UNIVERSITY OF THE PHILIPPINES DILIMAN
CITIZEN'S CHARTER

Facilities Rental

Office or Division:	College of Architecture (CA)
Category:	External Service
Classification:	Simple
Type of transaction:	Government to Citizen (G2C)
Who may avail:	All Government Agencies, LGU's, GOCC's, and other Government Instrumentalities
Operating Hours:	8:00AM - 5:00PM

Checklist of Requirements	Where to Secure
1. Letter of Request - (1) Original Copy or (1) Electronic Copy Remarks: Letter must be Addressed to the Dean or the Assistant Dean. Indicate in your letter the details regarding the venue, date, time of event/activity, equipment needed and number of attendees.	Applicant/Client

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible (Designation; Office)
Submit **Letter of Request** through email or onsite at the UP College of Architecture. **Online:** Email upca_admin.upd@up.edu.ph/ upca.rentals.upd@up.edu.ph **Onsite:** UP College of Architecture Administration Office E. Delos Santos St., University of the Philippines, Diliman **Notes/Instruction:** Inquire at 89818500 loc 3135 or email upca_admin.upd@up.edu.ph/upca.rentals.upd@up.edu.ph. Letter of Request addressed to the Dean and Assistant Dean and indicate in your letter the details regarding the venue, date, time of event/activity, equipment needed and number of attendees.	Respond to inquiries and check for availability of facility requested.	None	10 minutes	Administration Staff; College of Architecture
	Dean's action		1 working day	Dean; Office of the Dean
	Send letter to the Client with the action of the Dean.		15 minutes	Administration Staff; College of Architecture
	Billing staff will prepare billing statement.		15 minutes	Administration Staff; College of Architecture
Client pay at the UPCA Administration Office.	Special Collecting Officer will prepare the Official Receipt.	See other fees below.	15 minutes	Special Collecting Officer; College of Architecture
Total Processing Time:	Working days: 1 working day, 55 minutes			
Total Processing Fee:	Total Standard Fee: None. See other fees below.			

Publication

Office or Division:	College of Architecture (CA)
Category:	External Service
Classification:	Simple
Type of transaction:	Government to Citizen (G2C)
Who may avail:	Public and Private Individuals
Operating Hours:	8:00AM - 5:00PM

Checklist of Requirements	Where to Secure
No requirements needed.	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible (Designation; Office)
Inquire at 89818500 local 3135 or 3138 or visit the UPCA Administration Office. **Notes/Instruction:** Clients may also email the upcaresearch.upd@up.edu.ph for the availability of the books.	Attend to inquiries and checkfor availability of publication.	None	15 minutes	Administration Office or Research Office
Request for Billing Statement at the UPCA Administration Office.	UPCA Staff prepares Billing Statement.	None	15 minutes	Billing Staff
Client pay at the UPCA Administration Office.	Special Collecting Officer process payment and issue Official Receipt.	Total: PHP 450.00	15 minutes	Special Collecting Officer; College of Architecture
Client show the Official Receipt to the UPCA Research Staff and get the book.	UPCA Research Staff will issue the book purchased.	None	5 minutes	Research Office Staff
Total Processing Time:	Working days: 50 minutes			
Total Processing Fee:	Total Standard Fee: PHP 450.00			

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CITIZEN'S CHARTER

Rental Rates of UPCA Facilities

As of June 2019

Facility	Duration	Commercial		Official University Events		UPCA Organizations, Faculty, Students, and Personnel	
Amphitheater Maximum capacity: 450 pax	First 4 hours	9,000.00		7,200.00		5,400.00	
	Succeeding hour	2,250.00		1,800.00		1,350.00	
	8AM - 5PM	18,000.00		14,400.00		10,800.00	
Benito Sy-Pow Auditorium Maximum capacity: 300 pax	First 4 hours	30,000.00		24,000.00		18,000.00	
	Succeeding hour	7,500.00		6,000.00		4,500.00	
	8AM - 5PM	60,000.00		48,000.00		36,000.00	
BUILDING 1							
MOFA Maximum capacity: 150 pax	First 4 hours	2,500.00	4,250.00	2,000.00	3,400.00	1,500.00	2,550.00
	Succeeding hour	650.00	1,100.00	520.00	880.00	390.00	660.00
	8AM - 5PM	5,000.00	8,500.00	4,000.00	6,800.00	3,000.00	5,100.00
Stage Area Maximum capacity: 150 pax	First 4 hours	2,500.00		2,000.00		1,500.00	
	Succeeding hour	650.00		520.00		390.00	
	8AM - 5PM	5,000.00		4,000.00		3,000.00	
BUILDING 2							
Classroom Maximum capacity: 35 pax	First 4 hours	1,200.00	2,000.00	960.00	1,600.00	720.00	1,200.00
	Succeeding hour	300.00	500.00	240.00	400.00	180.00	300.00
	8AM - 5PM	2,400.00	4,000.00	1,920.00	3,200.00	1,440.00	2,400.00

No Aircon With Aircon

Other Charges

Per 4-hour block		Per 8-hour block	
Sound System (with 1 wired microphone /stand/mixer)	2,000.00	Steel Easel (8)	75.00
Additional Wired Microphone	150.00	4x8 Wood Board (4)	100.00
Wireless Microphone	250.00	Tripod Steel Stand (8)	75.00
Fee to bring in Mobile Sound System	2,200.00	3-Layer Bleacher (Black)	250.00
LCD Projector	1,000.00	Monoblock Chair	7.50
LCD Monitor	1,000.00	Folding Long Plastic Table	100.00
Projector Screen	400.00	4x8 Wood Stage Platform	250.00
IWATA Air-cooler/ 2 Electric Fans	400.00		
Spotlight (each)	1,500.00		
Electricity for Equipment brought in (LCD, TV, etc.)	Depends on Wattage of Equipment		

Personnel Rates	If event is held after 5 pm and/or during weekends, extra pay for personnel (BA and Janitors) overtime shall be charged.	
Corkage	Caterer's fee for food and drinks	1,200/day

Bond per day for Commercial and Official University Events	
Classrooms	1,000.00
MOFA	2,000.00
Building 1 Stage Area	2,000.00
Amphitheater	3,000.00
Building 2 Atrium	2,000.00
To be refunded after the event, minus cost of damages, if any.	

Ingress/Egress	25% of the rental rate per day

Notes:
1. UPCA Facilities may not be rented out for political events. University policies related to facilities use, including but not limited to liquor consumption, religious gathering, etc.
2. Building 3 is not operational at the moment. Wait until further notice.