**Start**

**STEP 1**
“Requestor” (outside organization) registers online as an outside organization for approval by Facility Rentals and submits * required documentation for registration.

**STEP 2**
“Requestor” (outside organization) reviews community school calendar website for availability.

**STEP 3**
“Requestor” (outside organization) completes online facility use application and an email is automatically sent to the “School Designee” for confirmation of facility availability, payment, hours of use, etc. “School Designee” reviews and issues preliminary approval or declines request.

**STEP 4**
If “School Designee” issues approval, an email is automatically sent to the “Principal” for final approval at the school level.

**STEP 5**
“Principal” approval is required for final approval at the school level.

**STEP 6**
Payment must be sent to Facility Rental office at least 10 business days prior to scheduled event date.

**STEP 7**
If approved by “Facility Rental,” an automatic email is simultaneously sent to each of the following parties. Also an invoice is generated.

**STEP 8**

**Service Providers:**
1. Utilities Services to schedule HVAC for activation
2. Custodian(s)
3. School Police
4. School Nutrition

**Reservation Confirmation(s):**
1. Original Requestor
2. School Principal
3. School Designee

**Payment Transaction(s):**
Payment transactions are sent to the bank for processing (checks or money orders only.)

**NOTE:** Average approval time is 15 District operational days after all of the required information has been received from the outside organization.

Payments should be sent to:

Facility Rentals Department
Administrative Center
6201 Powers Ferry Rd., NW,
Atlanta, GA 30339

**Finish**