

Date \_\_\_\_\_

**OFELIA B. DOMINGO**  
Labor Attaché  
POLO-Dubai

**APPLICATION TO CONDUCT ACTIVITY AT THE CENTER**

Name of Organization/Applicant : \_\_\_\_\_

Representative/Contact Person : \_\_\_\_\_

Contact No. (Mobile/Landline) : \_\_\_\_\_

Email Address : \_\_\_\_\_

Nature of Activity (*please check below*):

Training (FREE), cultural, others(*specify*) \_\_\_\_\_

Fellowship with the Wards (*specify*) \_\_\_\_\_

Will Provide Food (*specify*) \_\_\_\_\_

Will Give Donation (*specify*) \_\_\_\_\_

No. of Participants (excluding Wards) \_\_\_\_\_

Date : \_\_\_\_\_ Timing (2 hours only-pls specify time) \_\_\_\_\_

Kindly be guided with the below guidelines:

1. This application must be submitted for approval at least 10 calendar days prior to the holding of your activity.
2. In case you decide to cancel your schedule, please call the Center Coordinator/Duty Officer\* at least 5 calendar days prior to your schedule.
3. For donations to the Wards, we encourage you to give unused clothing like underwear, blouses, t-shirts and leggings. Toiletries and grocery items shall be given to them collectively.
4. Please start and end your activity, including setting up and clean up, strictly within your allotted time.
5. In case of unexpected delay, please inform the Center Coordinator/Duty Officer. You shall be entitled to use only the remaining portion of your allotted schedule to avoid overlap of the same with the next organization/group.

\_\_\_\_\_  
Name & Signature of Requesting Party

Approved by:

**OFELIA B. DOMINGO**  
Labor Attaché