

## L. USE OF SPORTS FACILITIES

12. **Tennis Court** - this facility is operational daily from 8:00 am to 5:00 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 / Walk – in Request		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. Submit request letter to Amoranto Sports Complex or send email to <a href="mailto:amorantosc@quezoncity.gov.ph">amorantosc@quezoncity.gov.ph</a>  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: Daytime: P100.00 per court per hour Night time: P150.00 per court per hour	30 minutes	Executive Secretary

		<p>Sportsfest and Events Rates:</p> <p>1<sup>st</sup> 4 hours P2,500.00 per court/ P500.00 per succeeding hour</p> <p>Additional P500.00 with Night Lights</p> <p>Shooting/Commercials/Pictorials Rates: 1<sup>st</sup> 4 hours P4,000.00/ P700.00 per succeeding hour</p> <p>Additional P500.00 with 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
	<b>TOTAL</b>		<b>3 hours</b>	