Your role in the approval process:

Applicants: It is the role of the applicant to complete the Facility Use contract, obtain the insurance policy and the certificate of insurance, and provide payment for the facility 48 hours prior to the event date. Before submitting a Facility Use contract, please be reminded to review the procedure located on the CCPS Maintenance website. For further assistance and clarification, please call Maintenance; 770-473-2825, dial 9.

Schools/ Facilities: It is the role of the Building Administrator to notify applicants of any updates to the Facility Use contract and to review the contents before submitting to the Area Superintendent's Office.

Area Superintendent/Safety and Security: It is the role of these departments to review Facility Use contracts before sending to the next step in the approval process.

***Director of Nutrition: In the event that the kitchen is being requested for a contract, the signature of the Director of Nutrition must be obtained before an approval is issued.

Maintenance: Maintenance reviews contracts and contacts the locations if more information or a correction is needed. Once all required information and signatures are received, Maintenance notifies the school and departments of the approval.

Principal/Building Administrator informs applicant of status and forwards payment and copy of the approved contract to business services for deposit

Step 9

STEP 1

Applicant contacts the Building Administrator to determine availability

STEP 2

Applicant contacts Safety and Security to inquire potential safety charges.



Applicant completes and signs Facility Use contract and submits (with cert. of insurance AND policy) to Building Administrator. ***

STEP 7

STEP 8

Maintenance reviews the contract to ensure

it is complete and that

all required documents

have been received,

assigns a contract

number, and emails the

contract to all departments.

> Safety and Security reviews the contract. signs and submits original contract to Maintenance.

reviews contract and completes "Principal's **Recommendation for** Fee Waiver"

STEP 6

Area Superintendent's office reviews contract, provides a signature and submits the original contract to Safety and Security.

STEP 5

Building Administrator submits original contract with signatures to the Area Superintendent's office.

STEP 4

Building Administrator