**XAVIER UNIVERSITY
PEACE PARK
Reservation Form**

 No. \_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Student Organization [ ] University Office/Unit [ ] Outside Group [ ] Others (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Wednesday [ ] Saturday [ ] Others (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Use [Start & End]: Preparation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Actual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity [Name/Description]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [Objectives/Purpose]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment/Materials to be Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Sound System to be Used, if applicable: [ ] Karaoke [ ] Blaster [ ] PA System [ ] Computer Speaker

Expected Number of Attendees (maximum of 100 pax): \_\_\_\_\_\_\_\_\_\_ Are there outsiders? Yes \_\_\_ No \_\_\_

Reserved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature above Printed Name Signature above Printed Name
 [OSA for Student Organizations/Unit Head for Offices]

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Peace Park Policies**

1. The use of the Peace Park is limited to activities that are formative for peace and the promotion
of faith and socio-cultural engagement such as prayer sessions, inter-religious activities, prayer vigils and group discussions that don’t need the use of a microphone.

2. Other unrelated activities are not allowed within the designated Peace Park area such as variety shows, dance and sport practices to preserve the sacredness of the place.

3. Area reservation shall be honored on a first-come-first-serve basis.

4. For student activities, endorsement or approval of the Office of Student Affairs is required.

5. Reservation is considered tentative until fully accomplished reservation form is returned to the
Campus Ministries Office.

6. Regulation of noise in consideration of classes and sense of decorum among attendees shall be
the responsibility of the person who reserves the Peace Park for the activity.

7. The reserving group shall be responsible for the aftercare of the area. All equipment/materials used should be removed within 2 working days after the activity.

8. Any damage incurred relative to the use of the area shall be charged to the person/group who
made the reservation and the person who endorsed the approval of the application.

9. Campus Ministries Office should be informed of any cancellation or change in the reservation
at least two (2) days before the date of actual use.

10. Any complaint should be directed in writing to the Director of Campus Ministries.

11. Campus Ministries Office reserves the right to cancel or revoke confirmed reservation in cases
of misrepresentation and/or violation of the policies, rules and regulations.

**A G R E E M E N T**

I hereby agree to the terms and conditions stipulated in this reservation form and will be held liable to any violation committed thereof.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature above Printed Name

**Campus Ministries Office Use Only**

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_