

## HOUSE RULES

1. All facilities within the Center (Convention Hall, lecture Rooms 1 and 2 and all adjunct rooms thereat) are **STRICTLY SMOKE FREE** and **NO EATING AREAS**. Open and outside smoking areas with receptacles have been designated for smokers.
2. **POST NO BILL**.
3. **Food and Drinks are strictly prohibited inside the training facilities.**
4. For catering needs, coordinate with the **Lupa at Tubig Multi-purpose Cooperative**.
5. In order to avoid accident and depreciation of all equipment and paraphernalia in each of the facility, **ONLY THE OFFICIAL IN-HOUSE TECHNICIANS ARE ALLOWED** to install, tinker, operate, maintain or relocate such. No equipment may be brought out of each facility or the building premises.
6. Entry, distribution, display and use of any harmful, obnoxious and illegal documents, films, tapes and other materials within the premises is strictly prohibited.
7. The **Official Coordinator of the Requesting Agency** is expected to brief their guests, officials and personnel on these **House Rules** and ensure that the same will be followed.
8. **Unescorted children/ minors and uninvited persons are discouraged from entering or loitering within the premises.**

## RENTAL FEES AND CHARGES

| FACILITY        | CAPACITY | RATE/DAY                           |                |
|-----------------|----------|------------------------------------|----------------|
|                 |          | DA FAMILY                          | OTHER AGENCIES |
| CONVENTION HALL | 250      | ₱9,600.00                          | ₱14,500.00     |
| LECTURE ROOM/S  | 30-40    | ₱2,300.00                          | ₱ 4,500.00     |
| UPPER DINING    | 100      | ₱6,000.00 + ₱500/ succeeding hours |                |
| PATIO           | 100      | ₱4,400.00                          |                |
| ACCESSORIES     |          | ₱100.00/unit                       | ₱100.00/unit   |

*Note: (BSWM Memorandum Order 1; Series of 2008)*

For further information please contact:

Information Office  
Bureau of Soils and Water Management  
Elliptical Road, corner Visayas Ave. Diliman, Quezon City.  
Tel. 923-0433



Department of Agriculture  
Bureau of Soils and Water Management  
Soil Research & Development Center

## BSWM INFORMATION AND CONVENTION CENTER “Policies and Guidelines”



**Cancellation of reservation must be done prior to 48 hours (2days) of the scheduled event.**

*For optimum usage, upkeep and maintenance of the training facilities and to ensure efficient service to our clientele, the following guidelines are hereby implemented. Please note, however, that agriculture-related activities are given priority in the BSWM Information and Convention Center.*

## PRE - EVENT

1. For outside agencies, a **letter of request (LOR) must be sent to the Director's Office** (addressed to the director of the BSWM and Thru Asst. Director) for approval, at least one month before the event. Approved request will be notified by the Information Office.
2. For requesting BSWM Divisions, **coordination with the Information Office is a must at least three (3) working days before usage.** Request coursed through BSWM Divisions/ personnel by external agencies must follow policy #1.
3. All **Requesting Parties (RP)** must assign and authorize in writing an **Official Coordinator (OC)** to coordinate and finalize the details and the requirement like physical arrangements by filling up the **Request Form (RF)** in duplicate. **No reservation is final without the accomplished RF within seven (7) working days** before the event or else the reservation is **forfeited.**
4. A copy of the program and VIP/Guest list must be furnished to the **Information Office three (3) days** prior to the activity.
5. If the RP requires dormitory accommodations, a separate coordination must be made with the Dormitory Manager for the purpose.
6. Physical set up of any kind as part of the client needs but duly approved by Information Office, **shall only be until 6:00 pm.**
7. Installations of any equipment inside of the facilities **must be coordinated** with the Information Office. A list of equipment to be installed should be submitted in triplicate copies (original, Information Office and BSWM security's copies). The BSWM shall not be responsible for any loss or damage to the equipment of the RP.

8. The requesting party should coordinate with the **Lupa at Tubig Multi-purpose Cooperative** for all your catering requirements and food services.
9. **The BSWM reserves the right to turn down or reject any request whenever deemed necessary.**

## ON - EVENT

1. **OCs** must closely coordinate with the Information Office and ensure that the house rules are strictly observed by the participants.
2. Users must provide their own board markers, chalks, computers, laptops, LCDs and other supplies.
3. The **RPs shall be responsible** for any loss or damage/s incurred during the use of the training facilities for reasons of **negligence or improper use.**

## POST - EVENT

1. The **OC** must confer with the Information Office for checking and inventory of facilities and equipment used. Any loss or damage incurred shall be computed accordingly and shall be added to their **Statement of Account (SOA).**
2. The **OC** must coordinate with the Information Office for the processing of their **SOA.** An **Official Receipt** shall be issued to the **RP** after all payments are settled with the **BSWM Cashier's Office.** **RPs** who has pending obligations should settle their accounts before they may again be allowed to use the facilities.
3. All requesting agencies shall be billed accordingly and duly signed by the chief accountant.