

**Facility Rental Policies and Procedures**  
**2020 - 2021**

**CHURCH RENTAL (Rental is limited to one Year)**

The following list of items must be satisfied prior to rental of school facilities by a church:

1. A written request which includes when the church was organized.
2. A timeline of time frame for occupying the church's own facility beginning with the organization of the church.
3. Number of members of the church.
4. Proposed budget.
5. The request must validate that the property for the proposed facility has been purchased, by copy of the deed or bill of sale.
6. The facility rental contract must be signed by the agent for the church, and the contract amount must be for in advance.
7. The local school Community School Director is responsible for initiating and completing the contract rental agreement.
8. Proof of general liability commercial insurance in the amount of \$1,000,000 must be presented.
9. Church must have an office in Gwinnett County.
10. No permanent signs are allowed on campus. Real estate-type signs of sandwich board signs may be used. They may be located on campus no earlier than Friday after school hours and removed by Sunday evening.
11. Gwinnett County Public Schools system is a tobacco and alcohol-free facility.