



CAPE CORAL CHARTER SCHOOL AUTHORITY FACILITY RENTAL REQUEST

Name of Renter: _____ Primary Contact: _____

Renter's Address: _____ Phone #: _____

School Being Rented: _____ Category: _____

Date of Rental: _____ Expected # of Attendees: _____

☐ Reoccurring during 2016-17 school year? If yes, a schedule of dates must be attached

Description of Activity: _____

ALL RENTALS REQUIRE A THREE (3) HOUR MINIMUM CHARGE, WITH ADDITIONAL HOURS CHARGED AT THE SPECIFIED HOURLY RATE, SUBJECT TO A DAILY MAXIMUM RATE OF EIGHT (8) HOURS.

Rental time should be the time you need doors/gates to be opened NOT the hours of the event.

#1 – Facility: _____ Rental Time: **Start:** _____ AM PM
End: _____ AM PM

#2 – Facility: _____ Rental Time: **Start:** _____ AM PM
End: _____ AM PM

Additional Support: (please circle all requests)

Staff members Score Board Operator Special Set-up Extra Custodial

Cape Coral Charter School Authority personnel, custodians, or approved volunteers must be present at **ALL** times during facility rental. Fees for custodians, additional staff, special setups, etc. will be added into rental costs at rates outlined in the Facility Rental Guidelines.

Are you a governmental agency? Yes No

Insurance must be provided by all renters, and a certificate of insurance must be submitted with Rental Agreement acceptance. Please refer to the facility rental guidelines for rental requirements.

-Insurance must, clearly identifying the Cape Coral Charter School Authority **and** City of Cape Coral as the additional insured, with minimum limits of liability insurance of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
-Renter is required to comply with Cape Coral Charter School Authority guidelines and is financially responsible for missing items and/or damage to equipment and facilities resulting from the above rental.

Once this form has been submitted to the Charter School Bookkeeper, and fees have been calculated a rental agreement will be forwarded along with all required documents. Receipt of a rental agreement is NOT binding until dates are confirmed and appropriate school authorizations are obtained.

Submit request via email to Penny.Faulkner@capecharterschools.org