

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
PHILIPPINE OVERSEAS LABOR OFFICE  
MADRID, SPAIN

**Request Form for the Use of the POLO HALL**

Date of Filing: \_\_\_\_\_

Date Requested/Time of Use : \_\_\_\_\_

Requesting Person/s/Organization/s/ : \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Purpose for the Use of the POLO HALL : \_\_\_\_\_

\_\_\_\_\_

Equipment/Facilities Needed : \_\_\_\_\_

\_\_\_\_\_

Number of Attendees/Participants: \_\_\_\_\_

I/We hereby promise/commit to be fully responsible for the POLO Hall during and after its use including the maintenance of its cleanliness and security of all equipment and properties found therein. I/We shall pay or replace any damage or loss, if any. I/We shall observe proper decorum and conduct ourselves with dignity and respect towards each other. I/We shall also be fully responsible for the protection and safety of our children while in the POLO Hall and its premises and we shall not hold the POLO officials and staff in any way responsible or accountable should anything happen to them. Any violation of the foregoing shall be grounds for non-approval of our future request to use the POLO Hall.

\_\_\_\_\_  
Signature

Request Received by:

Approved:

**AVENGER T. MARIÑAS**  
Printed Name and Signature

**JOAN LOURDES D. LAVILLA**  
Labor Attache

Date/Time: \_\_\_\_\_