



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
Contact Nos. (02) 89298541 to 49 local 283 & (0999) 220-0064
e- mail address: dormitory.co@ati.da.gov.ph

ATI TRAINING ROOM/FACILITY RESERVATION FORM

DATE: _____

AGENCY: _____

ADDRESS: _____

CONTACT PERSON: _____

Landline Number: _____ Mobile number: _____

NAME OF TRAINING ROOM/FACILITY (*specify training room/facility to be reserved*): _____

PURPOSE: Training/Seminar Meeting/Conference Others, specify _____

TITLE OF ACTIVITY: _____

DURATION OF USE:

Starting Date and Time: _____ Ending Date and Time: _____

INTENDED USERS: _____ NO. OF USERS: _____

ASSISTANCE REQUESTED, if any: _____

Equipment Charges:

Equipment	Rate	Reserved Date and Number of Equipment
Sound System	P 1,500.00/day for occasion only	
Videoke	P 1,500.00/day	
Electricity Charge	P 100.00/unit /day	
LED WALL	P 15,000.00/8 hrs.	

(Note: The entries under each item/column above will vary depending on the available facilities of the Center)

Mode of Payment:

Cash: _____

Check/LDDAP-ADA no.: _____

NOTE: PLEASE COMPLY THE ATTACHED TERMS AND CONDITION BEFORE THE APPROVAL:

(Name & Signature of Requesting Party/Representative)

Recommending Approval:

ROLAINE RUZIELLE D. ODULIO
Dormitory Manager

APPROVED:

ARLENE GEMINIANA S. NILO
Head, General Services Office



ATI TRAINING ROOM/FACILITY TERMS & CONDITIONS

1. The Requesting Party shall shoulder the following rental charges/fees for the use of training room/facilities:

<i>Pls. check as appropriate</i>	<i>Training Room/Facility</i>	<i>Rates</i>
	RDEC Main Function Hall (60 to 100 pax)	₱15,000.00/day (8 hrs); ₱1,875.00 for every excess hour or a fraction without LED Wall rental Extension is until 10 pm only
	RDEC Main Function Hall (60 to 100 pax) For Dry-run/rehearsal with LED Usage	₱30,000.00/day (8 hrs); ₱1,875.00 for every excess hour or a fraction wit LED Wall rental Extension is until 10 pm only ₱1,875.00 for every hour
	RDEC Training Hall (40 to 60 pax)	₱8,000.00/day (8hrs); ₱1,00.00/hour for every excess or a fraction Extension is until 10 pm only
	ATI Training Hall 1 (80 to 100pax)	₱10,000.00/day (8 hrs); ₱1,250.00 for every excess hour or a fraction Extension is until 10 pm only
	Executive Board Room (28 seaters)	₱5,000.00 /day (8 hrs); ₱750.00/hour for excess or a fraction Extension is until 10 pm only
	Serrano Hall (60-80 seaters)	₱10,000.00/day (8 hrs); ₱1,250.00 for every excess hour or a fraction Extension is until 10 pm only
	Enterprise Laboratory (40 to 45 pax)	₱6,000.00/day (8 hrs); ₱750.00/hour for excess or a fraction Extension is until 10 pm only
	ATI Training Hall 2 (80 to 100 pax) located at 2 nd floor left wing	₱10,000.00/day (8 hrs); ₱1,250.00 for every excess hour or a fraction Extension is until 10 pm only

2. Request/s for the use of the training hall/facility shall be addressed to the ATI Director, only approved request will be honored.

Reservations shall be made at least one (1) month ahead of scheduled date and a down payment of 50% of the total cost is required for confirmation two weeks before the activity date, otherwise the reservation shall automatically be cancelled. If reservation is cancelled a week before the scheduled activity date only 50% of the down payment paid will be refunded.

3. The fees/ charges for the use of training room/facility are inclusive of power charges, use of sound system, light system, podium, projector and projector screen and air-conditioning system. But an additional fee of ₱100.00 PER HOUR shall be charge for equipment brought in by the requesting party.
4. For non-ATI reservation, which would last beyond regular working hours, including holidays and weekends, the requesting party shall bear the cost of overtime pay of the Audio-Visual Technician and the Utility Man assigned in the training room/facility, which is payable directly to the individual concern.
5. The catering needs of the requesting party like foods and beverages shall be outsourced by the requesting party and a minimal fee will be imposed to the caterer if they use light and water.
6. Generally, cooking/ re-heating of food inside the training rooms/facility are prohibited.
7. Equipment, furniture and other items found inside the training room should not be removed from its designated places, unless otherwise allowed. Any damages/losses inside the facilities shall be charged to the Requesting Party.
8. The ATI reserves the right to assign an alternate training room/facility should the contracted function hall unavailable for whatever reason.
9. ATI shall not be held liable for any loss of personal belongings and other valuables inside the training room/facilities.
10. Firearms, explosive and flammable materials are not allowed inside the ATI building/compound. Guest/visitors are required to surrender any firearms at the Guard-on-duty at the lobby of the main entrance of the building for proper safekeeping.
11. Payment for the use of the training rooms shall be made directly to the ATI Cashier or Designated Collection Officer who shall issue the corresponding Official Receipt.

CONFORME:

Printed Name & Signature of Requesting Party/Representative)