



CITIZENS CHARTER OFFICE OF THE CITY MAYOR – SPORTS CENTER

1. Processing of Reservations for the Sports Center

Office or Division:	Office of the City Mayor – Sports Center
Location:	Pasig City Hall Sports Complex
Frontline Service:	Rental of Sports Center as Event Venue
Who may avail:	General Public Local Government Unit National Government Unit

Schedule of Availability of Service : 8:00AM- 5:00PM (Monday-Friday)

Fees : Rental Rate are as follows:

- a. Forty-Eight Thousand (P48,000.00) pesos per day, not exceeding eight (8) hours if used or rented, with the use of air conditioning units.
- b. Additional Six Thousand (P6,000.00) pesos per hour or a fraction thereof in excess of eight (8) hour period, with the use of air conditioning units.
- c. One Thousand (P1,000.00) pesos per hour if used or rented, without the use of air conditioning units. This fee applies only to basketball practices.
- d. Two Thousand (P2,000.00) pesos per hour if used or rented for purposes other than that of basketball games or practices, on the condition that the air conditioning units shall not be used.

HOW TO AVAIL OF THE SERVICE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ✓ Original letter of intent/request addressed to the City Mayor, indicating the complete details for the request related to the event/s to be conducted at Pasig Sports Center ✓ Supporting documents related to the intent/request, as necessary. 	Originating office

CLIENT STEPS	UNIT ACTIONS	OFFICE/UNIT	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire availability of Venue on a certain date	1. Check availability of venue for the inquired date	Sports Center Administration	5 minutes	Sports Center Administration Office
2. Submit request letter addressed to the City Mayor	1. Forward to the Mayor	Mayor's Staff	5 minutes	City Mayor's Office, 8 th Floor, City Hall
	2. Evaluate Letter	City Mayor	5 minutes	City Mayor's Office, 8 th Floor, City Hall
	3. Endorsed Letter to Pasig City Sports Center	Mayor's Office Staff	2 minutes	City Mayor's Office, 8 th Floor, City Hall
3. Pay rental fee as per Council Resolution No.	Prepare and Issue Order of Payment Form	City Treasurer	5 minutes	City Treasurer's Office
4. Provide Photo Copy of Official Receipt & Order of Payment	1. Receive Photo Copy of Official Receipt and Order of Payment	Sports Center Administration	2 minutes	Sports Center Administration Office
	2. Schedule the event in the venue's calendar as approved	Sports Center Administration	2 minutes	Sports Center Administration Office