



## POLICY AND PROCEDURE

**SUBJECT:** Fulton County Facility Use and Rental Policy for County Departments, Organizations, Associations and the General Public

**DATE:**

**NUMBER:** XXX-XX

**Policy Statement:** It is the policy of Fulton County to provide quality services while maintaining proper operating standards and best practices for the use and rental of County facilities.

**Purpose:** This Policy is established to govern the use and rental of Fulton County facilities by setting relevant standard protocols and best practices across County Departments offering services for the rental and use of County properties.

**Background:** Multiple Fulton County facilities are open to the public for rental and usage. These facilities are also used by the elected officials, Departments and program partners to conduct special events or routine office activities. This Policy is designed to regulate facility rental and use privileges as well as relevant services provided by County Departments.

**Applicability:** This Policy applies to County Departments, elected officials, employee organizations/associations, partners, outside organizations sponsored by a County Department and members of the general public requesting the use of County facilities. The County facilities covered by this policy are listed in Exhibit A, attached hereto and incorporated by reference.

### **Policy Adherence:**

- a. All use of Fulton County facilities shall be made in accordance with the policies set forth herein.
- b. Each user must comply with all established rules and regulations as set forth in this Policy and accompanying Fulton County Facility Rental Policy and Procedures Manual.
- c. Each user is accountable for overall event activities, guest behavior, incidents, disturbances, theft, and any damages resulting from an event.

**User Group and Priorities:** Use and rental of Fulton County properties are permitted to internal and external users.

1. **Internal Users** – Internal users include County elected officials, recognized Departments, employee organization/associations, and program partners using County facilities for County or program purposes. Facility use authorization is granted to internal users to conduct public meeting and training sessions as well as County related business activities and programs. Although not technically internal users, certain external users who use non-rental County facilities, primarily found in the County's libraries, are allowed to follow internal user procedures. Internal Users who are using County facilities for non-County or program related purposes shall be considered External Users.

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2. **External Users** – External Users are comprised of organizations and individuals that are not directly affiliated with the County or its program partners, but exclude those users who use non-rental County facilities, primarily found in the County’s libraries.
3. **Sponsored Events** – Internal Users at times partner with External Users in sponsoring certain events in County facilities. For such events, where the Internal User reserves the space, the External User partners will need to be identified by the Internal User and comply with all permitting and insurance requirements of External Users.
4. County sponsored programs and events have scheduling priority.

### **Internal User Reservation Procedures**

In addition to any other requirements set forth in this Policy, use of County facilities by Internal Users will be governed by and must adhere to following criteria:

#### **1. Reservation Procedures**

- a. An Internal User wanting to use a County facility should contact the respective Department to schedule an event.
- b. Reservation requests are accepted on a first come/first serve basis and should be submitted at least seven (7) business days before the requested event date.
- c. An Internal User shall complete and submit a Facility Reservation Form with their Department Head’s signature, as applicable, to the manager of the facility the Internal User desires to use. The form may be submitted online, in person or via email.

2. **Equipment** – The Internal User shall provide, at the Department’s or its own expense, any equipment the Internal User requires for its event that is not supplied by the Department in charge of the facility.

3. **Alcohol/Food** – Shall not be allowed in a County facility unless properly permitted and approved in advance by the Department Head for the facility or the Administrator, Building & Grounds, DREAM.

4. **Room Occupancy** – The number of persons in any facility shall not exceed established room occupancy limits.

5. **DREAM Approval** – For all facilities, approval of DREAM’s Administrator, Buildings & Grounds is necessary for events:

1. Serving alcohol;
2. Utilizing entertainment;
3. Where money will be exchanged;
4. Where more than 250 persons will be in attendance; or
5. That will take place on weekends or will go past 10:00 p.m.

The Administrator, Buildings & Grounds, shall consult with the Director of DREAM and County Leadership, or their designees, as necessary to ensure that such events are properly vetted.

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- 6. Reservation Confirmation** – A confirmation of the reservation will be sent to the Internal User upon approval of the request.
- 7. Unauthorized Use** – Unauthorized use of County facilities is strictly prohibited and may result into cancellation of an event.
- 8. Illegal Activities** – Illegal activities and law violations of any sort are strictly prohibited on County premises and shall be grounds for the immediate termination of any event and disciplinary action.
- 9. Clean-up** – Internal Users must return any facility used in the condition in which it was received. Failure to do so may result in additional charges for cleanup fees.
- 10. Damages** – When registering, a Department user must provide a funding line number to cover any damages caused by the Internal User's use of a facility.
- 12. Incident** – The facility manager shall be notified immediately if a major incident occurs during the event that threatens the safety or welfare of guests, employees, or equipment, including incidents that require assistance from an emergency agency such as fire, rescue or police. Once notified and if deemed necessary, the County will take the lead in handling all media inquiries regarding the incident. The County will work with the user Department to develop communications materials and manage the media effectively and in a timely manner.

### General Public Rental and Use Procedures

In addition to any other requirements set forth in this Policy, rental and use of County facilities by persons or organizations not affiliated with County will be governed by and must adhere to the following criteria, except for those users using non-fee based rooms or facilities, primarily in the County's libraries:

#### 1. Application

- a. An External User interested in renting or using a County facility should contact the respective Department to obtain relevant information and schedule an event.
- b. Reservation requests are accepted on a first come/first serve basis and may be submitted up to one (1) year in advance. Use by an Internal User shall take priority over an External User.
- c. To begin the reservation process, an External User will submit a completed Reservation Form or Application to the Facility Manager. The form is also available and can be submitted online at [www.fultoncountyga.gov](http://www.fultoncountyga.gov).
- d. Up to two (2) adults may be listed on the Reservation Form as applicants.
- e. The individual applicant(s) and representatives of any External User listed on the Application Form/Contract Agreement must be at least 21 years old and must be present during the entire event.
- f. Regardless of whether a rental fee is being charged, External Users must complete and sign a Rental Contract Agreement and submit it to the facility manager with a security deposit, if applicable, to reserve the date and space.
- g. External Users must also execute a COVID-19 Compliance Requirements and Waiver.

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- h. For External Users, event insurance may be required, depending on the expected number of attendees, and in those instances the County must be included as an additional insured.
- i. Additional documents may be required to complete a reservation based on the location and event size and intended use of the facility by the External User. Documentation may include, but not be limited to, proof of insurance, catering license, alcohol permit, advertising brochure, event floor layout or proposal plan and any documents deemed relevant to the facility manager to facilitate review of an application.

### **2. Rental Fees**

- a. While all facilities do not charge a fee, many County facilities require a rental fee. The amount of the fee varies by location. Each Department has set fees for rental of a County facility under its control. Changes to those fees must be approved by the Fulton County Board of Commissioners (“BOC”).
- b. External Users must contact the Department in charge of the specific facility it wishes to rent for accurate fees details. Fees information is also available online on the County Website.

### **3. Security Deposit**

- a. At minimum, a Security Deposit equal to not less than 25% of the rental fee must be paid to reserve a facility. However, for events where no more than 50 attendees are expected, a security deposit of not less than 50% of the rental fee may be paid to reserve the facility, this deposit would be in lieu of the External User providing insurance. If there is no personal injury or damage to the facility, the security deposit may be returned to the External User.
- b. The entire Security Deposit is due at the time of signing and submitting the Facility Rental Agreement to secure a facility and reserve a date.

### **4. Additional Fees**

- a. All facility rentals come with one (1) Fulton County staff person or attendant. Additional staff persons or attendants will be billed at a rate of \$100 per hour per event and be present for the full event.
- b. Security coverage and janitorial services may incur additional fees which will be determined by the facility manager in consultation with the service provider. The Fulton County Police Department shall determine the security needs for events and External Users shall be responsible for the payment of the cost of said security, as determined by the Fulton County Police Department.
- c. The County shall charge a fee related to COVID cleaning and sanitation of the facility after use.

### **5. Contract Agreement**

- a. The Rental Contract must be signed and fully executed for use of the facility and all documentation required for the event (COVID waiver and release, proof of insurance, catering license, alcohol permit, advertising brochure, event floor layout or proposal plan

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and any documents deemed relevant to the application review) must be presented to the County within 30 days from the date of the event.

- b. Additional fees including security deposit and additional services fees are due at the time of submitting the Facility Rental Agreement.
- c. User must adhere to all requirements and deadlines specified in the fully executed contract or the event will be subject to cancellation and the security deposit forfeited.

### **6. Liability Insurance**

Depending on the number of expected attendees, External Users may be required to provide insurance for their events. In such instances, the External User must provide the facility manager with a copy of its event insurance coverage naming the County as an additional insured before the date of the event. Failure to do so may result in cancellation of the event.

- a. For events where the expected number of attendees will be between 1 and 50 persons, the External User may be charged a higher security deposit that may be returned to the External User if there is no damage to the County facility or any person. The higher security deposit would be provided in lieu of insurance. Notwithstanding the foregoing, for events where the expected number of attendees will be between 1 and 50 persons and alcohol will be served, the External User must provide the County with proof of \$250,000 in General Liability (Property Damage and Bodily Injury) Insurance per occurrence with the County named as an additional insured.
- b. For events where the expected number of attendees will be between 51 and 100 persons, the External User shall be required to provide General Liability (Property Damage and Bodily Injury) Insurance in an amount not less than \$500,000 per occurrence with the County named as an additional insured.
- c. For events where the expected number of attendees will be over 100 persons, or where alcohol will be served, the External User shall be required to provide General Liability (Property Damage and Bodily Injury) Insurance in an amount not less than \$1,000,000 combined single limit per occurrence and, where applicable, Liquor Liability Insurance/Liability Insurance Rider in an amount not less than \$1,000,000 per occurrence with the County named as an additional insured.

### **7. Cancellation**

- a. All notices of cancellation must be provided in writing via email or hand delivery and cancellations may incur penalty fees and forfeiture of security deposit.
- b. Unless otherwise defined in the relevant Department policy, cancellations made 30 days or more prior to the event will have any fees paid refunded.
- c. Cancellations made less than 30 prior to the event will forfeit the security deposit fee. Event with less than 50 attendees who elect to pay a higher security deposit in lieu of insurance shall be entitled a return of the additional security deposit paid.

## **8. Room Occupancy**

- a. The number of guests at any event may not exceed building room occupancy limits as set by the Fire Department or, for spaces where no specific limit has been set by the Fire Department, by the Director of the Department in charge of the facility.
- b. For all facilities, approval of DREAM's Administrator, Buildings & Grounds is necessary for events
  1. Serving alcohol;
  2. Utilizing entertainment;
  3. Where money will be exchanged;
  4. Where more than 250 persons will be in attendance; or
  5. That will take place on weekends or will go past 10:00 p.m.

The Administrator, Buildings & Grounds, shall consult with the Director of DREAM and County Leadership, or their designees, as necessary to ensure that such events are properly vetted.

- c. The County reserves the right to limit the number of people in any given space for health and or safety purposes.

## **9. Approval**

- a. Approval shall be provided in writing upon receipt of signed reservation application, security deposit payments, submission of all required documents and, if necessary, DREAM approval.
- b. Location rental or reservation shall be confirmed, subject to DREAM approval if necessary, after acceptance of all required documents by the designated Department Manager in charge of the facility.
- c. The County reserves the right to approve or disapprove facility use or rental request based on the County's best interest and priorities.
- d. Confirmation of reservation will be delivered to the External User via hand delivery, certified mail, or electronic mail.

## **10. Unauthorized Use**

- a. Unauthorized use of County facilities is strictly prohibited and may result in the immediate cancellation of contract, forfeited security deposits and eviction of attendees from the event.
- b. No External User may sublease or assign its reservation to another individual, group, or organization.

## **11. County Staff Access**

County personnel shall have unfettered access to reserved locations before, during and after event functions.

## **12. Building/Structure Modification**

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External Users may not make modifications to the County's electrical panels or systems without the prior express written consent of the facility manager. Any electrical work needed for an event shall be done at the External User's sole cost and expense and performed by either licensed County personnel or a licensed contractor approved in writing by the County.

### **13. Sound and Lighting**

Sound and lighting may be available at select facilities. Only approved sound and lighting contactors may operate sound and lighting equipment on County property. The External User is responsible for all associated costs and expenses with sound and lighting and must adhere to the County's noise ordinance.

### **14. Security / Safety**

- a. User and all associated parties must adhere to County security and fire code procedures.
- b. All event attendees must obtain proper clearance at a security check point (wherever present) when accessing County property.
- c. Events having more than 100 guests and/or involve the handling of cash or serving alcohol on the premises, will require off-duty Fulton County police officer(s) or County employed security personnel, with the final determination of the number and type of security officers made by the Fulton County Police Department. Additional fees may apply.
- d. As soon as a location is reserved for an event that will need security or law enforcement officers in attendance, County staff shall notify their usual security contact and/or the Fulton County Police Department of the reservation and provide the information necessary to begin planning and scheduling security for the event.
- e. The cost to secure security/police officers will be the responsibility of the External User. The number of officers required and cost will be determined by the Fulton County Police Department.

### **15. Money Exchange**

Prior written approval must be granted for the exchange of money during an event and the External User is fully responsible for all aspects of such transactions.

### **16. Alcohol Distribution**

- a. The sale of alcohol is only permitted with prior written approval of the County, and requires the External User to obtain an alcohol sales permit and special event permit from the appropriate municipality for the specific event time frame.
- b. Alcohol may only be served or dispensed by persons legally licensed to do so.

### **17. Ticket Sales**

Any individual or entity intending on selling tickets, concessions, or merchandise, or performing any services, before, during, or after the event, must be properly licensed to transact business in the State of Georgia.

### **18. Event schedule**

- a. Events must end at 10:00 p.m. unless prior approval for extended hours is granted in writing by the Administrator, Building & Grounds, DREAM.

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- b. All External User materials and equipment associated with their event must be removed from the County facility within 3 hours of the event ending time. After 3 hours, all materials and equipment left behind by user will be considered abandoned by the External User and the County may remove items at the External User's expense.
- c. Extended hours are charged at a rate of \$200 per hour with a maximum time limit of 2 hours and will not exceed a 2 a.m. event end time.
- d. The hours for the event and the rental fee shall include the time required by an External User for load in/set up and load out/take down of its event.

### **19. Filmed Event**

Any event filmed on site must comply with Fulton County Policy and Procedure 600-35, which requires a Film Request Package and payment of all applicable fees. For additional information, contact the County's Office of External Affairs.

### **20. County Indemnification**

External Users shall indemnify and hold the County harmless for all claims and losses related to the event.

### **21. Incident**

The facility manager shall be notified immediately if a major incident occurs during the event that threatens the safety or welfare of guests, employees, or equipment, including incidents that require assistance from an emergency agency such as fire rescue or police. Once notified and if deemed necessary, the County will take the lead in handling all media inquiries regarding the incident. The County will work with the External User to develop communications materials and manage the media effectively and in a timely manner.

## **Facility Use Restrictions**

- 1. **Alcohol** – Consumption of alcohol beverages is strictly prohibited except with prior written approval. A permit is required for alcohol distribution and evidence of the same must be presented to the County before the event can begin.
- 2. **Smoking** – Smoking, including vaping, is strictly prohibited on Fulton County premises.
- 3. **Time Limitations** – External Users should contact the desired location for time schedule.
- 4. **Money Exchange** – Cash bars and ticket or merchandise sales are not allowed except with prior written authorization.
- 5. **Weapons**—Subject to the provisions of Title 16, Chapter 11, Article 4 (Dangerous Instrumentalities and Practices) of the Official Code of Georgia, weapons of any sort are prohibited on County property.
- 6. **Partisan/Sectarian Views** – The use of County property and resources for political or religious purposes is prohibited.
- 7. **Animals** – Animals are not permitted except when serving as an aid to individuals with disabilities or when directly involved in special event activities. In such case the animals must be properly kept on leash and should not present a danger for event guests.



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8. **Illegal Activities** – Illegal activities and law violations of any sort are strictly prohibited on County premises and shall be grounds for the immediate termination of any event and the forfeit of the External User's security deposit
9. **Food and Beverages** – Food and beverage are only allowed in designated areas. External Users who will have catering at their event must obtain, or have their caterer obtain, the necessary permits/licenses for such services. Catering does not include food and non-alcoholic beverages prepared at home and brought to the facility to be provided to attendees free of charge. Catering also does not include an External User bringing store-bought foods and/or non-alcoholic drinks or items the External User purchased from food establishments outside the facility to the facility.
10. **Cleaning** – User is responsible for cleaning up all areas used for their event and for returning rooms to their original state after each use. The facility will provide normal cleaning of the premises. The removal of leftover ice, glassware, china, and foodstuff is not considered normal cleaning and is the responsibility of the caterer and/or External User. The External User is responsible for ensuring that all trash is properly disposed of and that all food preparation/bar area items, surfaces, and floors are cleaned. If necessary, the External User is responsible for the cost of providing sufficient trash dumpsters based on the anticipated number of attendees at the event.
11. **Signage** – The placement of any, signs, banners, posters, or placards associated with an event must be approved by the facility manager prior to installation. Any unauthorized signage is subject to removal at user's expense. Nails, tacks, staples, brads, etc., may not be driven into any portion of the facility wall unless authorized by the facility manager in writing.
12. **County Property** – County property in the rental space shall not be removed or repositioned unless written permission has been received by the External User from the facility manager prior to the event. Any moving or reposition of County property shall be performed by or under the supervision of County personnel.

**Compliance with State and Local Laws** The user, its guests and other persons connected with the event shall observe and comply with all statutes, ordinances, rules and regulations of the Government of the United States, State of Georgia, Fulton County, and any other local jurisdiction, if any, including but not limited to the American with Disabilities Act.

### **Policy Interpretation and Amendment**

The information provided herein may be subject to change to reflect new policies and procedures updates. Amendment to this Policy will be effective upon approval by the BOC. All interpretation matters and inquiries pertaining to this manual shall be addressed to DREAM.

**Policy Review Date:** \_\_/\_\_/2021

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### EXHIBIT A

#### Rental and Non -Rental Spaces

##### 1.1. Rental Spaces

The locations listed below are Fulton County facilities operated by County Departments that, in addition to County uses, are available for use for various activities or special events for a fee that has been set by the applicable Department and approved by the BOC. Any change to an existing fee schedule will require BOC approval. Approval for the Administrator, Buildings & Grounds, DREAM, is necessary for events (i) serving alcohol; (ii) utilizing entertainment; (iii) where money will be exchanged; (iv) where more than 250 persons will be in attendance; or (v) that will take place on weekends or will go past 10:00 p.m. The Administrator, Buildings & Grounds, shall consult with the Director of DREAM and County Leadership, or their designees, as necessary to ensure that such events are properly vetted.

#### Fulton County Art and Culture – Art Centers (5)

Art Centers	Location	Rental Spaces
Abernathy Arts Center	254 Johnson Ferry Road, NW Sandy Spring, GA 30328 404-613-6172	Classroom, gallery, patio
Emma Darnell Aviation Museum & Conference Center	3900 Aviation Circle, NW Atlanta, GA 30336 404-612-8600	Classroom, dance studio, gallery, lobby, multipurpose room
West End Performing Arts Center	945 Ralph David Abernathy Blvd Atlanta GA, 30310 404-613-6465	Black box, classroom, music room

#### DREAM (1)

Venue	Location	Rental Spaces
Fulton County Atrium	141 Pryor Street, SW Atlanta, GA 30303 (404) 893-0868	Pryor Level Street Peachtree Level Street

#### Camp Truitt (1)

Venue	Location	Rental Spaces
Camp Truitt	4300 Herschel Road College Park, GA 30337	Dining Hall Field, Education Center

#### Department of Senior Services (4)\*

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Venues	Location	Rental Spaces
Dorothy C. Benson Senior Multipurpose Facility (Building B)	6500 Vernon Woods Drive Sandy Spring, GA 30328 404-613-4900	Kitchen, dining hall, performance stage
H.J.C. Bowden Senior Center Multipurpose Facility	2885 Church Street East Point, Georgia 30344 404-762-4821	Dining hall, performance stage
Harriett G. Darnell Senior Multipurpose Facility (Office)	677 Fairburn Road, NW Atlanta, Georgia 30331 404-613-8580	Dining hall, performance stage
Helene S. Mills Senior Multipurpose	Facility 515 John Wesley Dobbs Atlanta, Georgia 30312 404-523-3353	Kitchen, dining hall, performance stage

\*The Department of Senior Services operates these facilities through agreements with their respective Friends of [the Senior Center] group. Upon expiration of those agreements, these facilities will be governed by this Policy.

### 1.2. Non-Rental Spaces

The locations listed below are Fulton County facilities/rooms operated by County Departments that are available for use by County staff, departments, program partners and non-profit organizations, and, in some instances, members of the general public. No fees are required for reservation or use of these facilities. The use of these facilities is regulated by policies provided herein and procedures adopted by the respective Departments.

#### Office of the Clerk to the Commission (3)

Venue	Location	Available Spaces
10 Floor – Conference Room	141 Pryor Street, SW Atlanta, GA 30303 404-612-7833	Conference Room
4 <sup>th</sup> floor – Conference Room	141 Pryor Street, SW Atlanta, GA 30303 404-612-7833	Conference Room
Assembly Hall	141 Pryor Street, SW Atlanta, GA 30303 404-612-7833	Meeting Hall

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### Johns Creek Environmental Campus (1)

Venue	Location	Available Spaces
Johns Creek Environmental Campus Dr. Robert E Fulton Environmental Education Center	8100 Holcomb Bridge Roswell, GA 30336 404-613-3012/ 3001	Lecture hall, classroom, science lab, gallery, lobby, multipurpose room

### North Fulton Customer Service Center (1)

Venue	Location	Available Spaces
North Fulton Customer Service Center	11575 Maxwell Road Alpharetta, GA 30009 404-612-3421	Meeting Room

### Atlanta –Fulton Public Library (34)

Library Locations	Address / Phone
Adams Park Branch	2231 Campbellton Road SW Atlanta GA, 30311 404-752-8763
Adamsville-Collier Heights Branch	3424 Martin Luther King Jr Drive, Atlanta GA, 30331 404-699-4206
Alpharetta Branch	10 Park Plaza Alpharetta, GA 30009 404-613-6735
Auburn Avenue Research Library	101 Auburn Avenue, NE Atlanta, GA 30303 404-613-4001
Buckhead Branch	269 Buckhead Avenue NE Atlanta GA, 30305 404-814-3500
Central Library & Library System Headquarters	One Margaret Mitchell Square Atlanta, GA 30303
Cleveland Avenue Branch	47 Cleveland Avenue, SW Atlanta, GA 30315 404-762-4116
College Park Branch	3647 Main Street College Park, GA 30337 404-762-4060
Dogwood Branch	1838 Donald Lee Hollowell Pkwy, NW Atlanta GA, 30318 404-792-4961

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East Atlanta Branch	400 Flat Shoals Avenue, SE Atlanta 30316 404-730-5438
East Point Branch	2757 Main Street East Point, GA 30344 404-613-1050
East Roswell Branch	2301 Holcomb Bridge Road Roswell, GA 30076 404-613-4050
Fairburn Branch	60 Valley View Drive Fairburn GA, 30213 404-613-5750
Hapeville Branch	525 King Arnold Street Hapeville, GA 30354 404-762-4065
Kirkwood Branch	11 Kirkwood Road, NE Atlanta, GA 30317 404-377-6471
Louise Watley Library at Southeast Atlanta	1463 Pryor Road Atlanta, GA 30315 404-613-5771
Martin Luther King Jr., Branch	409 John Wesley Dobbs Avenue Atlanta, GA 30312 404-730-1185
Mechanicsville Branch	400 Formwalt Street, SW Atlanta, GA 30312 404-730-4779
Metropolitan Branch	1332 Metropolitan Parkway Atlanta, GA 30310 404-613-5722
Milton Branch	855 Mayfield Road Milton, GA 30009 404-613-4402
Northeast/Spruill Oaks Branch	9560 Spruill Road Johns Creek, GA 30022 770-360-8820
Northside Branch	3295 Northside Parkway, NW Atlanta, GA 30327 404-814-3508

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Northwest Branch at Scotts Crossing	2489 Perry Boulevard, NW Atlanta, GA 30318 404-613-4364
Ocee Branch	5090 Abbotts Bridge Road Johns Creek, GA 30005 770-360-8897
Palmetto Branch	9111 Cascade Palmetto Highway Palmetto, GA 30268 404-613-4075
Peachtree Branch	1315 Peachtree Street, NE Atlanta, GA 30309 404-885-7830
Ponce de Leon Branch	980 Ponce de Leon Avenue, NE Atlanta, GA 30306 404-885-7820
Roswell Branch	115 Norcross Street Roswell, GA 30075 770-640-3075
Sandy Springs Branch	395 Mount Vernon Highway Sandy Springs, GA 30328 404-303-6130
Gladys S. Dennard Library at South Fulton,	4055 Flat Shoals Road Union City 30291 404-613-3092
Southwest Branch - Closed for Renovation	3665 Cascade Road, SW Atlanta, GA 30331 404-699-6363
Washington Park Branch	1116 Martin Luther King, Jr. Drive Atlanta, GA 3031 404-752-8760
West End Branch	525 Peebles Street, SW Atlanta, GA 30310 404-752-8740
Wolf Creek Branch	3100 Enon Road Atlanta GA, 30331 404-613-4255

### **Fulton County Juvenile Court – Juvenile Center Office Spaces (4)**

<b>Room</b>	<b>Location</b>
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Room 2145	395 Pryor St SW Atlanta, GA 30312
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Room 1132 / 1133

395 Pryor St SW,  
Atlanta, GA 30312

Conference Room 3

395 Pryor St SW  
Atlanta, GA 30312