



POLICY AND GUIDELINES

USAGE OF GYM

NU COLLEGES ARE FREE TO APPLY FOR USAGE OF THE NU MAIN GYMNASIUM WITHOUT FEES AFTER SENDING A FORMAL REQUEST TO THE ATHLETIC DIRECTOR. THE USAGE OF THE GYMNASIUM IS SUBJECT TO THE AVAILABILITY OF AREA IN THE GYMNASIUM REQUESTED. ATTACHED ARE SAMPLE REQUESTS PROVIDED BY REQUESTING DEPARTMENTS.

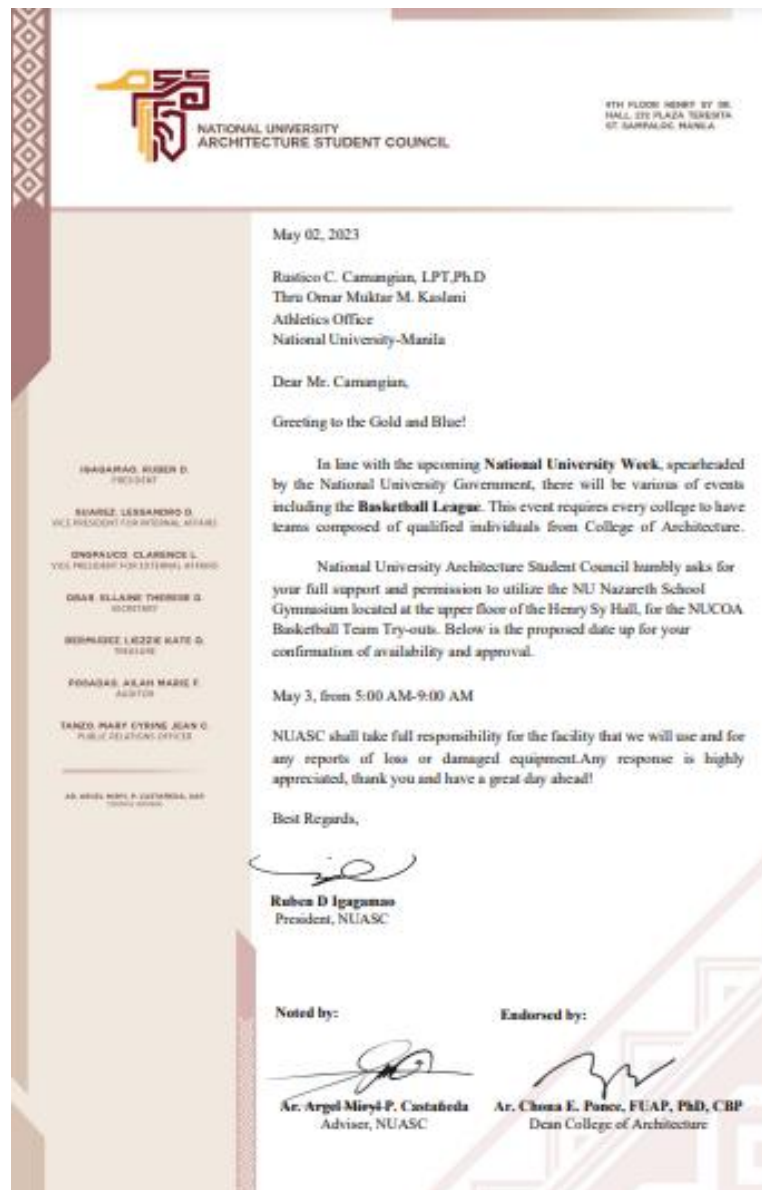


Figure 13. Sample Formal Request Letter



Sent: Tuesday, February 6, 2024 10:52 AM
To: Rustico C. Camangian <rccamangian@national-u.edu.ph>
Cc: Shiela C. Ceniza <sceniza@national-u.edu.ph>; Hazel B. Sapin <hbsapin@national-u.edu.ph>; John Alvis Guntan <jaguntan@national-u.edu.ph>; Ronnet B. Altuna <rbaltuna@national-u.edu.ph>
Subject: Requesting: NU Gym on March 10 (Sunday) for Basketball Clinic

Sir Rustico C. Camangian

Greetings from NU Alumni Affairs Office!

Hi Sir Otie, as part of the Alumni Affairs Office's program on mentoring, we collaborated with the NU Men's Basketball Team to conduct a Basketball Clinic on March 10 (Sunday). This mentoring program will focus on our Alumni dependents, ages 7 - 16 years old. We are anticipating a maximum of 130 participants for this Basketball Clinic.

In line with this, may we ask for your good office to let us use the NU Gym (main building) to be the venue of our activity. We hope that this project will render an affirmation. Rest assured; we will treat our facilities with care.

Thank you and have a great day.

Regards,
NU Alumni Affairs Office



Figure 14. Sample Email sent to Athletics Director

SERVICES PROVIDED

NU ATHLETICS OFFICE OFFER ASSISTANCE AND SPECIALIZED SERVICES TO THEIR STAKEHOLDERS THRU THEIR SOCIAL MEDIA PAGES.

NU ATHLETICS FB PAGE (<https://www.facebook.com/nuathleticsofficemnl>)

- THIS PAGE IS DEDICATED TO ANSWERING QUESTIONS PERTAINING TO NU SPORTING EVENTS AND RELATED MATTERS.
- IN ADDITION, THIS PAGE IS USED TO DISSEMINATE INFORMATION CONCERNING NU SPORTS AND THEIR STUDENT ATHLETES



Figure 15. Facebook page of NU Athletics Office