

## A. USE OF SPORTS FACILITIES

3. Covered Basketball Court – this facility is operational daily from 6:00 am to 11:00 pm except for days where reservations are made for its exclusive use.

<b>Office or Division:</b>	Amoranto Sports Complex			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
<b>Who may avail:</b>	Quezon City Residents Private Entities Other Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request letter or booking of user			Requester/client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Transmit request letter to Amoranto Sports Complex or send email to <a href="mailto:amorantosc@quezoncity.gov.ph">amorantosc@quezoncity.gov.ph</a>	1.1 Receives letter request	N/A	30 minutes	Administrative Support Staff
	1.2 Request is forwarded to the Executive secretary	N/A	30 minutes	Administrative Support Staff
	1.3 Requester is informed of the venue's availability	N/A	30 minutes	Venue manager
2. Client will pay the rental fees	2.1 Issues Acknowledgement receipt for the payment	Day rate : P300.00/hr Night rate : P500.00/hr	30 minutes	Executive Secretary
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government's official receipt	N/A	1 hour	Executive Secretary
	<b>TOTAL</b>		3 hours	