SAN BEDA UNIVERSITY

College of Arts and Sciences
Office of the Prefect of Student Affairs

CONTRACT/AGREEMENT OF SERVICE ORGANIZATIONS WITH THE OTHER ORGANIZATIONS

SERVICE ORGANIZATION:

_____ THE BEDAN
_____ SAN BEDA CHAMBER CHORALE
_____ BEDAN MUSICIANS 'GUILD
_____ BEDAN DANCE THEATER
_____ SAN BEDA ELITE CIRCLE OF USHERS/USHERETTES
_____ ELECTORAL BOARD
_____ BEDAN PASTORAL MINISTRY
_____ SAN BEDA RED LENS
_____ BEDAN VOLUNTEERS

SERVICE NEEDED: _____
_____
(*Please attach the final program*)

Date of Request/Invitation to the Service Organization:_____

REQUESTING ORGANIZATION: _____

DATE OF THE ACTIVITY: _____

TITLE OF THE ACTIVITY:

_____

Description of the activity: _____
_____
_____

VENUE OF THE ACTIVITY: _____

DATE OF THE ACTIVITY: _____

TIME: FROM_____ TO_____

_____
Signature over printed name of the Service Organization President

_____
Signature over printed name of the Moderator of the Service Organization

Noted & Approved

_____
PROF. MARVIN R. REYES, Ph.D.

Date of Approval: _____

Ut In Omnibus Glorificetur Deus

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Non-compliance if the terms & conditions will not be given an approval of the contract and may incur a demerit in OSE points/grade.

TERMS AND CONDITIONS

1. The requesting organization should provide the following:

1.1 FOOD
- ☐ **BREAKFAST**
- ☐ **MERIENDA**
- ☐ **LUNCH**
- ☐ **DINNER**
- ☐ **WATER**

1.2 TRANSPORTATION
- ☐ **SERVICE VEHICLE**
- ☐ **FARE/ALLOWANCE**

3. For the performing organizations, there should be a holding area for their costumes, instruments, personal belongings & the like. They should also be given time to rehearse & take their blockings before the program. In the case of SAN BEDA CHAMBER CHORALE, the requesting organization will shoulder the honorarium/payment for the conductor.
4. For the service organization that caters coverage, i.e. REDLENS & THE BEDAN, the requesting organization should give them media pass. Request for coverage should be at least one week before the activity.
5. For ELBO, the requesting organization should provide them materials for the election beforehand.
6. The requesting organization should reserve the venue/equipment of the performers.
7. No on-the-spot request from service organizations should be done. Request should be made at least one week before the conduct of the activity.
8. If the activity is cancelled, the requesting organization should inform the service organization as soon as possible. If the service organization is already at the venue when the event was cancelled, the requesting organization should still provide applicable terms & conditions to the service organization.

_____ _____

Signature over printed name of the requesting organization officer

Signature over printed name of the service organization president

_____

PROF. MARVIN R. REYES, PhD
Prefect of Student Activities