Rental Rates-School Facilities
Rental per day (8 hours)
Effective August 2025

Venue	*For Student Organization *Class Activities Without Aircon	*For Student Organization *Class Activities With Aircon	OTHER USERS (VAT Inclusive-12%) Weekdays	Weekends/ Extension	Holiday	Extension Rate/Hour Weekends	Holiday
Aula Maria Conference Hall	Free	4,331.00	9,702.00	11,655.00	12,600.00	1,748.00	2,048.00
AVR 1	Free	3,465.00	7,770.00	9,314.00	10,080.00	1,397.00	1,638.00
AVR 2	Free	3,465.00	7,770.00	9,314.00	10,080.00	1,397.00	1,638.00
GdB Hall	Free	3,850.00	8,624.00	9,390.00	11,204.00	1,409.00	1,821.00
Board Room	Free	2,310.00	5,177.00	6,195.00	6,720.00	929.00	1,092.00
Fr. Gerry Bouckaert Hall	Free	6,500.00	15,680.00	18,816.00	20,384.00	2,822.00	3,312.00
Tonus Gym - Rental	Free	-	10,353.00	12,422.00	13,440.00	1,863.00	2,184.00
Tonus Gym - Energy Fee	Free	3452/hour	3452/hour	3452/hour	3452/hour	3452/hour	3452/hour
Tonus Gym - Conference Room	Free	1,733.00	3,885.00	4,662.00	5,040.00	699.00	819.00
PAASCU Room - SHS	Free	2,310.00	5,177.00	6,195.00	6,720.00	929.00	1,092.00
RT Conference Room	Free	2,310.00	5,177.00	6,195.00	6,720.00	929.00	1,092.00
Sacred Heart Center	Free	5,775.00	12,936.00	15,530.00	16,800.00	2,330.00	2,730.00
San Pedro Calungsod Hall	Free	3,465.00	7,770.00	9,314.00	10,080.00	1,397.00	1,638.00
St. Therese Hall	Free	3,465.00	7,770.00	9,314.00	10,080.00	1,397.00	1,638.00
Oval	Free	Free	1,302.00	1,302.00	1,302.00	195.00	212.00

Others:

Mary Seat of Wisdom Chapel		6,000.00
Elementary Gym		5,600.00
Elementary Gym/hour - Alumni & SMU Employee		300.00
Outside Court - Alumni & SMU Employee		300.00
LED Fee - Tonus Gym	Internal use	4,000.00
	Outsiders	10,000.00
LED Fee - Sacred Heart Center	Internal use	3,500.00
	Outsiders	7,500.00
De Busschere Room (Belgians)	**P500**	

VAN Rental	Baguio	24,000.00
	Pampanga	24,000.00
	Tuguegarao	24,000.00
	Manila	32,000.00
COASTER Rental	Manila	48,000.00
	All others	36,000.00

NOTES:

1. Additional rental is collected for use of facilities on Sundays or Holidays or when use of venue extends beyond 8 hours for overtime salary of personnel assigned and for additional power consumption.

2. Computation of additional charge: Weekends/Extension Rate/8 hours x 120%
Holidays Rate/8 hours x 130%

GUIDELINES FOR THE USE OF SCHOOL ATHLETIC FIELDS/FACILITIES IN ALL SMU CAMPUSES

General Policy:

Saint Mary's University allows individuals or organizations the use of athletic fields/facilities provided that there is no interference with its educational program and school or student activities. Its use however shall be subjected to the following specific guidelines and procedures.

Specific Guidelines:

1. The applicant must be present throughout the time the facilities are being used. The applicant is responsible for the decorum of the group, including spectators.
2. When minors are using facility, they are required to have adult supervision on a 1 to 15 ratio basis.
3. Alcoholic beverages are not allowed on any school premises. The university also adopts a "No Smoking Policy". Users shall adhere to appropriate dress code (e.g. sports outfit).
4. Everyone shall adhere to the university's Clean, Healthy, Safe & Friendly (CHSF) program. Plastic & Styrofoam are not allowed to be used in the university.
5. The user shall clean up the facility after its use. Trash or garbage must be brought out from the campus by the user. SMU shall not be responsible for the loss of personal belongings of the users or for any material left behind.
6. Carpooling is encouraged since parking space inside the university is limited. Everyone shall adhere to traffic management instructions.
7. Any damages sustained to the facility and/or equipment during the activity shall be considered the responsibility of the renting individual/organization. The renting individual or organization shall be billed for any repairs needed to restore the facility and/or equipment to its original state.
8. Visitors shall also adhere to the security and safety guidelines of the university. Some of these are: NO ID, NO ENTRY; No car pass, no entry; random checking of bags; no parking along the driveway; no double parking; no carrying of firearms and/or sharp objects, etc.
9. Access to facility will be available only based on the date and time of use indicated in the approved Request Form for the Use of Facilities.
10. No electrical apparatus shall be connected to any lighting system of the university unless it is included in the request and approved by the PPPDMO Head and VPA. In such cases, additional fees may be required.
11. The university shall not be held liable for injuries or losses to persons or property that will arise in connection with the activities. First-aid kit must be provided by the user as evidence of precautionary measure taken.
12. Long-term rentals or use of the athletic field/facility may be billed at a lower rate (say 20% - 40% discount) of the total rental fee. Long-term rental is defined as three (3) Consecutive days, weeks, or weekends.
13. After the activity, all decorations, furniture, trash and other materials used shall be removed immediately by the user.
14. Any action unfavorable to SMU may be a basis for denial of any similar requests in the future.

Procedures:

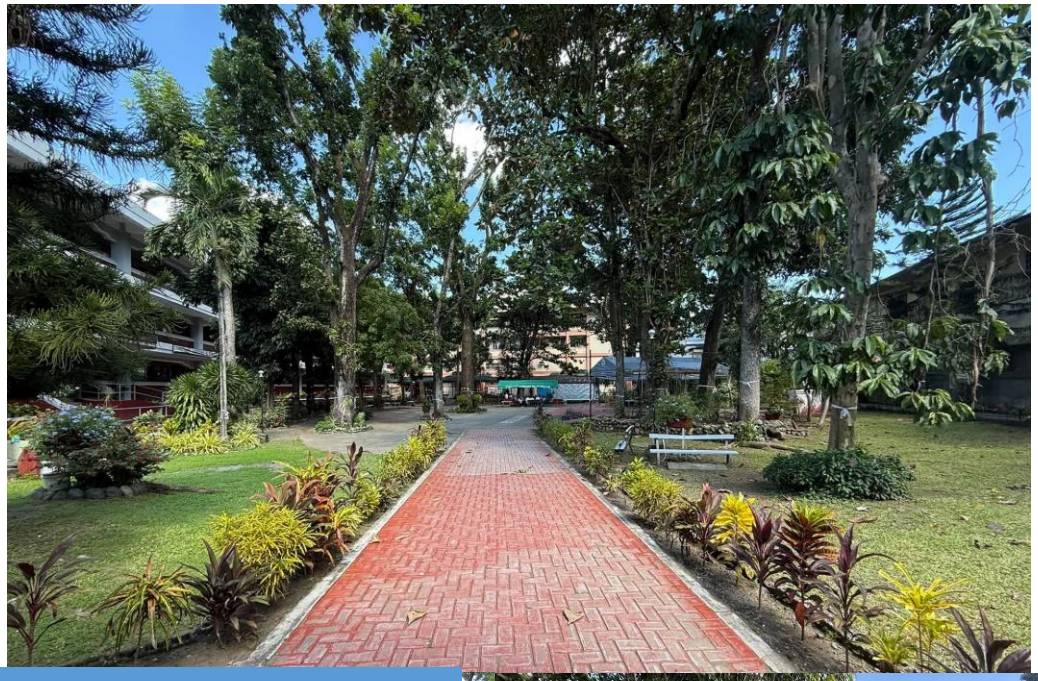
1. A completed Request Form for the Use of Facilities (pink form) must be submitted to the VP for Administration office. If the date of use falls on a Sunday, holiday or non-working day, the yellow form (Request Form for Entry/Visit during Sundays &/or Holidays) must be attached. Reservations must be made at least three days before the date of use.
2. Once the athletic/facility was reserved at the VPA office, the individual/organization must proceed to the Accounting Office for the applicable fees to be charged. The University reserves the right to grant, at its discretion, special consideration on rental fees of any school facility to any educational, charitable or government agency.
3. The pink form will be signed (approved) as soon as the photocopy of receipt of rental fees paid is submitted to the VPA office.
4. The person-in-charge/building-in-charge from SMU shall inspect the facility in the presence of the applicant/user for any damage, loss or adherence to the university's CHSF program. Any violation of the guidelines must be reported immediately in writing (using the incident report form) to the VPA office.



SAINT MARY'S UNIVERSITY OVAL





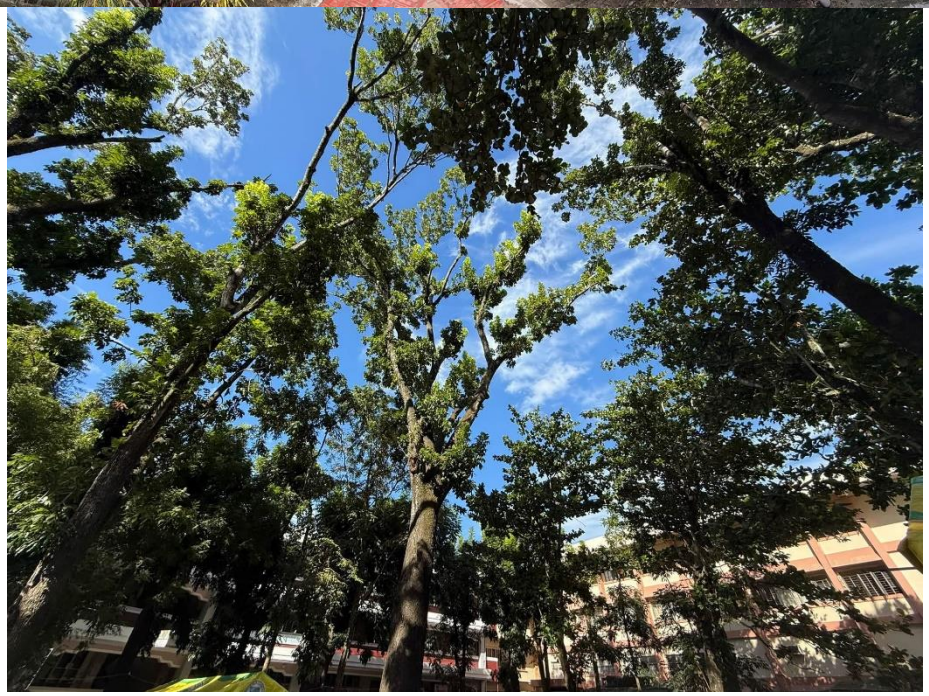


SAINT MARY'S UNIVERSITY

SAN LORENZO RUIZ PARK





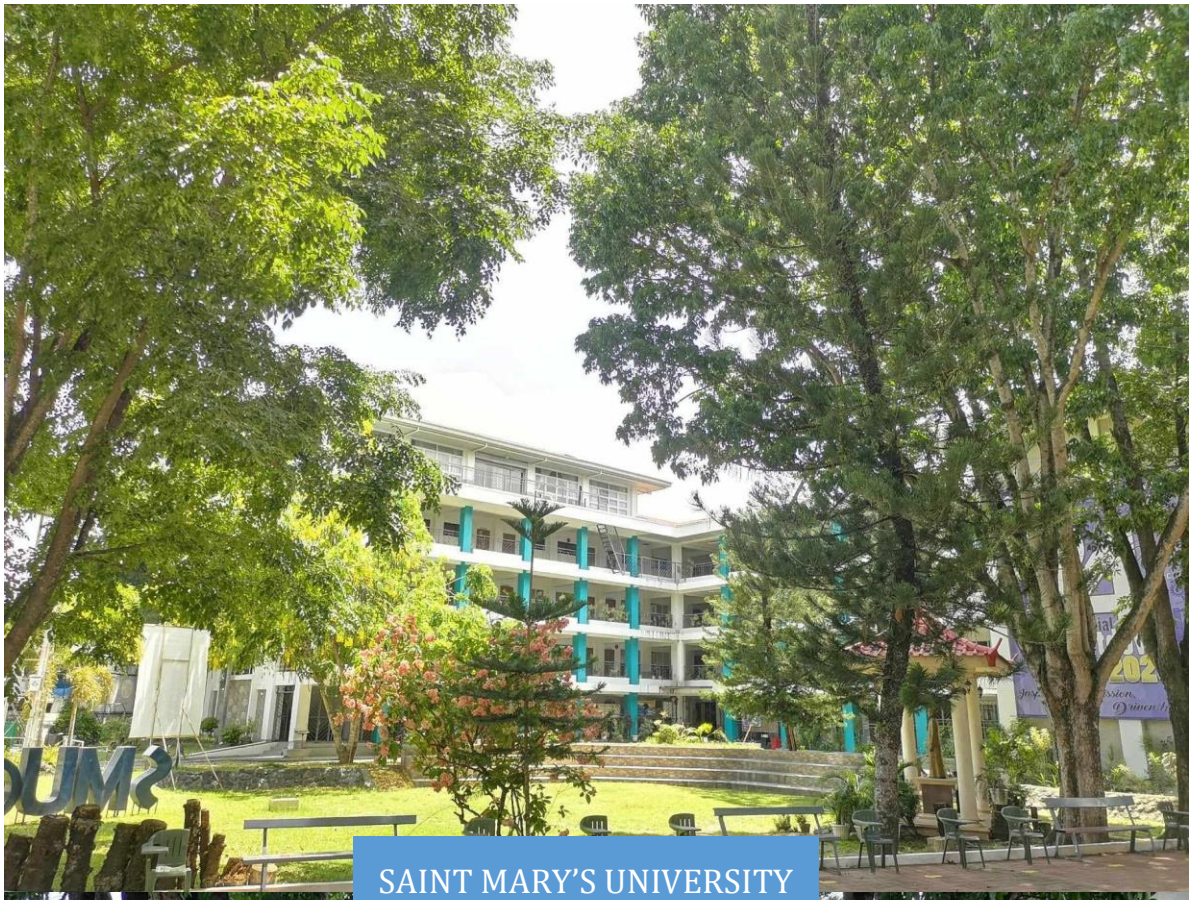








SAINT MARY'S UNIVERSITY
MARIAN PARK



SAINT MARY'S UNIVERSITY
VERBIST PARK

