

OFFICE SERVICES/PROGRAMS

1. Venue Rental and Booking Services

The Lantaka Spirituality, Formation, and Training Center offers venue rental and booking services for various events such as retreats, formations, seminars, and workshops. These services are available to both internal users (university offices, departments, and student organizations) and external users (partner institutions, religious groups, and private organizations). The Center provides access to its facilities—including retreat halls, accommodation, dining areas, and meeting rooms—based on availability and following a standard reservation process.

1.1 Dining/Food Services

Include catering services for retreats, recollections, and various events, offering delicious and well-prepared meals to suit any gathering. See Annex ____

1.2 Event and Conference Facilities

Our retreat facility offers versatile function halls ideal for retreats, recollections, conferences, and special events. Designed for comfort and productivity, these spaces provide a serene setting for meaningful gatherings.

The following areas are available:

- **Hall A** – Spacious and fully equipped for large group events. It can accommodate 120 pax.
- **Hall B** – A spacious venue for conferences, meetings, and sessions, accommodating approximately 150–180 persons. Ideal for large gatherings and group activities.
- **Benjamin Go Learning Center** – A cozy and functional space for meetings and discussions, this hall accommodates 60–70 persons, making it ideal for workshops and small group sessions.
- **Hall C** – This function hall, located on the second floor of the Hilda Walstrom Building, can accommodate approximately 100 guests, making it ideal for medium-sized gatherings and events.
- **Hall D** – This is the largest function hall in the retreat facility, located on the 5th floor of the Hilda Walstrom Building. It can accommodate approximately 250 persons, making it ideal for hosting national events. With stunning sea

- views from the windows, it offers a cozy and inspiring atmosphere for gatherings.
- **View Deck Lounging Room** – A relaxing space that accommodates 30–40 persons, offering a breathtaking view of the sea, Basilan Strait, and Sta. Cruz Island. Perfect for unwinding, group reflections, or intimate gatherings in a serene setting.
 - **Outdoor Pavilion** – A refreshing open-air venue for reflection and group sessions. A refreshing open-air venue for reflection and group sessions that can accommodate up to 25 persons.
 - **Beachfront Area** - An open-air space that accommodates 30–40 persons, perfect for outdoor events, reflections, and group gatherings in a tranquil seaside setting.

1.3 Retreat Facilities

Designed for spiritual growth and reflection, our retreat facilities offer spaces for prayer, gatherings, and formation.

- **Chapel of the Holy Family** – Accommodates 50–70 persons, with an adjacent lanai that can be opened for larger Mass gatherings.
- **Knight Leo and Dame Norma Liu Formation Center** – The second floor features a conference room for 10–15 persons, ideal for small group sessions, along with an art room for creative activities.
 - ✓ The ground floor includes three private Confession Rooms for personal reflection and reconciliation, as well as a small kitchen and a receiving room for added convenience.
 - ✓ Prayer Room – This prayer room is thoughtfully designed for individual retreatants seeking a quiet and peaceful space for reflection and prayer.
- **Outdoor reflection areas** - are designed to foster a deep connection with nature, providing a serene space for retreatants. Featuring swings and a kubo, these spots are perfect for quiet moments of individual reflection.

2. Logistical Support for Events

The Center provides logistical support services to ensure the smooth conduct of retreats, conferences, and other events. These services include access to audiovisual equipment, arrangement of dining and meal services, accommodation in dormitories, and assistance with venue setup and cleanup. Support may also include coordination with kitchen staff, housekeeping, and assigned volunteers or OJTs, depending on the

event's needs. All logistical requests must be specified in advance during the reservation process.

3. Guest and Visitor Services

The Center provides essential guest and visitor services to ensure a comfortable and welcoming experience for all participants. These include access to clean and secure accommodations, designated parking areas for vehicles, and assistance for individuals with special needs. Upon request, the Center may provide support for room assignments, accessibility arrangements, and information on local amenities. All guests are expected to follow house rules and respect shared spaces to maintain a safe and hospitable environment. Below are the services available:

3.1 Accommodations

We offer a variety of accommodations to suit your needs. Guests can choose from Triple, Double and Single bed sharing accommodation, all designed for relaxation and reflection. Clean and well-maintained, our lodging ensures a serene environment for spiritual growth and renewal. For bookings or inquiries, please contact our front desk.

- Triple Bed Sharing Room – ideal for groups, this room features three comfortable single beds, perfect for a restful stay.
- Double Bed Sharing Room – a cozy and budget-friendly option with two single beds, perfect for shared accommodation.
- Single Bed Room – a peaceful space for rest and reflection, featuring

3.2 Parking

Guest parking is limited and available on a first-come, first-served basis. Parking spaces are located at the end of the David Walstrom Building area.

3.3 Special Needs

We prioritize accessibility for all visitors. Our facility is fully accessible, with ramps, elevators, and designated spaces for those with special needs. If you require any additional assistance or have specific accommodations needs, please let our staff know in advance.

4. Tenant Services (for commercial tenants)

Tenant Services refer to the support provided to commercial tenants, including utilities management, regular maintenance, and assistance with lease-related matters. These services aim to ensure a smooth and professional business environment for all tenants.

4.1 Tenant Services (for Commercial Tenants)

We offer the following services to support our commercial tenants:

- **Business Support Services**
Meeting room or conference space access with a fee
- **Utilities**
Provision and monitoring of electricity and water connections.
- **Maintenance and Facility Services**
24/7 emergency maintenance support upon request
Regular upkeep of common areas and prompt response to repair requests.
- **Dedicated on-site Facility Administrator**
- **Tenant Support & Requests** – Addresses tenant concerns, service requests, and maintenance needs efficiently
- **Lease Management**
Assistance with lease agreements, renewals, and tenant inquiries.

5. Transportation and Accessibility

Parking Area: Our facility provides a spacious, well-maintained parking area for guests, ensuring convenient and secure vehicle access for individuals and groups.

6. Technology and Connectivity

High-Speed Internet and Wi-Fi: Stay connected with reliable, high-speed internet access available throughout the center for work, communication, or personal use.

7. Health, Safety, and Security

24/7 Security and Surveillance: Trained personnel and CCTV systems ensure a safe and secure environment at all times.

On-site Medical Assistance: A trained health officer is available for basic first aid and emergency coordination.

Emergency Preparedness and Response: Clear evacuation plans, trained staff, and local coordination to ensure safety in all situations.