

MARIKINA SPORTS CENTER

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 Web: www.marikina.gov.ph
 Marikina Sport Center



Sports Facilities

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Proceed to booking office to check availability of the venue	Booking officer	Window 1 Ground floor sports bldg.	15-30 sec.
2.Order of payment will be issued to the client	Booking officer	Window 1 Ground floor sports bldg.	15-30 sec.
3.Proceed to MSP cashier to pay entrance fee ticket and rental of venue	MSP cashier	Window 2 Ground floor sports bldg.	15-30 sec.
4.Present the official receipt to the booking officer	Booking officer	Window 1 Ground floor sports bldg.	15-30 sec.
5.Present the entrance ticket to the guard	MSP guard on duty	MSP entrance gate	15 sec.
6.Proceed to the play venue	Regulation Officer		
End of transaction			2-5 mins

Entrance fee/Swimming fee/locker

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Proceed to MSP cashier to pay swimming fee/ entrance fee/ locker	MSP cashier	Window 2 Ground floor sports bldg.	15-30 sec.
2.Present proof of payment to the booking officer	Booking Officer/ Guard on Duty	Window 1 Ground floor sports bldg.	15-30 sec.
End of transaction			1 min.

Reservation for Exclusive Use

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Check first the availability of the venue	Booking officer	Window 1 Ground floor sports bldg.	1-2 mins.
2. Discussion of details/ Requirements of Booking/ Total Rental Fee/ Assessment will be computed	Booking officer	Window 1 Ground floor sports bldg.	3-5 mins.

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3. Booking officer will prepare the contract of lease to be signed by the client and will be forwarded to the administrator’s office. Payment options: a. Full payment b.20% down payment	Booking officer	Window 1 Ground floor sports bldg.	3-5 mins.
4. Final approved and signing of contract of lease	Administrator	Admin office	1-2 mins.
5.order of payment will be issued to the client	Booking Officer	Window 2 Ground floor sports bldg.	1-2 mins.
6.Proceed to MSP cashier to pay contracted amount	MSP officer	Window 1 Ground floor sports bldg.	1-2 mins.
7.Proceed to Booking to present proof of payment to be recorded by Booking Officer	Booking Officer	Window 2 G/F Sports Bldg.	1-2 mins.
End of transaction			15-20 mins.

Note:Full payment should be made at least 3 days before the actual event date

Stall rentals / commercial stalls / Advertising and promo materials

1. Letter of intent to be done by client addressed to the Hon, Mayor and through the office of the MSC Administrator.
2. Upon approval of the letter, client checks with MSP Booking officer in charge of availability of spaces.
3. Discuss lease contract details and preparation of 5-year-lease contract (for commercial rentals/ stalls).
4. Upon signature of both clients and MSC, client pays Goodwill Money of Php. 100,000 for the West Grandstand Commercial Spaces at West Grandstand and Php. 1,000/sq. meter at East Grandstand.
5. Rights to commercial stall will be awarded the client, and after 30 days after onstruction, monthly billing will Star. First payment will Include 1 month advence and 2 months initial deposit.
6. Payment of lease will be transacted at MSP Cashier at Ground Floor, Sports Building and Monthly billing statement will be sent to client by MSP.

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.