



Republic of the Philippines  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
**Regional Training Center-Cordillera Administrative Region**

BSU Compound, La Trinidad, Benguet  
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RTC Form

### FACILITIES RESERVATION FORM

RESERVING PARTY/AGENCY					
ADDRESS					
CONTACT PERSON					
CONTACT TEL. NOS.					
TITLE OF ACTIVITY					
INCLUSIVE DATE					
PARTICIPANTS/LODGERS	Total No:	Male:	Female:	Live-in:	Live-Out:
TYPE OF PARTICIPANTS					

#### FACILITIES RESERVED

**LODGING:**

Type of Room, Description <i>Inclusive: Beddings, bath soap, towel, tissue</i>	Capacity (Indiv /room)	No. of Rooms	No. of Indiv	Rate/Head/Day	No. of Reservation
<b>Regular room</b> (Double Deck Beds, Common BR and CR)	4-5	14	66	P 350.00/head	
<b>Total Regular Rooms/Individuals</b>		<b>14</b>	<b>66</b>		
<b>Private Rooms (with BR &amp; CR)</b>					
2 Single Beds	2	12	24	P850.00/ room	
*Additional: 1 pull-out bed/room	1		5	P350.00/ head	
<b>Total Private Rooms</b>		<b>12</b>	<b>29</b>		

**TRAINING HALLS:**

Training Hall	Capacity	Rate/Day	Reserved Date
Aspulan	50 persons, w/ tables & chairs 100 persons, w/ chairs only	P4,000.00	
Dammuhan	30-40 persons, w/ tables & chairs	P2,500.00	
Sab-atan	20-30 persons w/ tables & chairs	P2,000.00	
4-H Conference Hall	15 persons w/ tables & chairs	P2,000.00	

**EQUIPMENT, OTHER CHARGES:**

Equipment	Rate	Reserved Date/No. of equipment brought in
Electricity Charge	P100.00/Unit/Day for every equipment brought in (laptop, printer, LCD projector, amplifier, etc.)	
	Use of hall in excess of 8 hours	

(NOTE: The entries under each Item/column above will vary depending on the available facilities of the Centers)

**TERMS AND CONDITIONS:**

- To confirm reservation for the use of the facilities, a down payment of at least ten percent (10%) of the total estimated cost shall be paid and is not refundable in case the activity is cancelled. For government agencies, approved Purchase Order is accepted in lieu of the down payment.
- In cases where the number of persons reserved will not arrive, the cost of the reserved number shall be charged for the first day; actual number of dorm occupants shall be charged for the succeeding days.
- Check-in time is from Monday to Friday between 1:00 pm to 5:00 pm only.
- Check-out time is from Monday to Friday between 8:00 am to 12:00 noon only. Checking out after 12:00 noon shall be counted additional one day.
- Supplies and materials are not provided by the Training Center. (e.g. whiteboard marker, chalk, etc).
- The Center reserves the right to inspect the rooms/facilities occupied by the users prior to their departure. Any loss or damage to the facilities occupied shall be charged to the occupants.
- The representative who transacted with the Center shall be responsible for the settlement of accounts.
- Payments collected from the use of ATI-CAR Facilities are for maintenance and supplies needed in the facilities.

RESERVING PARTY: \_\_\_\_\_  
 (signature over printed name)

Position/Designation: \_\_\_\_\_

Date Today: \_\_\_\_\_