



## 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.

