

A. USE OF SPORTS FACILITIES

1. Track and Field Oval Arena and Grandstand – this facility can hold large activities and events such as outdoor concerts, sportsfest, socio-civic gatherings and other outdoor activities with maximum capacity of 15,000 people.

Office or Division:	Amoranto Sports Complex			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail:	Quezon City Residents Private Entities Other Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter for the use of the facility. Approved Permit to hold the event			Permit for the event is issued by the Department of Public Order and Safety	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph	1.1 Receives letter request	N/A	30 minutes	Administrative Support Staff
	1.2 Request is forwarded to the Administrator for instructions	N/A	30 minutes	Executive Secretary
	1.3 Administrator coordinates with staff for the availability of the venue	N/A	30 minutes	Executive Secretary Venue Manager
	1.4 Request is noted if the facility is available in the requested date and coordinates with the client	N/A	30 minutes	Executive Secretary/ Venue Manager
2. Client will pay the reservation fee for the requested date	1.5 Issues acknowledgement receipt for the payment	P1,000.00	30 minutes	Executive Secretary
3. Client will provide information or will conduct coordination regarding the event: - No. of guests - Duration of event - Traffic routes	3.1 Coordinates with the client for ocular site inspection of the venue, planning of logistics and mobility of	N/A	2-3 days	Administrator Executive Secretary/ Venue Manager

- Set up of stage, tents and other logistic concerns	attendees and traffic and parking concerns			
	3.2 Request is approved once all details and other concerns are discussed	N/A	30 minutes	Administrator
4. Event organizer will pay the rental fees for the use of the venue	4.1 Issues Acknowledgement receipt for the payment	Day rate : 1,200.00/hr Night rate : 1,500.00/hr	30 minutes	Executive Secretary
	4.2 Acknowledgement receipts and payment will forwarded to the CTO representative for the issuance of city government's official receipt and contacts the client for their copy of receipt.	N/A	1 hour	Executive Secretary/ Venue Manager
	TOTAL		4 days	