

**SPORTS FACILITIES DIVISION**  
**OCULAR INSPECTION OF VENUE**

**Schedule:**

Day: Monday - Friday  
 Time: 8:00am - 4:00pm

**Who may avail:**

1. National Sports Associations
2. Private Institutions
3. Government Agencies
4. Non-Government Organizations
5. General Public

**What are the Requirements:**

1. None

**Duration:** 32 minutes

**HOW TO AVAIL THE SERVICES:**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	Fees	Form
1	Proceeds to Sports Facilities Division to inquire on availability of venue and rental fees.	Checks and confirms availability of venue.	2 minutes	Reservation Officer	None	None
		Conducts ocular inspection of the venue.	30minutes	Reservation Officer	None	None
	If interested, client prepares and submits letter of intent/reservation form. Re-start transaction using VENUE RESERVATION steps.	None	None	None	None	None
END TRANSACTION						

**SPORTS FACILITIES DIVISION****Reservation for Use of Venue****Schedule:**

Day: Monday - Friday

Time: 8:00am - 5:00pm

**Who may avail:**

1. National Sports Associations
2. Private Institutions
3. Government Agencies
4. Non-Government Organizations
5. General Public

**What are the Requirements:**

1. Letter of Intent
2. Payment of Reservation Fee
3. Rental Agreement
4. Mayor's Permit
5. Payment of Performance Bond

**Duration:** 45 minutes**HOW TO AVAIL THE SERVICES:**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	Fees	Form
1	Proceeds to Sports Facilities Division to submit Letter of Intent for use of PSC venue.  Filling period: 3 months advance (for major events) 1 month advance (for minor events)	Prepares endorsement letter for information and decision making of the Executive Director / Chairman.	15 minutes	Sports Facilities Division Chief	None	None
		Executive Director / Chairman renders decision.	20 minutes	Executive Director / Chairman	None	None
		If approved, notifies client of decision and issues Payment Order.	10 minutes	Booking Officer	None	None
2	Proceeds to Cashier Section to pay the reservation fee. Continuation steps are reflected in Cashier Section transaction.	None	None	None	None	None
<b>End of Transaction</b>						

**SPORTS FACILITIES DIVISION****TICKETS SELLING FOR VENUE USE (WALK-IN CLIENTS)****Schedule:**

Day: Monday - Sunday

Time: 6:00am - 6:00 pm

**Who may avail:**

1. Private Institutions
2. Government Entities
3. Non-Government Organizations
4. General Public

**What are the requirements:**

None

**Duration:** 5 minutes **How****to avail the services:**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN CHARGE	Fees	Form
1	Proceeds to Ticketing Office to inquire on availability of venue and buy tickets.	Checks and confirms availability of venue.	1minute	Ticketing Office Staff	Please refer to Schedule of Rental Fees	None
		Sells tickets and guides clients on venue location.	2 minutes	Ticketing Office Staff		None
2	Transfers to playing venue and presents tickets.	Tears the tickets, assigns slot for clients and logs ticket control numbers.	2 minutes	Venue Caretaker/Staff/Guard		
END TRANSACTION						