



Br. Alfred Shields FSC Ocean Research (ShORE) Center

Marine Station

Sitio Matuod, Barangay Binubusan, Lian, Batangas

Reservation of the ShORE Center Marine Station (SMS)

Please refer to Section A of the SMS Rules and Regulations for complete details on how to proceed with your reservation.

Please refer to Section B of the SMS Rules and Regulations for complete details on how to proceed with your payment.

Please type or print all entries below.

Form with fields: Name of Institution/Agency/Company, Address, Date of Visit, Lead Person, Contact Person, Expected Total Number of Guests.

For the complete list of guests, accomplish page 2. For the complete list of items being reserved, accomplish pages 3-4. Upon arrival at the SMS, the approved Reservation Form (all 4 pages) must be submitted to the SMS staff at the station for monitoring purposes.

----- For Office Use Only -----

Reservation Received by: _____ Date: _____

Remarks: _____

Approved by:

DR. WILFREDO ROEHL Y. LICUANAN
ShORE Center Director

Date

Billing Statement Sent: ___/___/___ (Date)

Total Fees: Amount in words _____ (Php _____.)

Date Paid ___/___/___ DLSU OR # _____

OR received from: _____ (Signature over Printed Name) Date: _____

OR received by: _____ (Signature over Printed Name) Date: _____



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Complete List of Guests

Please type or print all entries below.

	Name: Last Name, First, Middle Initial	Gender	Age	Mobile Number	Email Address
1		M			
2		M			
3		M			
4		M			
5		M			
6		M			
7		M			
8		M			
9		M			
10		M			
11		M			
12		M			
13		M			
14		M			
15		M			
	Name: Last Name, First, Middle Initial	Gender	Age	Mobile Number	Email Address
1		F			
2		F			
3		F			
4		F			
5		F			
6		F			
7		F			
8		F			
9		F			
10		F			
11		F			
12		F			
13		F			
14		F			
15		F			

Please attach additional pages if necessary.

Waiver is required for each guest.



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Reservation of the ShORe Center Marine Station (SMS)

Category A: DLSU-affiliated users

Category B: non-DLSU users

I. ACCOMMODATION

	Category	Rate (Php)	Date and Time Needed		No. of Guests	FOR SMS USE AND CLEARANCE PURPOSES ONLY
			FROM	TO		
1 Dormitory Female Max of 10	A	200 / day trip 300 / overnight				1
	B	250 / day trip 350 / overnight				
2 Dormitory Male Max of 10	A	200 / day trip 300 / overnight				2
	B	250 / day trip 350 / overnight				
3 Resident Scientist's Room Max of 10	A	200 / day trip 300 / overnight				3
	B	250 / day trip 350 / overnight				
4 Bulwagan* (No AC)	A	150 / day trip 200 / overnight				4
	B	200 / day trip 250 / overnight				

*The Bulwagan may also serve as an overflow sleeping area when the dorms are at maximum capacity.

For kitchen and meal requirements, please see SMS Rules and Regulations (Section 4.8).

II. WORKSHOP FACILITIES

	Category	Duration of Use	Rate (Php)	Date and Time Needed		No. of Guests	FOR SMS USE AND CLEARANCE PURPOSES ONLY
				FROM	TO		
5 Bulwagan ^a	A	Half Day ^b Whole Day ^c	200 400				5
	B	Half Day Whole Day	400 800				
6 Main Hall ^a	A	Half Day Whole Day	300 600				6
	B	Half Day Whole Day	600 1,200				

^a Guests are expected to bring their own equipment (e.g. laptop, LCD projector, audio system, extension cord).

^b up to 4 hr

^c between 4 and 8 hr

Br. Alfred Shields FSC Ocean Research Center, 3rd Floor, Henry Sy Sr. Hall, De La Salle University, Manila

Telefax: +632 526-5611 Trunk Lines: +632 524-4611 to 26 local 404

Mon-Fri 0800-1200 PM and 0130-0500 PM, Sat 0800-1200 PM



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A wet lab with sink may be used for free by the guests provided that it is maintained clean and orderly after each use.

III. BANCA

The SMS owns ONE motorized banca only. For other important details (e.g. capacity, restrictions, safety measures), or if you need more than one banca, please refer to the SMS Rules and Regulations (Sections 4.9 to 4.11).

	Category	Rate (PhP)	Date and Time Needed		FOR SMS USE AND CLEARANCE PURPOSES ONLY
			FROM	TO	
7 Motorized Banca	A, B	350 / hr or 2,400 / day			7

IV. SNORKELING EQUIPMENT AND SCUBA TANKS

	Category	Rate (PhP)	Date and Time Needed		No. of Units	FOR SMS USE AND CLEARANCE PURPOSES ONLY
			FROM	TO		
8 Air Refill	A, B	50 / refill				8
9 Mask and Snorkel	A, B	50 / set				9
10 SCUBA Tanks	A, B	150 / tank				10

Qualified guests may use the life vests for free.

OTHER IMPORTANT REMARKS (FOR SMS USE AND CLEARANCE PURPOSES ONLY):

----- CHECK OUT SLIP (to be accomplished at the SMS and to be submitted upon payment of fees)-----

I understand that the SMS staff at the station monitored the usage of facilities and items I identified in Sections I to IV above. I agree to the remarks the SMS staff indicated in this document. I agree to pay all fees pertaining to the use of the station, its facilities and equipment. Likewise, I agree to replace or to pay for the cost of any lost or damage item(s) reported by the SMS staff.

FOR THE GUEST(S):

FOR THE SMS:

Signature Over Printed Name of the Lead Faculty/Scientist

Date

Signature Over Printed Name

Date

WITNESS:

Signature Over Printed Name

Date

Within two working days after the visit, it is important that this reservation form/clearance is returned/emailed to the SMS Coordinator or to the ShORe Secretary for billing purposes. Please see the SMS Rules and Regulations (Section B) for details on how to proceed with payment.

Last Update: T2, AY1415

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