



## **Special Event Policy**

### **Paulding Northwest Atlanta Airport**

The following Special Event Policy delineates approval authority, responsibilities, and the coordination required to hold an activity or event at the Paulding Northwest Atlanta Airport. The intent is not to prohibit activities and events, but to ensure the safety of all people and to protect tenant and airport property. This Special Event Policy does not apply to room rentals located inside the Airport Terminal Building, as there is a separate policy and application process.

#### **Definition:**

A Special Event is an activity or event that is not related to the primary aeronautical business of one's facility, office, or leasehold and/or meets ANY of the following criteria:

- The event exceeds the boundaries of one's hangar facility, office, or leasehold
- The event would attract significant numbers of people (20+) to the airport
- The event requires closure of any airport public airside facilities (ramp space, taxiways, or runway)
- The event will cause significant interference with the airport's day-to-day operations or cause the Airport to take on significant liability

Examples include, but are not limited to: social activities/gatherings, fundraising events, political rallies, fly-ins, parties, filming, photography sessions ("photoshoots"), music videos, airshows, open houses, etc.

#### **Procedures:**

To facilitate communication and notification of all persons and businesses that may be involved or affected, to preclude injury to persons or damage to property, and to ensure that proper security, sufficient parking areas, and adequate parking control are planned and executed, the following procedures are to be followed:

- The Sponsor / Coordinator of the activity or event should make a request in writing to the Airport Director no later than 21-days prior to the activity or event. Request shall be provided on the attached Activity and Event Request Form.
- Depending upon the size and complexity of the gathering, a meeting should be arranged and scheduled not later than 14-days prior to the activity or event. This meeting should include the Airport Director and the security supervisor if security will be present. Plans will be discussed and modifications made only as necessary to provide a safe activity or event with minimum disruption to other airport tenants or normal operations.
- **Any event requiring closure of the Airport Movement Areas (taxiways or runway) will require additional approval from the Georgia Department of Transportation**, Division of Intermodal, Aviation Program. Applicants should submit documentation at least three months (preferably earlier) ahead of the planned event. The application with GDOT can be found at: [GDOT Non Aeronautical Event Request Form.pdf](http://www.gdot.state.ga.us/aviation/NonAeronauticalEventRequestForm.pdf)



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Special attention to the following planning considerations will expedite the approval process:

- **Sufficient security personnel** - in quantity and training - for the activity or event and location requested. Examples: an activity or event in which non-airport personnel may be on the aircraft ramp requires much closer crowd control, management, and escort.
- **Sufficient crowd control and parking area** / direction personnel to ensure that cars and/or pedestrians do not stray into any airport movement areas or other dangerous areas.
- **Signage** of adequate size and placed in the correct locations to expedite the safe flow of people and / or vehicles.
- Any **security** hired by the activity or event coordinator must coordinate his/her tasks and responsibilities with the Airport Director (and the Paulding County Sheriff's Office representative if deemed necessary), in order for security personnel to work effectively together and the activity or event security can call for assistance if necessary.
- **Prior planning and close coordination** with airport staff will facilitate the activity or event.
- **Appropriate Special Event and Liability Insurance** as required by the Authority

On behalf of the Paulding Northwest Atlanta Airport, we value your presence and we look forward to the continued safety of all persons and to the protection of tenant and airport property. If I can be of assistance, please let me know.

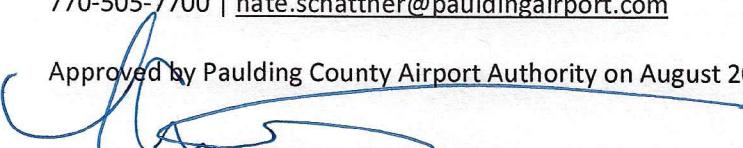


Nate Schattner, C.M. | Airport Director

Paulding Northwest Atlanta Airport

730 Airport Pkwy | Dallas, GA 30157

770-505-7700 | [nate.schattner@pauldingairport.com](mailto:nate.schattner@pauldingairport.com)



Approved by Paulding County Airport Authority on August 20, 2025

Kerry Tidmore,  
Airport Authority Chairman

Attachment



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**Special Event Request Form**  
**Paulding Northwest Atlanta Airport**

**Requesting Tenant / Organization:**

Company Name: \_\_\_\_\_ Submitted Date: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Activity or Event:**

Name/Purpose of Activity or Event: \_\_\_\_\_

Date of Activity or Event: \_\_\_\_\_ Time (From-To): \_\_\_\_\_

Exact Location: \_\_\_\_\_

**Sponsor (if different from Tenant):** \_\_\_\_\_

**Number of Expected Attendees:** \_\_\_\_\_

**Parking:**

Number of Cars Expected: \_\_\_\_\_

Proposed Parking Areas: \_\_\_\_\_

Parking Control Attendees (Who, How Many, Where/How Used) \_\_\_\_\_  
\_\_\_\_\_

**Security (Who, How Many, Where / How Used):**

Training Level: \_\_\_\_\_

Are radios to be used:  Yes  No

With whom:  Paulding County Sheriff's Office  Private Security  Other

**Signage:**

Will signage be used (where and how)? \_\_\_\_\_

**Insurance:**

What insurance coverage is provided / limits? Attach copy of policy. Paulding County Airport Authority shall be listed as additional insured.



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### **\*Additional Assistance:**

Are you requesting other assistance from the Airport such as barriers, stanchions, flags, assembly/disassembly, etc.?

\*Fees may be required for the use of Airport Authority personnel based on the hourly wage rate of the personnel requested including overtime if necessary / required for the activity or event.

### **Return Completed Form to:**

## Paulding Northwest Atlanta Airport

730 Airport Pkwy

Dallas, GA 30157

Office: 770-505-7700

Email: [nate.schattner@pauldingairport.com](mailto:nate.schattner@pauldingairport.com)

--Airport Administration Only

Approved

Denied

### Reason(s) for decline:

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Approved/Denied by: Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Airport Director

Signature \_\_\_\_\_