



University Safety Office



Office of Student LIFE

### Off- Campus Activity Venue Approval for Safety

Requestor's Name and Signature:		Requesting Organization/ Government Unit:		Date of Submission:
Contact No.:		E-Mail Address:		
Activity Title				
Brief Description of Activity				
Name of Venue:				
Address:				
Faculty in-charge:				
# of Participants				
Activity Dates	Departure Date	Departure Time	Arrival Date	Arrival Time

**Reminders:**

- **LEAD TIME SUBMISSION FOR THIS FORM/ PERMIT IS 5 DAYS.**
- Use extra sheets for the itinerary and venues, if necessary and attach screenshots of google maps.
- This form/ permit should be attached to the off-campus pre-activity requirement submission of the organization/ government unit to SLIFE.
- The distance of the establishments should at least be 20 minutes away from the activity venue. (USO, 2018)



University Safety Office



Office of Student LIFE

Mode of Transportation *Check all applicable	Security Assistance Needed?	Itinerary	
		Time	Details
<input type="radio"/> Airplane <input type="radio"/> Ferry <input type="radio"/> Bus <input type="radio"/> Van <input type="radio"/> Taxi  Others: _____ _____	<input type="radio"/> Yes <input type="radio"/> No  If yes, how many security guards do you need? _____		

Nearest Hospital to and from the venue:		Nearest Fire Department to and from the venue:		Nearest Police Department to and from the venue:	
Time Duration (in minutes)	Distance (in km)	Time Duration (in minutes)	Distance (in km)	Time Duration (in minutes)	Distance (in km)

Noted by:	Approved by:
Mr. Patrick Daniel Lo OIC- Director Office of Student LIFE	Engr. Ronald Dabu Director University Safety Office

- Reminders:**
- **LEAD TIME SUBMISSION FOR THIS FORM/ PERMIT IS 5 DAYS.**
  - Use extra sheets for the itinerary and venues, if necessary and attach screenshots of google maps.
  - This form/ permit should be attached to the off-campus pre-activity requirement submission of the organization/ government unit to SLIFE.
  - The distance of the establishments should at least be 20 minutes away from the activity venue. (USO, 2018)