



Republic of the Philippines
Benguet State University
La Trinidad, Benguet 2601

FILE
RECORDS OFFICE
Benguet State University

Office of the President

May 5, 2015

OFFICE MEMORANDUM

NO., 41
Series of 2015

T O : ALL UNIVERSITY EMPLOYEES AND OTHERS CONCERNED

**SUBJECT : RECONSTITUTING THE COMMITTEE ON USE OF
UNIVERSITY BUILDINGS AND FACILITIES AND
IMPLEMENTATION OF THE HEREN POLICY GUIDELINES,
REGULATIONS, AND PROCEDURES**

In order to ensure systematic and productive use of University facilities the following are hereby designated to compose the Committee on Use of all University Buildings and Facilities.

Dr. Jones K. Feliciano , VP-Business Affairs	- Chairman
Dr. Estrellita M. Daclan, VP-Admin & Finance	- Vice Chairman
Dr. Jean Jannette D. Sibayan, Director, OSS	- Member
Prof. Canuto S Paran, Director, GSO	- Member
Atty. Arnold Andres W. Lampacan	- Member
Concerned In-Charge of Building/ Facility	- Member

Specifically, the Committee shall:

- 1) Evaluate proposal/request for the use of buildings or facilities and recommend the appropriate action by the President;
- 2) Strictly prohibit the use of buildings or facilities for indecent shows or any form of gambling and illegal activities
- 3) Conduct ocular inspection before and after the use of buildings/facilities and recommends/imposes penalty for any damages incurred;
- 4) Accommodate requests only when done in writing;
- 5) Assess and recommend all developmental activities or schemes that will improve University buildings and facilities;
- 6) Assist in the supervision and monitoring of all Utility Workers in-charge of the maintenance of buildings and facilities;
- 7) Recommend repairs of buildings and facilities; and
- 8) Responsible for the strict implementation of the following policy, guidelines and procedures to the best interest of the University, students and others on the use of University buildings and facilities

A. Policy Guidelines

A.1 Under general conditions, all buildings and other facilities shall be used for official purposes in consonance with the 4-fold functions of the University such as instruction, research, extension and production.

A.2 On the other hand, pursuant to the mandates of the SUCs to produce income to augment budgetary requirements for MOOE, thereby necessitating the importance of accelerating the generation of income in which the University buildings/facilities/equipment and other services shall be open for use by other agencies/organizations/individuals/etc. provided that charges be enforced to cover maintenance costs of these facilities;

B. Procedures, Rules and Regulations

In consonance thereto, the policy guidelines, procedures, rules and regulations are hereby formulated for implementation, to wit:

- B.1 All instruction related activities of students duly covered by an approved Activity Permit shall have full access to all facilities without charges subject to a First Come, First Serve basis without discrimination
- B.2 Pursuant to the Philippine Constitution, the regular use of University facilities including buildings, halls, rooms, lawns, etc. by a particular religion is **NOT ALLOWED.**
- B.3 The use of any of the facilities aforementioned in the preceding paragraphs shall be approved by the President upon recommendation of the concerned building-in-charge. (For outside requests a routing slip shall be issued by the Office of the Vice President for Administration and Finance).
- B.4 Furnishings of halls like tables, sound systems, etc, except for chairs shall be charged separately apart from the hall fees;
- B.6 Use of buildings and facilities by employees for private purposes shall be given twenty five per cent (25%) discount from the regular charges imposed herein.

C. Schedule of Charges/Fees

C.1 Buildings

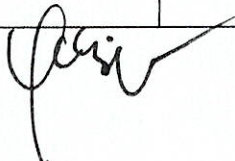
NAME OF FACILITY	LOCATION	CAPACITY	RATE/DAY OF ACTIVITY	PURPOSE
1. Enclosed Gym	Sport Complex	3,000-4,000 8 hrs & below	P10,000.00 6,000.00 5,000.00 3,000.00 Plus: Php500.00/hr. exceeding of 8 hrs. 50% discount for partner agencies	Boxing/Kickboxing/Fund Raising Concerts Religious Organization Weddings/Sportsfest/GOs/NGOs Seminars/Conferences General Use
2. Open Gym/Covered Court	Sports Complex	2,000 8 hrs & below	P7,500.00 P2,500.00/use Plus: 250/hr. exceeding 8 hrs.	Kickboxing/Boxing/Fund Raising Concerts Anniversaries/Sportsfest Seminars GOCCs Conferences Seminars
3. SLS/ELS Open Gym	SLS quadrangle/ ELS auditorium	200	P1,500.00 Plus: 150/hr exceeding 8 hrs.	General Use

[Handwritten signature]

			hrs.	
4. Tract and Field Oval	Sports Complex		P1,500.00	General Use
5. Open Courts/	Sports Complex		750.00	General Use
6. CF Amphitheater	College of Forestry	200	P1,500.00	General Use
7. Animal Science Hall	CVM	60-100	P1,500.00	General Use
8. Chrysanthemum Hall	R & E Complex	120	P1,500.00	General Use
9. Strawberry Hall	RSDC Bldg.	100	P1,500.00	General Use
10. CAS Little Theater	CAS Bldg.	200	P1,500.00	General Use
11. CTE Function Hall	CTE BLDG.	300	P1,800.00	General Use
12. Function Hall	Library Bldg.	50	P1,500.00	General Use
13. Projection Room	SLS	50	P1,500.00	General Use
14. HARRDEC Hall	HARRDEC Bldg.	50	P1,500.00	General Use
15. Anthurium Hall	Multipurpose Bldg.	200	P1,500.00	General Use
16. TPC Hall	Land Bank	200	P1,500.00	General Use
17. CF Lecture Hall	COF	75	P1,500.00	General Use
18. NPRCRTC Auditorium Hall	NPRCRTC Bldg	75	P1,500.00	General Use
18. RSDC Dining	RSDC Bldg.	300	P2,000.00	General Use
19. Student Center	OSA	200	P1,500.00	General Use
20. Classrooms	All buildings	60	P500.00 P50.00/person Per night	Meetings/Seminars/Forum For sleeping quarters
Shimumura Park			P1,000.00	General Use

C.2 Furniture

1. Monoblok Chairs	P5.00/chair (BSU personnel) 7.50 (Outsider)
2. Tables	10.00/table
3. Sound System	100.00 per hr.



C.3 Others

1. Signages/Tarpaulins, (in appropriate places)	P350.00/mo. (depending on the size)
2. Billboards(in appropriate places) (Commercial)	P5,000.00/year (Jollibee, Mc Donald, etc.) P1,000.00/year – schools, religious Organizations

Note:

- 1) Fees for others not covered herein shall be determined depending on the nature of facility based on the above listings.
- 2) Charges/fees/rentals shall be subject to increase according to the prevailing rates of the times and as may be necessary.

C.4 Involved Personnel:

Personnel who are involved in the use of the University buildings and facilities such as Utility Workers, Sound System Operators etc., shall be paid an overtime pay charged against the fee being collected over and above the rental of facilities.


The services rendered during the period shall be based on the time recorded in the Bio-metric which is computed accordingly upon the request of the concerned building-in-charge or immediate supervisor

D. IMPLEMENTATION

The offices responsible in the implementation of this project are the Office of the President, Vice President for Administration, and Finance specifically the Accounting and Cashiering Section, Building-In-Charge to take charge of the facilitation of the Permit, booking, collection, and reservation, respectively, and further shall jointly and severally coordinate the processes necessary thereof.

- E. This is an amendment to the existing policies and guidelines on the use of University facilities approved on May 2, 2013 which is hereby disseminated for adoption and proper implementation.

Be guided accordingly.


BEN D. LADILAD
President

Copy Furnished:

All building In-Charge
Deans/Directors
Head of Offices
BSU-COA
Records/File