

**JUBILEE CHRISTIAN ACADEMY
PROPERTY RENTAL FORM**

REQUESTING PERSON: _____
 POSITION IN ORGANIZATION: _____ ORGANIZATION: _____
 ADDRESS: _____
 CONTACT NOS: _____
 ACTIVITY: _____
 DATE: _____
 TIME: _____

COMPUTATION FOR CHARGES				
AREA		EQUIPMENTS	SERVICES	BROUGHT -IN ITEMS
<input type="checkbox"/> DH	<input type="checkbox"/> ER			
1. Badminton Court	_____	1. Airconditioning	1. Guard (6 hrs.)	1. _____
2. Community Hall	_____		2. Guard (beyond 6 hrs.)	2. _____
				3. _____
				4. _____
3. Canteen	_____	2. Computer	3. Maintenance Staff (6 hrs.)	5. _____
4. Chapel	_____	3. Electronic Scoreboard	4. Maintenance Staff (beyond 6 hrs.)	
5. Classrooms	_____	4. Keyboard	5. Maintenance Staff OT during Free Hours	
_____	_____	5. LCD		
_____	_____	6. OHP		
_____	_____	7. Stand Fans		
_____	_____	8. Sound System		
6. Learning Laboratories	_____	9. Television		
MMC	_____	10. Others		
Music Room	_____	_____		

7. Open Court	_____	11. Badminton Post/Net	6. Faculty/Staff	
8. Workout Area	_____	12. Monobloc Chairs	7. Operator - MMC items	
9. Others	_____	13. Monobloc Table	8. Operator - Sound System	
_____	_____	14. Piano	9. MMDA	
_____	_____	15. Table Tennis Table	10. Tanods	
_____	_____	16. Volleyball Post & Net		
		17. Others		

Amount :	₱	Amount:	₱	₱
			Handling fee	₱
			TOTAL	₱
REMARKS:				
Deposit: _____ OR/Date: _____ Verified by Finance/Date: _____			Approved By/Date: _____ PROPERTY MANAGER	
Refund: _____ OR/Date: _____ Verified by Finance/Date: _____				
* Rental conditions and fees are subject to change without prior notice.				