

## FACILITY RENTAL CHECKLIST

- Secure the Principal/Administrator's permission for facility rental to occur.
  - o Review the Facility Rental Guidelines and Rental Forms at [www.leeschools.net/facility-rentals](http://www.leeschools.net/facility-rentals)
  - o Complete and sign the appropriate forms.
  - o Return the completed forms with payment to the rental facility's Principal/Administrator for signature.
  - o Upon final approval, the payment will be returned to renter **if** the Waiver of Fees is approved.
  - o Please send all payments by US MAIL to:
    - Lee County School District
    - ATTN: Finance – Lori Tant
    - 2855 Colonial Blvd.
    - Ft. Myers, FL 33966
  
- Proof of Insurance – a Certificate of Liability from the renter must be obtained before approval process can begin. The Certificate of Insurance must identify the **School Board of Lee County, FL** as the **Additional Insured and the Certificate Holder**. *No exceptions.*
  
- Email all paperwork to [Facility Rental Program@leeschools.net](mailto:Facility_Rental_Program@leeschools.net)

All rental forms and fees should be completed and forwarded to Facility Rental Program **14 days prior** to the facility rental date.

If you have any questions please contact Debbie Kirchen at 239.461.8487 or [debbiek@leeschools.net](mailto:debbiek@leeschools.net)