



# Colegio de San Juan de Letran Calamba

City of Calamba, Laguna, · Philippines 4027 · [www.lettran-calamba.edu.ph](http://www.lettran-calamba.edu.ph) · +(63)0495455453

**Library Services Department**

## FACILITIES AND EQUIPMENT RESERVATION FORM

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

Name of Requestor: \_\_\_\_\_ Contact No.: \_\_\_\_\_

School/Department: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course/Subject: \_\_\_\_\_ Library Unit: ( ) Basic Learning Resource Center  
 ( ) College Library, Section  
 ( ) Library Discussion Room-AV Room  
 ( ) Viewing Area (Periodical Section)

Equipment to be used: \_\_\_\_\_

DATE	DAY	TIME

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature                      Date

Noted by:

\_\_\_\_\_  
Dept. Head/Chair              Date

NOTE: IF THE EQUIPMENT/FACILITIES ARE ACCIDENTALLY OR INTENTIONALLY DAMAGE, THE USER IS REQUIRED TO PAY OR REPLACE THE ITEM.

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Name of Requestor: \_\_\_\_\_ School/Department: \_\_\_\_\_

### CONFIRMATION SLIP

DATE	DAY	TIME

Library Staff: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: IF THE EQUIPMENT/FACILITIES ARE ACCIDENTALLY OR INTENTIONALLY DAMAGE, THE USER IS REQUIRED TO PAY OR REPLACE THE ITEM.

