



# 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)
  - Assumption of Liability Agreement (gov) or Hold Harmless Agreement (non-gov)
  - Certification Form for categories C or D
  - Request for Waiver/Reduction of Fees (if applicable)
  
- Obtain required insurance.
  - Must clearly identify the Cape Coral Charter School Authority **AND** City of Cape Coral as the additional insured
  - Have minimum limits of liability insurance of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
  
- Submit above required forms and insurance to the appropriate school Secretary found on our website.
  - School Secretary will verify dates are available with appropriate departments and get building Principal's approvals and signatures.
  - Once approvals are obtained request will be forwarded to Charter School Bookkeeper, who will then compute fees based upon specific directions included in the Guidelines.
  
- Payment
  - After fees have been calculated Bookkeeper will email invoice for payment
  - Payment is required 14 days prior to event or first use if multiple dates
  - Once payment is received you will receive a copy of all signed documents for you records

Rental fees can be dropped off or mailed to:  
Cape Coral Charter School Authority  
ATTN: Lisa Betz, Bookkeeper  
3519 Oasis Blvd.,  
Cape Coral, FL 33914

**IF YOU HAVE RENTAL QUESTIONS PLEASE CONTACT THE APPROPRIATE SCHOOL.  
FOR BILLING QUESTIONS CONTACT LISA BETZ AT 424-6100 EXT 475 OR  
[LISA.BETZ@CAPECHARTERSCHOOLS.ORG](mailto:LISA.BETZ@CAPECHARTERSCHOOLS.ORG).**