

University of Southeastern Philippines  
**CORPORATE ENTERPRISE DEVELOPMENT OFFICE (CEDO)**  
Obrero, Davao City

\_\_\_\_\_  
Date applied for reservation

**CONTRACT FOR FREE USE OF FACULTY, STAFF AND STUDENTS**

Facilities Requested: \_\_\_\_\_ Date for use: \_\_\_\_\_ Time: \_\_\_\_\_

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

Class/ Name of Requesting Party: \_\_\_\_\_ College/ Unit: \_\_\_\_\_

**Conditions:**

1. That renter/ user shall occupy the space “As is where is”;
2. That renter/ user is responsible for the preparation for the physical agreement according to their plan and as to the restoration;
3. That in addition to existing garbage bins, renter/ user shall be responsible for the collection and disposal of their own trash, the same to be brought out of USEP’s gate after the program of affair;
4. That renter/ user shall be accountable for any damages of properties but not limited to grass, soil, sand (Oval/ Ground) and walls, ceilings, floors (Center Stage, Covered Court and Social Hall Stage);
5. That renter/ user shall not create and /or participate in any disturbance, disorders, tumult, unnecessary noise/s or any breach of peace within the premises occupied/ rented;
6. Time constraints should be observed STRICTLY. Failure to follow time schedule will subject the renter/ user to payment of additional official rates;
7. An allowance to be determined by the office of the CEDO after the requested time is allowed for cleaning and restoring purposes.
8. The Management reserves the right to demand official list of participants/ attendees to the stated affair;
9. The Management WILL NOT BE HELD LIABLE for any untoward incident that may happen during the said activity.

Conform by:

Approved by:

\_\_\_\_\_  
Name & Signature of Student Representative

**EMMA S. GOBANTES**  
Production Manager, CEDO

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Name & Signature of Faculty In-charge

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Chief of Security