



**Xavier University**  
ATENEO DE CAGAYAN

In Consortium with  
ATENEO DE DAVAO UNIVERSITY and  
ATENEO DE ZAMBOANGA UNIVERSITY

Xavier Center for Culture and the Arts

## LITTLE THEATER BOOKING FORM

FORM NO \_\_\_\_\_

DATE OF RESERVATION \_\_\_\_\_

Organization: \_\_\_\_\_

Name of User: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time/ Period of Use: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

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

Over Time Pay: \_\_\_\_\_ Remarks: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Remarks: \_\_\_\_\_ advance payment \_\_\_\_\_ paid

Little Theater Account Number: 6320

O. R. number: \_\_\_\_\_

Recommended by:

Payment received by:

Approved by:

**Mr Marlowe Chan**

Technical Director, XCCA

**Name and Signature**

Finance Office

**Mr Hobart P Savior**

Director, XCCA



### The Little Theater Use Policies and Guidelines

1. The Little Theater is a facility that can be used by any college, school, department, unit, organization and institution for seminars, fora, colloquia, workshops, film showing, presentations and performances on a first come-first serve basis. **Absolutely no regular class lectures are allowed.** Any user shall book prior to his/her scheduled event and program through the Culture and the Arts Office. Booking is considered confirmed upon approval by the Culture and the Arts Office and the payment of appropriate charges. **The Little Theatre official time is 9:00 am to 6:00 pm on Mondays to Fridays and 8:00 am to 12:00 nn on Saturday.**
2. XU users shall pay **Php 250.00/hour** for the use of the sound system (4 mics and 1 DVD player), 1 PC and LCD equipment, air-conditioning system and for the maintenance of the Theater. **Stage Lights and boom microphones are not inclusive to the rental fee.** Further, they shall be charged the overtime pay of the Technical Director and the Assistant(s) for usage beyond 6:00 p.m. from Mondays to Fridays, and usage on Saturday afternoons and Sundays. Non-XU users shall pay a rental fee of **Php 1000.00/ hour** and the overtime fees of the Technical Director and Assistant.
3. The LT Management reserves the right to refuse early admission. Should users have guests who may arrive earlier than the scheduled booking, a green room or holding area for the guests should be previously arranged or identified by the organizing parties.
4. The use of props and other materials or equipment in the Theater is subject to clearance by the Management. Strike down and pulling out of props should be done right after the booked program/ activity. **A penalty of Php 500/ day will be imposed for the LT users who fail to pull out props and other materials or equipment.**
5. It is the responsibility of the users to maintain cleanliness inside the Theater. Food, snacks, and drinks of any kind are not allowed inside the Theater. Confetti and butterfly (insects) showers and effects are not allowed inside the theater. There shall be sanctions meted to violations of this rule.
6. Any damage to the Theater's equipment and facility caused by the user shall be charged to the user. The cost of the damage shall be provided in Memo form by the Management.
7. The Management will give priority to the Office of the University President. Any prior reservation for the Theater in conflict with the President's request shall be moved or cancelled to give way to the President's Theater use. Prior notice will be given and payment will be fully refunded.
8. Should there be cancellation of a prior booking, the user should inform the Management at least two days ahead; otherwise, booking fees will be forfeited.
9. Queries should be referred to the Xavier Center for Culture and the Arts.

I have read and understood the policies and guidelines stipulated above for the use of the Little Theater and commit conformity to the same.

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Name and Signature of Reserving Group

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Office/ Unit