



Guide for Searching & Renting Facilities

Welcome to the ultimate guide to searching and renting venues in your area.

How To Search Venues In Your Area:

If you do not know the zips you want to target:

1. Go to <https://www.zipmap.net/>
2. Click your state listed on the right side of the page.
3. Click your county listed on the right side of the page.
4. If there is a city/town you want to target, click the city/town on the right side of the page.
5. Zip codes will reflect on the map. You can zoom in or zoom out to view more or less zip codes.
6. Go to <https://www.google.com/maps> and go to the same targeted area that appears on zipmap.net.
7. Begin your search in Google Maps for that area with the following key words: high schools, colleges, libraries, community centers.

If you already know the zips you want to target:

1. Go to <https://www.zipmap.net/>
2. Enter the zip codes on the top left field titled Key Zip and click Find Zipcode
3. The map will zoom in to this targeted area and show neighboring zip codes you can use as well.

How To Rent A Facility:

1. Public Schools: Most public schools around the country will rent their facilities for a fee. We have visited countless school district websites around the country and every district has their steps in very similar sections. Some examples are: Facility Rental in Departments, Facility Rental in Operations, Community, Facilities Support Services, Business Services, Maintenance Department. You will be required to create a login to submit an application or it will direct you to enter your request online and they will reach out to you.
2. Libraries: Libraries are a great venue to hold your workshops and many times it is free! You can find their rental process on their website as well or you may need to call to ask if they rent their meeting rooms and what their process is. The only

thing you have to ask is the following: Do you rent your facilities for a group meeting? What is the procedure? Unfortunately, there are libraries that only rent to non-profit organizations and they do not make exceptions.

3. Community Centers: You can find their rental process on their website as well or you may need to call to ask if they rent their meeting rooms and what their process is. The only thing you have to ask is the following: Do you rent your facilities or a group meeting? What is the procedure?