

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.

Tennis Court - ang pasilidad na ito ay operasyonal araw-araw mula 8:00 ng umaga hanggang 5:00 ng hapon maliban sa araw kung saan mayroong mga nakareserbang eksklusibong gagamit nito.

Office or Division: <i>Opisina o Dibisyon:</i>	Amoranto Sports Complex			
Classification: <i>Klasipikasyon:</i>	Simple			
Type of Transaction: <i>Uri ng Transaksyon:</i>	Government-to-Government (G2G) Government-to-Business (G2B) Government-to-Citizen (G2C)			
Who may avail: <i>Maaaring kumuha ng Serbisyo:</i>	Quezon City Residents Private Entities Other Government Agencies <i>Mga residente ng Lungsod Quezon, Mga pribadong Entidad, Iba pang Ahensya ng gobyerno</i>			
CHECKLIST OF REQUIREMENTS <i>TALA NG HINIHINGING AKSYON</i>		WHERE TO SECURE <i>PINAGMULAN NG TALA NG HINIHINGING AKSYON</i>		
Request letter/ Walk – in Request		Requester/client		
CLIENT STEPS <i>Mga hakbang na dapat gawin ng kliyente</i>	AGENCY ACTIONS <i>Aksyon ng Tanggapan</i>	FEES TO BE PAID <i>Halaga na dapat bayaran</i>	PROCESING TIME <i>Oras ng proseso</i>	PERSON RESPONSIBLE <i>Nakatalagang kawani</i>
1. Submit request letter to Amoranto Sports Complex or send email to amorantosc@quezoncity.gov.ph Walk – in Request <i>Magsumite ng sulat sa Amoranto Sports Complex o kaya sa email.</i>	1.1 Receives letter request <i>Pagtanggap ng sulat</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.2 Request is forwarded to the Administrative and Finance Officer <i>Ang hiling ay ipinapasa sa Administrative and Finance Officer</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
	1.3 Requester is informed of the venue’s availability <i>Inaabisuhan ang humihiling tungkol sa pagkakaroon ng venue</i>	N/A <i>Hindi Angkop</i>	30 minutes <i>30 minuto</i>	Administrative Support Staff
2. Client will pay the rental fees <i>Ang kliyente ay magbibigay ng paunangbayad</i>	2.1 Issues Acknowledgement receipt for the payment <i>Magbibigay ng Acknowledgement receipt para sa bayad</i>	Regular Use: Daytime: P100.00 per court per hour Night time: P150.00 per court per hour Sportsfest and Events Rates: 1 st 4 hours P2,500.00 per court/ P500.00 per succeeding hour	30 minutes <i>30 minuto</i>	Administrative and Finance Officer

		Additional P500.00 with Night Lights Shooting/Commercials/Pictorials Rates: 1 st 4 hours P4,000.00/ P700.00 per succeeding hour Additional P500.00 with lights		
	2.2 Acknowledgement receipts and payment will be forwarded to the CTO representative for the issuance of city government's official Receipt <i>Ang acknowledgement receipt at pagbabayad ay ipapasa sa kinatawan ng CTO para sa paglabas ng opisyal na resibo ng pamahalaang lungsod.</i>	N/A <i>Hindi Angkop</i>	1 hour <i>1 oras</i>	Administrative and Finance Officer
	TOTAL KABUUAN:		3 hours <i>3 na oras</i>	