



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:
City of Cape Coral Charter School Authority
ATTN: Jana Humenay, Bookkeeper
3519 Oasis Blvd.
Cape Coral, FL 33914

**IF YOU HAVE RENTAL QUESTIONS PLEASE CONTACT THE APPROPRIATE SCHOOL.
FOR BILLING QUESTIONS CONTACT JANA HUMENAY AT 424-6100 EXT 478 OR
JANA.HUMENAY@CAPECHARTERSCHOOLS.ORG.**