

**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. All Government Agencies
4. Non-Government Organizations
5. General Public

**What are the Requirements:**

1. None

**Duration:** 17 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.	15 minutes	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
<b>END OF TRANSACTION</b>						

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

Day: Monday - Friday

Time: 8:00am - 5:00pm

**Who may avail:**

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

**What are the Requirements:**

1. Letter of Intent
2. Payment of Reservation Fee (10% of the venue rental cost)
3. Rental Agreement
4. Mayor's Permit
5. Payment of Performance Bond (25% of venue rental cost, refundable)

**Duration:** 35 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.	5 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 - 7:00pm

**Who may avail:**

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

**What are the requirements:**

None

**Duration:** 8 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.	2 minutes	Ticketing Office Staff	Please refer to Schedule of Rental Fees	None
		Sells tickets and guides clients on venue location.	3 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.	3 minutes	Venue Caretaker/Staff/Guard		None
END TRANSACTION						