

1.3 Mass Communication Student Organizations

2. APPLICATION

- 2.1 Application forms to use the Multi-Media/ Multi-purpose Room & Equipment are available at the Dept. of Communication Equipment Room, AB 212.
- 2.2 Application should be filed at least three (3) days before the approved date of the activity.
- 2.3 Instant requests for services or those not filed within the specified period will not be entertained except in highly meritorious cases.
- 2.4 Application forms of student organizations should include photocopy of approval of activity and should be countersigned by the Adviser and approved by the Department of Communication Program Head.

3. CANCELLATION/POSTPONEMENT/ALTERATION

Notice of cancellation, postponement or alteration of request for which application was filed should be forwarded to the Dept. of Communication not later than a day before the original schedule of activity.

4. PREPARATION

- 4.1 All DVDs, CDs and other instructional materials should be prepared to prevent long wait for the presentation.
- 4.2 Use of USBs is NOT ALLOWED.

5. ADVISER'S PRESENCE

- 5.1 The faculty member/adviser/authorized person in charge of the activity should be responsible throughout the presentation.
- 5.2 The multi-media room assistant will not render any service if the faculty member/ adviser is not around.

7. No food and drinks allowed inside the room, no postings on walls and whiteboards, no hanging from the ceiling and keep the surroundings neat and clean.

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Important Reminder to Requesting Faculty/Students

It is a must for FACULTY/ ORGANIZATION ADVISER and STUDENTS who requested the use of Multi-Media/ Multi-Purpose Room and equipment to wait for the laboratory assistant on duty before leaving the room or to request the laboratory assistant to pull out the requested equipment as early as possible

POLICIES AND GUIDELINES FOR USING THE MULTI-MEDIA/ MULTI-PURPOSE ROOM & EQUIPMENT

1. CLIENTELE

- 1.1 Mass Communication Students
- 1.2 Mass Communication Faculty members
- 1.3 Mass Communication Student Organizations

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