

J. USE OF SPORTS FACILITIES

10. **Amoranto Arena Function Room** - this facility is operational daily from 8:00 am to 5:00 pm except for days where reservations are made for its exclusive use.

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. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph	1.1 Receives letter request . Request thru email is acknowledged.	N/A	30 minutes	Administrative Support Staff
	1.2 Request is forwarded to the Administrator for instructions after verification of availability of the requested date.	N/A	30 minutes	Administrative Support Staff
	1.3 Request is noted if the facility is available in the requested date and coordinates with the client	N/A	30 minutes	Venue Manager
2. Client will pay the reservation fee for the requested date	2.1 Issues acknowledgement receipt for the payment	50% of the total	30 minutes	Executive Secretary

		amount to be paid.		
3. Client will provide information or will conduct coordination regarding the event: - No. of guests - Duration of event - Traffic routes - Set up of stage, tents and other logistic concerns	3.1 Coordinates with the client for ocular site inspection of the venue, planning of logistics and mobility of attendees and traffic and parking concerns	N/A	2-3 days	Venue Manager
	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	P1,500.00 per hour	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
	TOTAL		4 days	