Facility Rental Guidelines



Cape Coral Charter School Authority

Cape Coral, Florida

PURPOSE

The purpose of this procedure is to establish the rules, conditions, and fees under which Cape Coral Charter School Authority facilities including grounds may be used in accordance with Board Policy.

PROHIBITED USES

A. Cape Coral Charter School Authority facilities shall not be used for any use inconsistent with Board policy, administrative procedures, and State or Federal law.

B. Cape Coral Charter School Authority facilities shall not be used for any activity which would damage school facilities or grounds beyond normal wear and tear or for any activity which would interfere with system activities or operations.

SCHEDULE OF FEES

The Superintendent shall develop and approve a schedule of fees for the use of Cape Coral Charter School Authority facilities, as set forth in Exhibit A. The Superintendent may adopt changes to the schedule of fees as appropriate. The schedule of fees shall consider costs associated with the use of Cape Coral Charter School Authority facilities such as, custodial services, energy consumption, security, maintenance and repair (particularly of athletic facilities). The schedule of fees shall be applied to the categories of renters as follows:

ELIGIBLE RENTERS AND APPLICABLE FEES

A. **Category A: Internal Organizations**

1. Cape Coral Charter School Authority sponsored parent groups, such as the School Advisory Council (SAC) and parent/teacher organizations, such as the PTO, PTA, and Booster Clubs.

2. Board and Cape Coral Charter School Authority schools and administrative offices that may require use of a system facility for mission-related activities or functions.

Fees – Eligible for Fee Waiver

B. **Category B: Other Governmental Agencies**

1. Governmental agencies, such as local municipal, county, State, and Federal agencies.

2. Public meetings sponsored by governmental agencies.

3. State universities and colleges and community colleges.

4. Athletic, recreation, or other programs sponsored or supported by local governmental agencies.

Fees

1. No rental fee shall be charged to Category B renters when reciprocal use agreements exist between Cape Coral Charter School Authority and the renter and when the value of the reciprocal use is approximately

equal, however, applicable custodial, A/V technician, security and other fees shall be charged at the full rate.

2. In the absence of reciprocal use agreements, or in the event that the value of the reciprocal use is not approximately equal, the Superintendent is authorized to negotiate and approve a fee that is acceptable to both parties.

3. No rental fee shall be charged for athletic, recreation, or other programs sponsored or supported by local governmental entities, however, applicable custodial, A/V technician, security and other fees shall be charged at the full rate.

C. **Category C: Non-Profits (Participants are NOT charged fees.)**

Not-for-profit organizations qualified under State or Federal law, student groups and clubs that are not Cape Coral Charter School Authority sponsored and parent groups that are not Cape Coral Charter School Authority sponsored which meet all the following criteria:

1. they primarily serve Cape Coral Charter School Authority students of compulsory school attendance age;

2. their primary aim is the development of educational, athletic, social, and/or self-improvement skills;

3. they charge no fees other than normal membership dues and costs of any supplies and materials that the students may consume in the program/event;

4. the frequency of use of Cape Coral Charter School Authority facilities is no more than twice per week;

5. the organizers, supervisors, administrators and any other people involved with the event or program are unpaid volunteers, however, referees may be paid for sporting events and programs; and

6. they have signed a Certification Form stating that the organization meets all the requirements to qualify as a Category C renter.

Fees – Eligible for Fee Waiver, however, applicable custodial, A/V technician, security and other fees shall be charged at the full rate.

D. **Category D: Non-Profits (Participants are charged fees.)**

1. Not-for-profit organizations qualified under State or Federal law which meet all of the following criteria:

   a. they primarily serve Cape Coral Charter School Authority students of compulsory school attendance age;

   b. their primary aim is the development of educational, athletic, social, and/or self-improvements skills;

c. they provide after school or summer child care programs combined with academic or athletic development activities for Cape Coral Charter School Authority students or provide tutorial or other educational, cultural, or academic after-school programs for specific schools; and

d. the Superintendent or Designee has approved granting the organization a preferred rate designation.

2. They have signed a Certification Form stating that the organization meets all the requirements to qualify as a Category D renter.

Fees – A preferred rate of one-half (1/2) the standard rental rates shall be charged in accordance with the schedule of fees, however, applicable custodial, A/V technician, security and other fees shall be charged at the full rate.

Additionally, the maximum fee for a multi-day event will not exceed three thousand dollars ($3,000). Multi-day events can last no longer then nine (9) months.

E. **Category E: All Other Renters**

1. Any other organizations or groups, other student groups and clubs and parent groups that do not qualify as a Category C or D renters.

2. Any Category B, C, or D renter when:

a. conducting fund-raising events, and when less than 100% of the gross receipts are retained by or provided to the Cape Coral Charter School Authority or school; or,

b. performing certain fund-raising activities, such as:

1) charging for admission, soliciting contributions for admission, or requiring any tangible thing of value to participate in the activity for which the facility is being requested; or,

2) requiring any donation of money or other tangibles of monetary value; or,

3) selling or bartering any tangible thing of monetary value.

Fees – A fee shall be charged at the standard rental rates, including any applicable custodial, A/V technician, security and other fees, in accordance with the schedule of fees.

SCHEDULING AND PRIORITY OF USE

A. Facilities may be scheduled no less than thirty (30) days and no more than one (1) year in advance. All scheduling must be coordinated with the school or facility being rented.

B. See Board Policy for further details.

RESTRICTIONS

The following restrictions apply to all categories of renters.

A. Renters must comply with all applicable Cape Coral Charter School Authority policies and procedures.

B. Renters shall not: (1) use, remove, reposition, replace, move, or otherwise disturb any Cape Coral Charter School Authority equipment or property; (2) make any physical changes to the facilities, buildings, or grounds; or (3) affix or hang pictures, posters, signs, or other items on Cape Coral Charter School Authority facilities.

C. Renters shall not tamper with or adjust any security, fire protection equipment, fire alarms, intercoms, thermostats, light or air conditioning timers or any other electrical, communication, or control systems.

D. The consumption of alcoholic beverages, use of illegal drugs, and carrying of firearms (except by law enforcement and JROTC personnel) are strictly prohibited. All property owned by Cape Coral Charter School Authority, including all interior and exterior spaces within the property boundaries, shall be smoke and tobacco free. Per Florida Statute, no gambling or games of chance permitted on Cape Coral Charter School Authority property.

E. Renters must remove any materials and items brought into the facility and must make reasonable efforts to clean rooms and areas used or return them to their pre-use condition.

F. Blocking of fire doors or means of egress is prohibited.

G. Renters will not sublease the facilities or allow any use other than that for which the lease was approved, except as may be provided for in governmental inter-local agreements.

H. Renters will not be provided keys to any Cape Coral Charter School Authority facility, except as may be provided for as part of governmental inter-local agreements.

I. Renter shall not allow play on cafeteria tables or other furniture.

J. Renters shall not produce an open flame(s) (e.g., the burning of candles is prohibited).

K. Renters shall not train or exhibit animals, except as part of Cape Coral Charter School Authority approved curriculum.

GENERAL GUIDELINES AND CONDITIONS

The following apply to all categories of renters except where indicated.

A. Cape Coral Charter School Authority personnel, custodians, or approved volunteers must be present at all times the facility is being used, fees will apply when applicable. Use of the facility may be denied if sufficient school staff is not available to monitor the use.

B. All renters must complete and submit a Facility Rental Agreement and do so at least thirty (30) days prior to the requested date. Facility Rental Agreements are available on the Cape Coral Charter School Authority website www.capecharterschools.org. Lease requests will include details regarding the purpose of the requested use, date(s) and hours requested, and the specific facilities requested (number of classrooms, etc.). Tax-exempt numbers must be provided when claiming tax-exempt status.

C. Any fees must be paid in advance unless other billing arrangements are made and approved by the Superintendent.

D. Cancellation notice must be given by renters at least seventy-two (72) hours in advance. Fees will be refunded if such notice is given to the school or facility being rented. The school or facility being rented will coordinate the refund with the Cape Coral Charter School Authority Business Manager. The Cape Coral Charter School Authority reserves the right to cancel any lease and refund fees as determined by the Superintendent at any time and for any reason.

E. All renters must provide reasonable supervision and shall be financially liable for all damage to facilities resulting from their use.

F. All renters must assume all liability, provide proof of liability insurance, and hold Cape Coral Charter School Authority and Board harmless for any and all damages or injuries that result from the use of the facility. Proof of insurance must be provided at the time of application, with limits of $1,000,000 per occurrence and $2,000,000 aggregate. The renter shall present a certificate of insurance listing the Cape Coral Charter School Authority and the City of Cape Coral as a certificate holder and additional insured.

G. Renters will be responsible for any and all damages to or theft of Cape Coral Charter School Authority property and shall reimburse Cape Coral Charter School Authority in an amount determined by the Superintendent in accordance with established accounting principles. Failure to reimburse the Cape Coral Charter School Authority shall disqualify the renter from any further use of Cape Coral Charter School Authority facilities.

H. Renters shall be responsible for supervising the conduct and control of all patrons and participants and shall ensure that all applicable laws and Board policies and procedures are strictly obeyed.

I. Violation of this procedure, or any other applicable Board Policy or procedure during the use of Cape Coral Charter School Authority facilities, may subject the renter to immediate revocation of the lease and refusal of permission to use Cape Coral Charter School Authority facilities in the future.

J. Renters of Cape Coral Charter School Authority facilities must take responsibility for safety when dangerous lightning weather conditions are present. Renters of outdoor Cape Coral Charter School Authority facilities (fields, courts, playground areas, etc.) must cease activities, vacate the area, and take appropriate safe shelter in available vehicles if 1) lightning is seen, 2) thunder is heard, or 3) a lightning warning is issued. In the event that lightning was seen or thunder was heard, renters may resume outdoor activities on Cape Coral Charter School Authority facilities only after the dangerous weather conditions have cleared the area. Renters may resume outdoor activities on Cape Coral Charter School Authority facilities only after the all clear signal has been given.

APPROVAL AUTHORITY

Facility lease requests that meet the procedures contained herein may be approved by the Superintendent or authorized designee. The Superintendent or his/her Designee shall be authorized to make reasonable interpretations of the foregoing procedures regarding use of Cape Coral Charter School Authority facilities.

Exhibit A

SCHEDULE OF FEES

(Checks made payable to the Cape Coral Charter School Authority)

STANDARD RATES – Subject to a daily maximum rate of 8 hours

Type of Facility	**Hourly Rate (3 hour minimum)**
Basic Classroom	$25
Cafeteria (without use of kitchen)	$75
Cafeteria (with use of kitchen)	$100
Small Multi-Purpose Room	$25
Media Center/Special Purpose Classroom	$50
Gymnasium	$100
Parking Lot/Airnasium	$25

PREFERRED RATES

1. Preferred rates shall be one-half (1/2) of the standard rental rates, however, applicable custodial, A/V technician, security and other fees shall be charged at the full rate.

2. Preferred renters providing both before school and after school programs on the same day shall have the total hours of use for the day rounded to the quarter hour interval for purposes of determining the rental rate charges.

3. For preferred renters, the maximum fee for a multi-day event will not exceed three thousand dollars ($3,000). Multi-day events can last no longer then nine (9) months.

OTHER FEES AND REQUIREMENTS

A. Custodial fees are $30 per hour. They will be charged when:

   1. Custodians are required to work outside their normal duty hours;

   2. The administrator determines that the custodians cannot fulfill their normal job assignments and also complete the services required for a particular facility use.

B. If the renter requests staff (other than custodial) to be present or if the administration determines that additional staff must be on site, an additional fee of $20.00 per hour will charged when:

1. Staff are required to work outside their normal duty hours;

2. The administrator determines that the custodians cannot fulfill their normal job assignments and also complete the services required for a particular facility use.

C. If special set ups are required for cafeteria or multi-purpose rooms, an additional fee of $120 shall be charged.

D. If scoreboard operators are required, an additional fee of $16.00 per hour will be charged.

E. Cafeteria Guidelines: Any use of school food service kitchen facilities by any non-school group shall be subject to the recommendation of the Principal and the approval of the Superintendent or Designee and shall, if approved, require the presence of the Manager or the Manager's designee and be subject to the staff fee.