMPORTANT – Reserve AV facilities and services for Use 2 to 3 days ahead of scheduled activity. Please always follow up pending request in the AVC.</p>	DATE	T I M E		
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A U D I O - V I S U A L C E N T E R

Client's Copy

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