

Welcome!

Thank you for accessing our Facility Request Portal.

Please register first. Once approved, you may submit facility requests.

Terms and Conditions for Permit for Use of School Facilities for Non-School Functions/Activities

It is the policy of the Atlanta Public School System that community organizations shall be permitted to use school facilities (including fields) provided it does not interfere with school and district programs. School facilities shall not be leased to individuals.

1. Request for use must be made at least two weeks in advance of the date of the activity. Request made after the two week window will not be considered. Events that have not received approval from all parties will be cancelled.
2. All fees for use of facility are due in advance of event.
3. Lessee must have fully executed permit in their possession when using the facility. The lessee may only utilize areas specified in this use permit. Events will be cancelled if lessee does not have a fully executed agreement.
4. Use permits are non-transferable. Improper use of any APS facilities including non-compliance to established guidelines will result in immediate termination of this use permit.
5. No alcoholic beverages or weapons are permitted on the premises.
6. All school facilities are non-smoking facilities and drug free zones.
7. APS reserves the right to cancel or alter an agreement at any time to meet the needs of APS district, students, and staff.
8. Lessee will be held responsible for all damages done to school property while using the facilities.
9. All organizations/groups are required to provide general liability insurance in an amount no less than \$1,000,000 for bodily injury and property damage combined single limit. The Atlanta Independent School System shall be named as an additional insured. A Certificate of Insurance must be submitted with the use permit request.
10. Any functions, for which admission is charged, open to the public or that anticipate having over 75 participants must have security present. The security must be arranged through the APS Police via SchoolDude and or call the APSPD Department at 404-802-2000. If it is found that security is warranted but not in place, APS will provide security and lessee will be charged for the service. Lessee will not be allowed to use outside security for any events without the expressed approval of the Chief of Police. The Chief of Police reserves the exclusive right to assign security as deemed appropriate for the event(s). Events may be cancelled by the Chief of Police if requests are not submitted in a timely manner, thus impacting service delivery when it has been determined security services are required.
11. If admission is charged, the Lessee is responsible for the payment of admission taxes to the Federal Government.

12. Fees must include time necessary for preparation and clean up before and after activity. This usually requires adding two hours to the time of the activity.

13. Lessee will receive refund of fees with the exception of the application fee. For any event cancelled up to three (3) days/72 hours before event will receive full refund. Cancellations within two (2) days/ 48 hours will receive 75% refund. Cancellations within one (1) day/24 hours of event will receive 50% refund of fees.