

K. USE OF SPORTS FACILITIES

11. **Swimming Pool** - this facility is operational daily from 6:00 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 / Walk – in Request		Requester/client		
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 Walk – in Request	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	Administrative Support Staff
2. Client will pay the rental fees	2.1 Issues Acknowledgement receipt for the payment	Regular Use: Day rate : P100.00/ Per person Per hr Night rate : Per Person P130.00/ Per hr Group/Training (Non-Exclusive Use)Rates: Daytime: P1,500.00 per hour (max of 15 persons); P100.00 per additional person	30 minutes	Executive Secretary

		<p>Sportsfest/ and Events Rates:</p> <p>1st 4 hours P8,000.00 / P1,700.00 per succeeding hour</p> <p>Additional P1,500.00 with Timing System P1,500.00 with Night Lights</p> <p>Shootings/ Commercia ls/Pictorial Rates: 1st 4 hours P10,000.00 /P2,000.00 per succeeding hour</p> <p>Additional P1,500.00 with Timing System P1,500.00 with Night Lights</p>		
	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
	TOTAL		3 hours	