



# CAPE CORAL CHARTER SCHOOL AUTHORITY

## USE OF CAPE CORAL CHARTER SCHOOL AUTHORITY FACILITIES ADMINISTRATIVE PROCEDURE FOR BOARD POLICY

### CERTIFICATION FORM - CATEGORY C

Not-for-profit organizations qualified under State or Federal law that exist primarily to serve the educational needs of children which meet all of the following criteria:

- A. They primarily serve City of Cape Coral Charter School Authority students of compulsory school attendance age.
- B. Their primary aim is the development of educational, athletic, social and self-improvement skills.
- C. 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.
- D. The entire proposed use occurs when school personnel or custodians are normally present or school personnel, approved by the applicable principal, are present during the time of use.
- E. The frequency of use of City of Cape Coral Charter School Authority facilities is no more than twice per week.
- F. 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.

Not-for-profit organizations that do not meet the above criteria shall be charged in accordance with the approved schedule of fees. Organizations must pay the other charges when applicable.

### CERTIFICATION

**This is to certify that the below listed not-for-profit organization meets all criteria as described above. The organization understands that a budget detailing all expenditures as well as verification of the event registration fee and number of participants may be requested.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date