



## Using Government Facilities

### ABOUT THE SERVICE

THE NAGA CITY GOVERNMENT offers the use of the following facilities ideal for seminars, conferences, gatherings, sports events and other activities:

- Plaza Quezon
- Plaza Rizal
- Plaza Quince Martires
- Naga City People's Hall
- City Youth Center
- Naga City Civic Center
- Metro Naga Sports Complex
- Naga City Gymnasium
- Jesse M. Robredo Coliseum
- Auditorium of Jesse M. Robredo Museum

### FEES

#### NAGA CITY YOUTH CENTER (ROOMS)

Big Rooms w/ Four (4) Beds	P 1,500.00 / night
Small Rooms w/ Two (2) Beds	P 750.00 / night

#### PLAZA QUEZON

With or Without the use of city facilities at whatever time	P 2,250.00 / day
For use of Rallies or Demonstration	P 1,500.00 / day

#### METRO NAGA SPORTS COMPLEX

FACILITY	RENTAL FEE
Athletic Ground, Stadium, Baseball, Softball Field and Tennis Court	P 10.00 per person non-student P 5.00 per person for students
Parking of Vehicles	P 10.00 per day unit
Swimming Pool	P 75.00 Non Student P 25.00 Student, Senior Citizen & PWD

#### NAGA CITY GYMNASIUM (For Gymnastics use only)

DAYTIME price per hour	NIGHTTIME price per hour
W/out use of electricity – P 185.00	Using 6 light bulbs – P 370.00
W/ Sound System/Equipment – 450.00	Using 6 light bulbs and Sound System – P 525.00 Using 18 light bulbs – P 500.00 Using 18 light bulbs and Sound System – P 1,500.00

<b>Department / Office:</b>	<b>CITY MAYOR'S OFFICE</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizens
<b>Who may avail</b>	Any Resident
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Letter-request addressed to the City Mayor, specifying the following:</li> </ul>	<ul style="list-style-type: none"> <li>• Requesting Party</li> </ul>



<ul style="list-style-type: none"> <li>○ government facility to be used,</li> <li>○ date of use,</li> <li>○ time of use, and</li> <li>○ purpose of use</li> </ul> <ul style="list-style-type: none"> <li>● Such other documents/papers that the city may require</li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements			1 minute	GRACE S. SEGUI Administrative Aide I (Casual)
2. Payment of Fees		see Table above	5 minutes	LICENSE DIVISION City Treasurer's Office
	3. Preparation of Mayor's Permit		1 minute	GRACE S. SEGUI Administrative Aide I (Casual)
	4. Approval of Permit by the Mayor or his authorized representative		1 minute	NELSON S. LEGACION City Mayor  FRANCISCO M. MENDOZA City Administrator  PAUL JOHN F. BARROSA Secretary to the Mayor
	5. Release of Permit		1 minute	GRACE S. SEGUI Administrative Aide I (Casual)
<b>TOTAL</b>		P	9 minutes	

**CITY MAYOR'S OFFICE**

Room 201, 2<sup>nd</sup> Floor, Main City Hall Building, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

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