

AYALA ALABANG VILLAGE ASSOCIATION

**RESERVATION FOR THE USE OF SPORTS FACILITIES
PARKS AND PLAYGROUNDS**

VENUE: _____ Purpose: _____

Events/Playing Date/s: _____ Time: _____

Fees: _____ OR No. _____ Date Paid: _____

Bond Deposit: No Yes/Amt: _____ OR# _____ Date _____

Remarks: _____

Requesting Party: (Full Name/Company) _____

Address: _____

Tel No.: _____ Signature: _____

Recommend for Approval: _____ Approved by: _____ Cleared by: _____

_____ CRD Staff _____ Head, Community Relations _____ Finance
Department

Refund of Bond is Recommended by: _____ Date _____
Approved by: CRD Head: _____ MID Head: _____

cc: Cashier/Security/Gym Attendant/File



ENDORSEMENT LETTER

This is to request that Mr / Ms. _____ be granted to rent/use the _____ for their scheduled events on _____ from _____ to _____. I shall take full responsibilities of the usage of our facilities during the said period.

Resident's Name _____ Signature: _____
Address: _____ Tel Nr.: _____