



CAPE CORAL CHARTER SCHOOL AUTHORITY FACILITY RENTAL REQUEST

Name of Renter: _____

Primary Contact: _____

Renter's Address: _____

Phone #: _____

Email: _____

School Being Rented: _____

Category: _____
(listed in Facility Rental Guidelines)

Date of Rental: _____

Expected # of Attendees: _____

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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