



# LAPU-LAPU CITY CITIZEN'S CHARTER



## HOOPS DOME

LOCATION: BARANGAY GUN-OB, LAPU-LAPU CITY

CONTACT NO. : 238-9570

### FRONTLINE SERVICE

#### WHO MAY AVAIL OF THE SERVICE:

1. Schools (Public/Private)
2. Organizations (Public/Private)
3. Companies/Agencies (Public/Private)
4. General Public
5. Lapu-Lapu City Government

#### FEES/CHARGES:

See schedule of fees available at the City Treasurer's Office

#### SCHEDULE OF SERVICE AVAILABILITY

Monday to Sunday – 24/7 (Including Holidays and Special Days)

#### SERVICES OFFERED:

##### 1. Use of the Hoops Dome Arena

- a. Basketball Games
- b. Concerts
- c. Boxing
- d. Special Cockfights
- e. Other Sports Event
- f. Graduation
- g. Wedding Reception
- h. Convention
- i. Review Class
- j. Religious Activities
- k. Other Similar Activities

##### 2. Rentable Spaces

- a. Commercial
- b. Institutional
- c. Sports

##### 3. Parking Spaces

##### 4. LED Wall Space for Advertisement

#### HOW TO AVAIL OF THE SERVICE: FOLLOW THESE STEPS

STEPS	STEPS TO FOLLOW		It will take you	You may Approach
	CLIENT	PERSON INCHARGE		
1	<b>Application to Use of Hoops Dome</b>	Assessment of Terms and Conditions of Contract Fees and other Charges	Within 1 hour	Sharon A. Baguio
2.	<b>Secure Special Permit</b>	Coordination meeting and facilitates venue accommodation	Within 2 days	Sharon A. Baguio/Authorized Hoops Dome Personnel
3.	<b>Setup Venue for The activity</b>	Supervises setup for the activity	Within 5 days	Sharon A. Baguio/Authorized Hoops Dome Personnel
4.	<b>Uses Venue for the Activity</b>	Supervises Activity	Within activity duration	Sharon A. Baguio/Authorized Hoops Dome Personnel
5.	<b>Attends post activity meeting</b>	Provides assessment of additional charges of client	Within 5 days	Sharon A. Baguio/Authorized Hoops Dome Personnel
	<b>Attend the coordination meeting</b>	® <b>Conducts the coordination meeting</b>  ® Ocular Inspection ® Rehearsal/blocking ® Set-up/Physical Arrangement/ Production Equipment ® Event Proper	2 hours	Sharon A. Baguio/Authorized Hoops Dome Personnel
3		<b>Assessment and Preparation of billing statement</b>  a.) additional services not included in the permit  b.) damage to structure/s and property/ies  c.) Additional electricity consumption and genset usage	1 day  1 day  1 day	Sharon A. Baguio  Sharon A. Baguio  Mario Patalinjug
4.		<b>Approval of Billing Statement</b>	1 day	City Mayor's Office
5.	<b>Payment of the billed amount</b>	<b>Furnish copy of the billing statement</b>	1 day	Grace Espinosa – City Mayor's Office
		<b>Collects payment and issues official receipt</b>	5 mins	Revenue collection officer – City Treasurer's Office
	<b>Restoration of damages</b>	Facilitates the restoration of damages		Sharon A. Baguio/Hoops Dome Personnel