



University Safety Office



Office of Student LIFE

### Booth Lay-Out Permit

Requestor's Name and Signature:		Requesting Organization/ Government Unit:	Date Submitted:
Contact No.:	E-Mail Address:		
Activity Title:			
Activity Dates:			
Set-up Date:		Set-up Time:	
Clean-up Date:		Clean-up Time:	
Brief Description of Activity:			
Venue:	<input type="checkbox"/> Central Plaza <input type="checkbox"/> Henry Sy Grounds <input type="checkbox"/> Yuchengco Lobby <input type="checkbox"/> SJ Bench/es _____ <input type="checkbox"/> Velasco Bench/es _____ <input type="checkbox"/> Marian Quadrangle <input type="checkbox"/> Teresa Yuchengco Auditorium  Others: _____		

**Reminders:**

- Use extra sheets for the lay-out, if necessary.
- Use official USO lay-out template for Central Plaza, Henry Sy Grounds, Yuchengco Lobby, Teresa Yuchengco Auditorium, etc.
- Attach SLIFE/ CSO-APS/ USG-DAAM Approved A-Form.
- **LEAD TIME SUBMISSION FOR THIS FORM/ PERMIT IS 2-3 DAYS.**



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<p>Proposed Lay-out: *Please make sure that the drawn lay-out is neat and presentable.</p> <p>**Please include the dimensions of your proposed lay-out.</p>	
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Noted by:	Approved by:
Mr. Patrick Daniel Lo OIC- Director Office of Student LIFE	Engr. Ronald Dabu Director University Safety Office

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