



CAPE CORAL CHARTER SCHOOL AUTHORITY

Facility Rental Checklist



Review the Facility Rental Guidelines and complete the following forms:

- Facility Rental Request
- Reoccurring Schedule Form (if multiple dates per year)



Submit request forms to Cape Coral Charter School Authority Bookkeeper, Penny Faulkner
penny.faulkner@capecharterschools.org

- Bookkeeper will then compute fees based upon specific directions included in the Guidelines.
- Forward Facility Rental Agreement back to you along with all required forms to be filled out and returned.
 - The Renter must complete the Facility Rental Agreement and either the Hold Harmless Agreement or Assumption of Liability.
 - If applicable, they must also complete the Request for Waiver or Reduction of Fees and Certification Form.
 - No Hold Harmless Agreement is required for Cape Coral Charter School Authority, City of Cape Coral or school-affiliated entities.

Receipt of rental agreement is not binding until all forms have been returned and they have been signed by the appropriate parties.



Return all required forms along with

- A Certificate of Liability Insurance naming **City of Cape Coral Charter School Authority and the City of Cape Coral named as Additional Insured and certificate holder.**



Payment

- Once all signatures have been obtained an invoice will be sent to you for payment

Send all paperwork and rental fees to Cape Coral Charter School Authority at 3519 Oasis Blvd, Cape Coral, FL 33914 ATTN: Penny Faulkner. You may also submit forms via email: penny.faulkner@capecharterschools.org

ALL RENTAL FEES SHOULD BE FORWARDED TO PENNY FAULKNER 14 DAYS PRIOR TO THE FACILITY RENTAL DATE.

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT PENNY FAULKNER AT
424-6100 EXT 475 OR PENNY.FAULKNER@CAPECHARTERSCHOOLS.ORG.**