



Republic of the Philippines  
**DAVAO DEL NORTE STATE COLLEGE**

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## **STUDENT CENTER FACILITY USE POLICIES**

Office of the Student Services

2016 Edition

## **Introduction**

This policy is designed to promote, protect and regulate the use of the Student Center and its facilities.

## **I. WHO CAN USE THE STUDENT CENTER?**

The student center is available solely for use by DNSC Students (Undergraduate and Graduate), Fellows and Staff.

Outsiders may use the facility subject with the approval of the Dean of the Student Services.

## **II. STANDARD AREA ARRANGEMENT**

To maximize use of meeting facilities area have standard set-ups based upon established use. Student Centers' operations staff (c/o Office of the Student Services) must do any rearranging of furniture or equipment.

## **III. FACILITY RESERVATION**

Interested student organization may reserve the student center at the Office of the Dean for Student Services. Reservation form must be accomplished by the organization representative and duly noted by the organization adviser.

## **IV. AUDIO VISUAL EQUIPMENT**

A full range of audio-visual equipment is available through the physical facility department.

1. All organizations will be not charged for audiovisual equipment use, unless otherwise noted.
2. Additional equipment can be rented from outside vendors when the Students Centers' inventory is inadequate with the approval of the Office of the Student Services.
3. Actual rental costs per hourly basis will be paid to the Cashier upon the approval of the Dean of Student Services.

4. In order to ensure events do not disrupt one another, the use of amplified audio equipment and musical instruments is prohibited, unless prior approval is granted by the Office of the Dean for Student Services.

## **V. DECORATIONS**

The decorations be placed in Student Center secure approval from the Dean of Student Services prior to the event.

The following is subject to approval:

1. The use of tape, thumbtacks, nails, staples, screws, or adhesives on any surface is strictly prohibited.
2. Suction cups may be used to hang items on glass surfaces.
3. When requested in advance and hooks are available, decorations may be hung from suspended ceilings.
4. The use of glitter, sequins, confetti, or similar fine, difficult to vacuum items is strictly prohibited. Additional cleaning costs will be assessed if such materials are used.
5. For safety and liability reasons, only Student Center operations staff may hang articles.
6. All decorations must be removed completely at the end of the event.

## **VI. FIRE SAFETY**

In the interest of public safety, the electrician of the College is asked to follow all fire safety regulations. This includes the following:

1. Fire code capacities for meeting area
2. Keeping aisles and doorways clear and unobstructed
3. Candles, incense, fog machines, pyrotechnics, or explosives are not allowed.  
(refer also to the College Disaster Risk Operation Manual of Procedures)

## **VII. PARKING**

The Campus Safety of the College will provide the parking area for the outsiders subject to parking regulations.

## **VIII. SMOKING**

Smoking is strictly prohibited inside the campus premises.

## **IX. STORAGE OF MATERIALS/EQUIPMENT**

In order to maximize use of facilities for the maximum number of users, SC discourages on-site storage in reserved spaces. Storage space is limited and will be subject with the approval of the Dean for Student Services.

## **X. TIME LIMITATIONS**

In order to maximize use of facilities for the maximum number of spaces may be occupied only during their reserved time as indicated on the facility use confirmation.

Organizations who have not made previous arrangements with the Event Reservations office to exceed these limits must vacate the facilities at the reserved end time.

Persons remaining after the scheduled end time of the reservation may be asked to surrender the area to the SC staff for preparation for the next event.

## **XI. STUDENT CENTER EQUIPMENT**

The student center consists of the following equipment:

- 4 long tables (c/o Supply Facility In-Charge)
- 30 monoblock chairs (c/o Supply Facility In-Charge)
- 1 Whiteboard
- 1 Sound System (c/o Physical Facility In-Charge)

## **REFERENCES**

DNSC Undergraduate Student Handbook  
DNSC College Code

For further inquiry, kindly contact  
**Office of the Dean for Student Services**

