



## Frequently Asked Questions About Facilities Rental

**Q. May an individual rent a school facility?**

A. No. District Policy KG states that individuals are not eligible to apply for use of school facilities. Only employee organizations, school-related support groups, and eligible outside organizations (as discussed below) may apply for use of school facilities. School-sponsored activities take priority over all of the above.

**Q. What types of outside organizations may apply to use facilities?**

A. Under District Operating Guideline KG, the following types of organizations are considered “outside organizations” which may apply to use facilities:

- Business partners (which must be registered with Fulton County Schools Communications Department, and are also referred to as school partnerships)
- Non-profit organizations serving District residents
- Public government agencies serving District residents
- For-profit businesses, on a case-by-case basis when there is a substantial benefit to the District.

**Q. What about student groups?**

A. Student groups are not eligible to apply; instead, student groups desiring to use school facilities should go through their school’s normal process for school extracurricular activities, organizations, or clubs, defined in District Policy JHC as “those that are supervised or sponsored by a school system employee designated by the principal, and that meet in school facilities.”

**Q. Who is eligible to apply on behalf of an organization?**

A. A representative of an eligible organization must be age 18 or over to apply for facilities use.

**Q. How do I submit a facility use request (application)?**

A. All applications must be submitted online by going to the “Facility Rental” quick-link under the “Community” tab at the Fulton County School District’s website.

**Q. Once I have submitted a request, how long does it take to learn if my request has been approved?**

A. Requests should be submitted at least 25 business days prior to the requested use date, per District Guideline KG. The timeframe for obtaining approval is dependent when we have received all the information (certificate of insurance, application or principal’s approval, and payment).

**Q. How much does it cost to rent a school facility?**

A. Please see the schedule of fees posted on the Facility Rental web page.

**Q. Once my event has been approved, how long does it take to receive an invoice?**

A. Once the request has been approved, an invoice is typically generated within two business days.

**Q. Is credit card payment acceptable?**

A. Presently, FCBE does not accept credit card payments, and does not accept cash. Payment must be made by check or money order payable to the Fulton County Board of Education.

**Q. Where do I send the payment and certificate of insurance?**

A. Payment (made out to Fulton County Board of Education) and the certificate of insurance should be sent

to the Facility Rentals Office at 6201 Powers Ferry Road, NW, Atlanta, GA 30339, with a copy of the certificate of insurance to: [facilityrental@fultonschools.org](mailto:facilityrental@fultonschools.org). Payment should be received a minimum of 10 business days prior to the scheduled event.

**Q. What are the insurance requirements for facilities rental applicants?**

A. Please see the Insurance Requirements link on the Facility Rental web page. Note that the insurance policy must be issued in the name of the organization that is the rental applicant and must list Fulton County Schools as an additional insured.

**Q. What are the events or situations that could cancel my reservation?**

A. Inclement or adverse weather, an emergency or other urgent matter, or a determination that the use would interfere with school-sponsored activities. In addition, the District must reserve the right to cancel an approved event if it is determined to be in the best interest of the District or the school to cancel the use, per District Operating Guideline KG. See District Operating Guideline KG for the full cancellation policies.

**Q. I need to cancel my event. Are the facility use fees refundable?**

A. If an event is canceled at least 5 business days in advance, any prepaid user fee will be refunded, less any costs the District has incurred.

**Q. My request was approved; however, I need to make some changes to add additional time. What do I need to do to make the changes?**

A. Changes cannot be made to a request that has already been approved. A request for the additional time will need to be submitted as a new request.

**Q. Are business partners required to pay for use of facilities?**

A. Business partners (which must be registered with Fulton County Schools Communications Department, and are also referred to as school partnerships), may apply for a fee waiver when the facility use involves providing services to the school such as tutoring, mentoring, or counseling. Fee waiver requests must meet all requirements set forth in Section 8 of District Guideline KG, including Board approval. If the business partner wants to utilize a facility for its own benefit for a use such as its own staff meeting or recreational program, the business partner is required to pay for the use of the facility and should follow the normal Facility Use application process.

**Q. Are school-related support groups (a/k/a booster organizations) required to pay for use of facilities?**

A. School-related support groups (defined in District Guideline KG as “organizations devoted exclusively to the support of the school and school-sponsored activities, such as PTAs, school and district foundations”) are not required to pay facility use fees for meetings and activities that directly benefit Fulton County Schools and have the school principal’s advance approval. Proposed booster organization activities that fall outside the extracurricular programs approved and supported by the school system must have prior approval of the school principal and area superintendent, and must comply with District Policy KG, including the payment of facility use fees.

**Q. Are employee organizations required to pay for use of facilities?**

A. Employee organizations (defined in District Guideline KG as “recognized professional or employee organizations whose membership is limited to Fulton County School district personnel”) are not required to pay facility use fees for activities that directly benefit Fulton County Schools and that have the school principal’s advance approval. Any activities that do not that directly benefit Fulton County Schools require payment of facility use fees.

**Q. Are developmental, feeder sports programs required to pay for use of facilities?**

A. Yes. Per District Policy LEH, developmental sports programs such as Middle School feeder football and basketball programs are not “school sponsored activities” and must therefore pay facilities use fees and comply with all facilities use requirements. This includes non-school sponsored athletic teams, summer camps, or groups, including those organized by booster organizations.