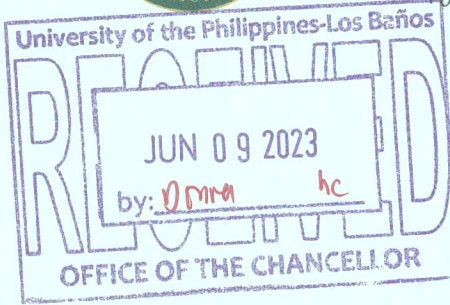




OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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1st Indorsement
08 June 2023


Respectfully forwarded to Dr. Jose V. Camacho Jr., Chancellor, U.P. Los Baños, the attached proposals of the UPLB Business Affairs Office (BAO) on the following:


- Policy on the Use of the Baker Hall as an Event Place
- Proposed Rates and Guidelines for the Use of UPLB Open Fields for Sports Events and Related Activities

The Baker Hall is now used as an event place while the UPLB Open Fields were often used for sports activities by private organizations/clubs. Since there is no existing and /or formal policy on the basis of rates as well as the guidelines, the proposals will provide guidance and proper management for their use.

The proposals were reviewed and discussed by the UPLB Fiscal Policies and Operations Committee (UPLB-FPOC) during its meeting held on 26 April 2023. The comments and suggestions were already incorporated in the revised proposals, hence, the Committee recommends for its approval.

For your consideration.


ROLANDO T. BELLO
Vice Chancellor
and Chair, UPLB-FPOC

APPROVED/DISAPPROVED:

JOSE V. CAMACHO, JR.
Chancellor



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
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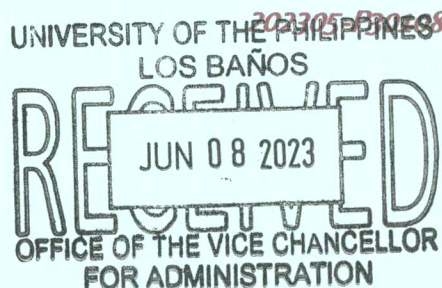
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BUSINESS AFFAIRS OFFICE

08 June 2023

PROF. ROLANDO T. BELLO

Vice Chancellor for Administration
University of the Philippine Los Banos



Dear **Vice Chancellor Bello**:

Warm Greetings from the UPLB Business Affairs Office!

In consultation with the Office of the Vice Chancellor for Community Affairs (OVCCA), Resource Generation and Development Office (RGDO), and Department of Human Kinetics (DHK), we are submitting herewith the following proposals:

- Policy on the Use of the Baker Hall as an Event Place
- Proposed Rates and Guidelines for the Use of UPLB Open Fields for Sports Events and Related Activities

Since Baker Hall is now used as an event place and to be able to augment the cost of its rehabilitation, the University should have a policy for such use. Further, many private organizations/clubs and groups used our open fields for their sports activities and we don't have existing and/or formal policy on the basis of the rates as well as the guidelines.

Said Policies, will provide guidance and proper management for the use of the Baker Hall and UPLB Open Fields. The proposals were already presented to the Fiscal Policies and Operations Committee (FPOC) on 20 April 2023. All comments and recommendations were considered to the attached proposals.

Thank you very much for your usual support. We are hoping for your kind approval.

Respectfully yours,

JENNIFER MARIE S. AMPARO, Ph.D.
Asst. Vice Chancellor for Administration/

POLICY AND GUIDELINES ON THE USE OF BAKER HALL AS EVENT FACILITY

1. The Charles Fuller Baker Memorial Hall (Baker Hall) was declared as a "Cultural and Recreational Hub of UPLB" by virtue of OC Administrative Order No. 181 dated 07 June 2016. Thus, rehabilitation of the area was implemented to make it suitable for this new function of the hall. In 2020, the repairs and renovations of the BH were implemented. The total expenses for the repair and renovations of BH is listed below -

Item	Amount (Php)
Repair of Roof and Ceiling	Php7,597,880.00
Industrial Ceiling Fan	Php 975,000.00
Floor Polishing	Php 984,539.85
Cleaning Materials	Php 50,000.00
TOTAL	Php 9,607,419.85

2. Baker Hall will be used primarily for university events. However, Baker Hall will be opened for Non-UP User to hold their special or momentous event like the following:
 - Birthdays
 - Car Show
 - Christening
 - Concerts
 - Conventions
 - Exhibit
 - Graduation
 - Homecoming
 - Religious Gatherings
 - Reunion
 - Wedding Reception
 - Pageant
 - Trade Fairs - In coordination with UPLB BAO
 - Others large events
3. The maximum capacity of the Baker Hall is 200-500 pax (200 pax with table set up and 500 pax for classroom set up). It will be available **Monday to Sunday from 8:00am to 10:00pm.**

4. The estimated and actual utilities and staff expenses in Year 2022 are as follows:

Particulars	Amount (Php)	Remarks
Electricity (Php 45.14/kwh)	Php 18,056.00	Computed for 8 hours on the average
Water (Php0.69/cu.m.)	Php 345.00	
Overtime Pay for the Utility Personnel/Support Staff (for 7 weekends)	Php 8,400.00	
TOTAL	Php26,801.00	Average for the 50 events
<i>% Internal Usage</i>	<i>Php 24,656.92</i>	
<i>% External Usage</i>	<i>Php 2,144.08</i>	

5. There were a total of 50 events held at Baker Hall last 2022, 46 of which were UPLB events and only 4 were Non-UP. Most of the 2022 events were UPLB constituents meaning all for FREE, only two (2) out of 46 UP users paid for the use of the space.
6. To be able to generate funds and to at least augment the cost for the utilities, maintenance and rehabilitation of the Baker Hall, we would like to recommend that only the following should be accommodated for the FREE USE of the facility:
- ✓ 4 major events implemented by the Office of the Chancellor
 - ✓ 1 major event organized by each Vice Chancellors' Offices and the Colleges
 - ✓ UPLB Commencement Exercises/Graduation
 - ✓ UPLB Loyalty Day
 - ✓ UPLB Foundation Day
 - ✓ 1 activity organized by the University Student Council
 - ✓ milestone events of colleges or units (25th, 50th, 75th, 100th anniversary)

7. The proposed Rental Rates are as follows:

Particulars	Amount	Remarks
RENTAL FEE	UP Rate: Php1000 for the 1st 2 hours, P300 every succeeding hours Non-UP Rate: Php1,500 for the 1st 2 hours, P500 every succeeding hours	To be remitted to UPLB Cashier's Office through the UPLB RGDO Fund Code 9305710
BOND FEE	Php2,000.00	Payment shall be remitted to fund code 0519-2999999000 at the UPLB Cashier's Office. Refundable after the event unless violations or non-compliance of the University policies and conditions herein set forth are made, in which case the bond fee will be forfeited. Any damage on any University property during the event or loss of equipment or any item during the approved period will be deducted from the bond deposit and/or client will shoulder repair(s)/replacement in excess of the amount of the bond deposit.
GARBAGE FEE	Php500 per day	Payment should be remitted to the designated Fund Code of the University of Planning and Maintenance Office (UPMO)
TWO (2) SUPPORT STAFF FEE	If beyond office hours and during weekends only* Php150 per hour.	To be paid directly to the assigned staff *applicable only if compensatory leaves are exhausted and certified by the unit director
ELECTRICITY FEE	Php500 minimum fee	If the Requestor will acquire a Third Party for the Sound System, LED and other electrical equipment there will be additional electrical fee/charges. The electrical fee will be computed by the University of Planning and Maintenance Office (UPMO) and will be remitted to the Fund Code UPMO.
LIGHT & SOUND SYSTEM	Based on the Approved Rates from Resource Generation and Development Office (RGDO)	Payment should be remitted to the UPLB RGDO Fund Code 9305710.
TRADE FAIRS	Coordinate to UPLB BAO.	If the trade fair is a University event, no charge for the use of the space unless otherwise.

8. For other units/colleges, the Baker Hall will be offered the proposed UP rate (UP Rate: Php1,000 for the 1st 2 hours, P300 every succeeding hours) and acknowledged through Transfer of Funds.

9. Marketing and promotion of the Baker Hall as an Event Place will be strengthened through the UPLB website and other Social Media Platform.
10. Reservation of the Baker Hall will be linked also to the proposed online application of the OVCA-BAO UPLB SPACES APP (Target Launch is July 2023). While this application is still in working progress, all reservations will be through email (uplb.rgdo@gmail.com), or visit our office to pencil book the reservation. See Annex 1. Venue Reservation Form.
11. Event reservation must be done **at least one (1) month prior to the event.**
12. Reservation of UPLB spaces officially starts from 8:00 am to 10:00 pm. Users/Requestors should include ingress and egress in accounting for the total number of hours requested for the use of the facility. An hour prior and after the event will be allocated for ingress and egress. There will be no charge one hour prior and after the event. However, additional requested hours will be charged beyond the allowable one hour ingress and egress.
13. To finalize reservation, the applicant/requesting party must settle payment at least three (3) days after receiving the reservation confirmation. Payment should be remitted to the UPLB RGDO Fund Code 9305710 through the UPLB Cashier's Office or via online using Landbank Link.Biz Portal. Copy or Proof of Payment must be submitted or email to uplb.rgdo@gmail.com for validation. Failure of payment on the scheduled date will automatically cancel the reservation.
14. RGDO will forward to the respective units concerned the reservation form for the computation and reservation of additional services needed to the event. The requesting party will deposit the payment to the specific fund code assigned.

ANNEX 1.

Baker Hall Reservation Form

Please fill out the form in BLACK LETTERS and check appropriate boxes. If Not Applicable, write NA.

Name of the Event			
Description of the Event		<input type="checkbox"/> Birthdays <input type="checkbox"/> Car Show <input type="checkbox"/> Christening <input type="checkbox"/> Concerts <input type="checkbox"/> Conventions <input type="checkbox"/> Wedding Reception <input type="checkbox"/> Pageant	<input type="checkbox"/> Exhibit <input type="checkbox"/> Graduation <input type="checkbox"/> Homecoming <input type="checkbox"/> Religious Gatherings <input type="checkbox"/> Reunion <input type="checkbox"/> Others: _____ _____
Date		Time	
Event Coordinator			
Address			
Contact No./s		Email:	
Classification	<input type="checkbox"/> UP <input type="checkbox"/> Non-UP	Estimated No. Of Guests	

Particulars	Total No. of Hours or Days	Rate per Hour (Php/hr)		Estimated No. of Guests	Amount	Unit Concerned
		UP	Non-UP			
Baker Hall		UP Rate: Php1,000 for the 1st 2 hours, P300 every succeeding hours	Non-UP Rate: Php1,500 for the 1st 2 hours, P500 every succeeding hours			
Bond Fee		Php2,000				
Trade Fair		*See Policy and Guidelines for Holding Trade Fairs in the Campus				
Garbage Fee		Php500/day				UPMO
Electricity Fee		Php500.00 minimum /day				UPMO

Light and Sound System		c/o RGDO			RGDO
2 Support Staff		If beyond office hours and during weekend, Php150 per hour.			To be paid directly to the assigned staff
TOTAL AMOUNT					

Other requests (please specify, if any):

Contract/ Agreement:

- *I/We understood that the selling of liquor, alcoholic beverages, cigarettes and other restricted substances are strictly prohibited inside the campus.*
- *It is understood that I/we will be responsible in keeping the cleanliness of the area during and after the activity.*
- *I/We will be held liable and pay the corresponding penalty in case our activity violates Municipal Ordinance 2001:08 (Anti-Littering Ordinance).*
- *Any damage on any University property during the event or loss of equipment or any item during the approved period will be deducted from the bond deposit and/or shoulder repair(s)/replacement in excess cost beyond the amount of the bond deposit.*
- *I/We will abide by the existing University policies, and rules and regulations.*

Remarks:

Please settle payment at least 3 days before the event. Failure to settle on the scheduled date will automatically cancel your reservation. Submit or email proof of payment to _____ for validation.

I confirm that I have read and understood the above information. I agree to the Contract Agreement.

Printed Name and Signature of Requesting Party

Contact/Mobile No.: _____

(Do not write below this line)

=====

This serves as a confirmation of the booking reservation.

Payment Method	<input type="checkbox"/> Cash (through Cashier's Office) <input type="checkbox"/> Landbank Link.biz Portal <input type="checkbox"/> GCash <input type="checkbox"/> Bank Transfer (Land Bank account)		
Date of Payment			
Confirmed by:		APPROVED BY:	
(Full Name and Signature of Staff)		(Full Name of Director and Signature)	
Date Signed:		Date Signed:	

RATES AND GUIDELINES FOR THE USE OF UPLB OPEN FIELDS FOR SPORTS EVENTS AND RELATED ACTIVITIES

Rationale

The UPLB Open Fields particularly the Upper and Lower Grounds “freedom park” become a public area for both UP and Non-UP users especially for those playing football/soccer, frisbee games and others. Further, the College of Forestry and Natural Resources (CFNR) field is also eyed for football/soccer games and other sports events. The University has a lot of open spaces and/or fields potential for sports events and activities. To facilitate the management of the use of all groups/association and organization of the upper and lower ground, hence this proposal and guidelines.

The existing rate charged by the Department of Human Kinetics (DHK) for the use of the Lower Grounds and other open fields near Copeland is only P 110 per hour. Based on initial consultation with the Office of Vice Chancellor for Community Affairs (OVCCA) and DHK, there was no formal policy for the basis of this rate. Players, coaches and coaching staff including guests of the sports activity and event require the use not only of the field but also other support services like toilet facilities, lights if the event is done at night, additional security personnel particularly for large crowds (100 participants and up). Although the university encourages sports for the health and well-being of the public inside the campus and as a public institution we provide accessible spaces and facilities to encourage physical activity for our constituents and public, UPLB is also responsible in maintaining and in the upkeep of the sports facilities and fields. Thus, there is a need to review and update the rental rates charged to sports clinics and events’ organizers.

Looking at the rates of a state university (CavSU) and a private football field charges the following: Cavite State University (CavSu) - Php5,000 whole day rent football field and for Acacia Estate (DMCI) (leasing@dmcihomes.com), see computation below:

Rental Fee (PhP)	Particulars
2,400.00	minimum of 2 hours (starts at 6am-6pm)
3,400.00	minimum of 2 hours (starts at 6pm-10pm)
8,000.00	whole day (6am-6pm)
1,500.00	Per hour for extension for the whole day event
1,000.00	for electricity and technician
1,000.00	for additional security guard for every 150 pax attendees

With this, we would like to propose the following rates for the use of the upper and lower fields by private institutions or organizations:

Particulars	Amount	Remarks
RENTAL FEE	Php1,000 for the 1st 2 hours (P500 per hour)	To be remitted to UPLB Cashier's Office through the existing Fund Code of the Unit/Office managing the space
	Php3,500 for a whole day rent or 8 hours)	
BOND FEE	Php3,500.00	<p>Payment shall be remitted to fund code 0519-2999999000 at the UPLB Cashier's Office. Refundable after the event unless violations or non-compliance of the University policies and conditions herein set forth are made, in which case the bond fee will be forfeited.</p> <p>Any damage on any University property during the event or loss of equipment or any item during the approved period will be deducted from the bond deposit and/or shoulder repair(s)/replacement in excess cost beyond the amount of the bond deposit.</p>
GARBAGE FEE	Php500 per day	Payment should be remitted to the designated Fund Code of the University of Planning and Maintenance Office (UPMO)
TOILET		<p>To be assigned by the OVCPD/ designated Office/ Unit.</p> <p>For one day events, the organizers will be asked to hire/rent a portable toilet and wash area, they will be incharge in the monitoring of the use and disposal of wastes.</p>
SUPPORT STAFF FEE (The staff assigned for the maintenance of the designated comfort room/ toilet for the particular event.)	<p>Php 150 per hour</p> <p>If beyond office hours and during weekends only*</p> <p>*applicable only if compensatory leaves are exhausted and certified by the unit director</p>	<p>To be paid directly to the staff. The number of staff should be in proportion to the number of attendees or participants.</p> <p>*staff to be assigned is usually for half day or whole day event and depends on the needs and timing</p>

ELECTRICITY FEE	Php500 minimum fee	This is the base rate but if additional equipment will be used UPMO Electrical Division will have to compute based on the wattage of equipment to be used.
LIGHT & SOUND SYSTEM	Based on the Approved Rates from Resource Generation and Development Office (RGDO)	Payment should be remitted to the Fund Code of the RGDO.

Guidelines and Procedure on the Use of UPLB Open Field for Sports Events and Activities

1. The Event Organizer/s must submit the following:
 - 1) Proposal letter addressed to the CHANCELLOR
 - 2) Organization Profile or Background Information about the Organization/Organizer
 - 3) Event Plan (program, requested area and size, security and safety plan, waste management, parking, number of attendees, event organizers' contact information)
 - 4) Fill out the Activity Request Form (See Annex 1)

Said documents must be submitted at least a month before the event.

2. The said proposal will be reviewed by the Office of the Chancellor together with units in-charge:

Units	Specific Responsibilities	Contact details
OVCCA/CFNR	Schedule and review of requesting party's credentials and event plan specifically the security and safety plan, waste management, traffic and parking concerns	ovcca.uplb@up.edu.ph
OVC PD	Review program and event plan Electrical and utilities requirement Public Toilet use	ovcpd.uplb@up.edu.ph
OVCA BAO	Contract and fees Payment monitoring Trade booths (if sports event need these)	bao.uplb@up.edu.ph
DHK CAS	Review program and event plan	
OPR	If the event is in partnership with UPLB, all pubmats will need to be reviewed and approved by OPR (including use of UPLB logo and name in event pub mats)	opr.uplb@up.edu.ph

3. Criteria to be used in assessing requests for the use of sports facilities like the upper and lower grounds:
 - Schedule (no conflict in schedule). Activities shall be allowed only from Friday to Sunday to minimize conflicts in the use of facilities by UP constituents.
 - Risk (low risks in terms of security, safety, health)
 - Credentials of requesting party (duly recognized organization or company, etc)
 - Legal compliance (Mayor's permit, Business Permit, etc)
4. Upon submission of the required documents, OVCCA and/or unit concerned will organize a pre-event meeting with the organizers at least 2 weeks before the event to discuss the event plan together with representatives from support units like OVCPD, OVCA, DHK CAS. This is to ensure that the event plan is in compliance with UPLB's safety and security protocols. Also, this is to lay down the responsibilities of the requesting party and even the UPLB units for the event.
5. The event organizers need to submit the final event plan if there is any. It will be based on the pre-event meeting cc'ng all parties and offices concerned. This will guide all in the event implementation.
6. The event organizers should include ingress and egress in accounting for the total number of hours requested for the use of the facility. An hour prior and after the event will be allocated for ingress and egress. There will be no charge one hour prior and after the event. However, additional requested hours will be charged beyond the allowable one hour ingress and egress.
7. With the recommendation of the OVCCA and/or unit concerned will then be forwarded to the Chancellor for the final approval.
8. A post-event meeting must be organized within a week after the event to ensure that all protocols and agreements were observed. This also serves as post-assessment for improvements for next partnerships and events. This is where the form to release the bond fee will be provided to the event organizer. The event organizer needs to coordinate with OVCCA and/or the unit concerned with regards to the post-event meeting.

ANNEX 1. Activity Request Form**DR. JOSE V. CAMACHO JR.**

Chancellor

UPLB, College, Laguna 4031

Dear Chancellor Camacho,

I/We would like to request approval of our activity _____
 (purpose) on _____ (Period and Time) and the use of
 the following facilities:

Item	Total No. of Hours or Days	Rate per Hour (Php/hr)		Estimated No. of Guests	Amount	Unit Concerned
		UP	Non-UP			
Venue <ul style="list-style-type: none"> • Upper Field • Lower Field • CFNR Football Field • Others: _____ _____ _____ 		NONE	Php1,000 for the 1st 2 hours, P500 every succeeding hours Php3,500 for a whole day rent or 8 hours)			OVCCA
Bond Fee		Php3,500.00				
Trade Fair		*See Policy and Guidelines for Holding Trade Fairs in the Campus				UPLB BAO
Garbage Fee		Php500/day				UPMO
Portable Toilet/s		Proportion to the population				UPMO
Electricity Fee		Php500.00 minimum (coordinate to UPMO for				UPMO

		additional equipment for computation)				
Light and Sound System		% RGDO				RGDO
Safety Security Officer (No. Of SSO ____)						OVCCA SSO
Support Staff Fee • ____ Electrician • ____ Utility Staff						To be paid directly to the assigned staff *staff to be assigned is usually for half day or whole day event and depends on the needs and timing (after office hours, weekends)
TOTAL AMOUNT						

Classification of Users (Please Check): ____ UP ____ Non-UP ____ Commercial/Private

Other requests (please specify, if any): _____

Contract/ Agreement:

- *I/We understood that the selling of liquor, alcoholic beverages, cigarettes and other restricted substances are strictly prohibited inside the campus.*
- *It is understood that I/we will be responsible in keeping the cleanliness of the area during and after the activity.*
- *I/We will be held liable and pay the corresponding penalty in case our activity violates Municipal Ordinance 2001:08 (Anti-Littering Ordinance).*
- *Any damage on any University property during the event or loss of equipment or any item during the approved period will be deducted from the bond deposit and/or shoulder repair(s)/replacement in excess cost beyond the amount of the bond deposit.*
- *I/We will abide by the existing University policies, and rules and regulations.*

Violation of any of the above will be grounds to blacklist and or ban me/our organization from participating in any University event for **one (1) year**.

Very truly yours,

APPROVED/DISAPPROVED

Printed Name and Signature of Requesting Party

Contact/Mobile No.: _____

Organization/Unit/Office: _____

JOSE V. CAMACHO, JR.

UPLB Chancellor