**UNIVERSITY SUPPORT**

**ROOM ACCOMMODATION/ FUNCTION ROOMS**

Note: University support is for the free utilization of the hotel guestrooms, function rooms and its manpower. As the University supports all university related activities. THIS IS FOR TSU OFFICES USE ONLY NO FOR PERSONAL USE

**Activity Details**

Activity/ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST DETAILS**

**For Guestroom Accommodations**

|  |  |
| --- | --- |
| **To be filled up by the requestor, Pls fill the black with N/A (Not applicable)** | **To be filled up by Hotel** |
| **Type of Rooms** | **Rack Rate** | **No of Rooms** | **No, of Nights** | **ET Arrival** | **ET Departure** | **Availability** | **Cost** |
| **Single** | **1,200.00** |  |  |  |  |  |  |
| **Double** | **1,400.00** |  |  |  |  |  |  |
| **Triple** | **1,700.00** |  |  |  |  |  |  |
| **Quadruple** | **2,200.00** |  |  |  |  |  |  |
| **Suite Room** | **3,500.00** |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

**For Function Rooms**

|  |  |
| --- | --- |
| **To be filled up by the requestor, Pls fill the black with N/A (Not applicable)** | **To be filled up by Hotel** |
| **FUNCTION ROOMS** | **Rack Rate** | **No of Pax** | **Number of Days** | **Inclusive Dates** | **Availability** | **Cost** |
| **Café Lucinda (40-50 pax)** | **6,000.00** |  |  |  |  |  |
| **Gabriella (80 -100 pax)** | **6,000.00** |  |  |  |  |  |
| **Classrooms 60 pax 416** | **3,000.00** |  |  |  |  |  |
| **Classrooms 40 pax 418** | **3,000.00** |  |  |  |  |  |
| **Priscilla (500 pax)** | **30,000.00** |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

Note:

1. All room accommodations under university support does not have complimentary breakfast however if the requestor wants the guest to be served by breakfast the requestor is advised to accomplish a request to served meal charge to their respective offices.
2. All function rooms are not covered for free-flowing coffee and free use of projector however projector screen and sound system will be provided.
3. If the items are not included on the list stated above the requestor needs to write a request letter addressed to the University President for the approval.
4. Please submit this accomplished form 3 days before the accommodation it is to give us ample of time to adjust necessary manpower requirements for the event or accommodations
5. This service is free of charge upon approval. No alterations will be entertained after the approval unless with the approval of the university president.

Requested by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acknowledge by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/Dean/ Unit Head/ Hotel Staff Hotel General Manager

Funds Available: (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Recommending for Approval

DR. AGNES M. MACARAEG

MR. JOHN ERWIN C. PANLILIO

DR. GRACE N. ROSETE

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Director- Accounting Office Immediate Vice President Vice President – Admin and Finance

APPROVED BY:

**DR. ARNOLD E. VELASCO**

University President