

Vinzons Hall Venue Reservation:

1. Priority shall be given to registered University-wide student organizations for the use of any Vinzons Hall activity rooms (Alcantara Hall, Activity Center, Rooftop), and the Lorena Barros Hall (LBH);
2. Check the Vinzons Hall Venue Reservation Calendar at OSA for the availability of your preferred venue. Please note that:
 - **For the use of Alcantara Hall:** each org will only be given a maximum of **8 hrs per month** to give equal chance to other U-wide orgs to use this facility;
 - An Overtime Fee (OT) for the Custodial Staff shall be charged for the following:

P50.00/hr if the activity is from 4 pm to 9 pm (Monday to Friday)

P50.00/hr from 8 am to 9 pm (Saturday/Holiday)
 - Overtime Fee (OT) must be paid at OSA at least 1 day before the day of your activity
3. Fill out the Vinzons Hall Venue Reservation form with an Activity Approval Form (AAF) to ensure that your activity is recorded in your org's Bukluran line-up of activities. Both forms can be downloaded at osa.upd.edu.ph (click the tab Organized Students Program)
 - College-based orgs who wish to use any of the Vinzons Hall venues must secure your College Secretary/Associate Dean for Student Affairs/College OSA Coordinator's signature to certify your registration status;
 - The list of requirements/necessary letters to process your reservation is also found at the OSA website;
 - For College-based orgs, please ensure that the necessary letters/requirements are attached with the form to facilitate your request/reservation and avoid delays.