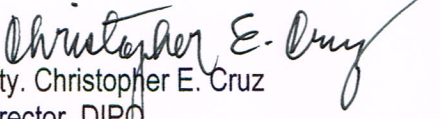




Date: July 13, 2016

To: All DITO Members, Faculty, Students and Members of the Academic Community

From:   
Atty. Christopher E. Cruz  
Director, DIPO  
Manager, DITO

Re: Policies on the Use of DITO Room (LS 114)

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### **Policies on the Use of the DITO Room (LS 114):**

The De La Salle University Innovation and Technology Office (DITO) room located at La Salle Building 114 is the official place of business of the DITO where it can conduct meetings, meet with guests and perform its mandated duties to the university. It is available for use by DITO team members, students, faculty and other members of the academic community. DITO meetings and activities have priority in the use of the DITO Office. Faculty members and students can use the room upon reservation and approval of the DITO Manager or his/her authorized representative. The room is available for use within the guidelines and priorities set forth in these policies. Failure to abide by these DITO Office Room policies may result in loss of the privilege to reserve and use the room.

#### **DITO Room Policies:**

1. The DITO Room shall be available for use from Monday to Friday from 8:00 am to 5:00 pm and Saturdays from 8:00 am to 12:00 noon. The DITO room shall be available for DITO team members during hours when the University is open.
2. Faculty, students and other members of the academic community are allowed access and use of the office only during official business meetings or activities organized or sponsored by the DITO, DIPO or Animo Labs or upon permission by the DITO Manager.
3. Faculty, students and other members of the academic community are allowed to use the room upon proper reservation. Reservations should be made at least 24 hours before the scheduled meeting or activity and by accomplishing the reservation form.
4. The person reserving the room shall deposit his/her DLSU identification card or any government issued ID upon approval of the reservation. The reserving person will be designated as the responsible party. The reserving person shall also be required write the time when the meeting started and ended together with other details of the meeting or activity in the log book of the DITO.

5. The room reservation shall be for official meetings and activities organized or sponsored by DIPO and DITO only. The maximum period of the room reservation shall be 3 hours. Persons who have no official business are not allowed to remain the in the DITO room.
6. No food or drink will be allowed in the rooms without prior permission.
7. The individual or group reserving the room shall be responsible for the cleanliness and conduct of the group. Setup and cleanup of the tables, chairs and other furniture and returning them to the original locations shall be the responsibility of the reserving party.
8. Permission to use the DITO room does not include use of its computers or any equipment.
9. Everyone is enjoined to maintain the confidentiality of the documents found in the DITO room.
10. No display materials shall be posted in the room without prior written approval of the DITO manager.
11. The DITO does not permit groups to store their property in the room unless there is prior written permission from the DITO Manager. No group may consider the DITO room as its permanent meeting place or use it as its mailing address. Group activities and room use may not interfere with DITO business.
12. The DITO room capacity is 12 persons. The reserving party is responsible for ensuring that attendance at meetings does not exceed capacity of the room.
13. Only DITO team members are allowed to have a key to the DITO room. A DITO team member may request for a key by writing a letter-request to the DITO Manager.
14. The DITO reserves the right to cancel any reservation or use for failure to follow these DITO room policies.
15. This policy shall take effect on July 15, 2016.

Please be guided accordingly. Thank you for your cooperation.