



# Cape Henlopen School District

Cheyenne Rivera  
Supervisor of Facilities  
Cheyenne.Rivera@cape.k12.de.us

Cape Henlopen School District  
1270 Kings Highway, Lewes, DE 19958  
Phone 302.644.6314  
Fax 302.644.7915

The Cape Henlopen School District thanks you for considering one of our facilities for your community event. We welcome the opportunity to open our facilities for scholastic, athletic, and community activities.

## How to Apply

All facility usage requests are made through our community use online system. Facility pricing information and Board Policy #707 must be reviewed prior to submitting a facilities request. This information is located on our district website ([www.capehenlopenschools.com](http://www.capehenlopenschools.com)). The link for submitting an application is also available at the district website or by following this link: <https://www.communityuse.com/default.asp?acctnum=286385638>

**All requests must be submitted at least one month prior to the event.** Use of facilities will be on a first come, first served basis. Requests involving several uses during the school year should be submitted in August. Continuing requests should be renewed annually by completing a new application for use of the school facility. The status (approved/denied) of all requests will be sent out via email approximately 2 weeks after the online application is submitted.

## Liability Insurance

The Cape Henlopen School District is required by our insurance carrier to secure a Certificate of Liability Insurance as proof of your own coverage. You will be required to have General Liability Insurance coverage with Bodily Injury and Property Damage Limits of Liability in the amount of \$1 million Occurrence & Aggregate as the minimum Limits of Liability. The Cape Henlopen School District is to be added to your insurance policy as an additional insured entity, under a "Hold Harmless Agreement" / "Waiver of Liability" endorsement. Special event insurance can be purchased by contacting your local insurance agent. Insurance documentation must be on file with the Cape Henlopen School District at least 1 week prior to your event.

## Payment Terms

Facility usage rates are posted on the facilities management section of the Cape Henlopen School District website. Please use the rates to estimate your facility use expenses. Please note – all fees (minus down payment, if applicable) must be paid by check or money order within 30 days of invoice being issued via email. Please address to the attention of the Facilities Management Office. You are prohibited from publicizing the location of your event until written confirmation has been provided by the Cape Henlopen School District Facilities Department via email.

## Important Information

Approval of building use does not entitle applicants to post or send home flyers with children regarding events being held. Permission for this must be obtained through the Superintendent's Office and is required to contain the District's disclaimer. School usage fees are based on Cape Henlopen School Board approved rates for services provided. Board approval is required for any waiver/reduction of fees. If you have any questions regarding this, or other facility usage questions, please don't hesitate to contact April Sharp (302-644-6314). If you have any questions regarding accessibility to our facilities due to snow emergencies or other occurrences that may close the school, please contact me at 302-644-6314. If you need to cancel your event, you must email April Sharp at [april.sharp@cape.k12.de.us](mailto:april.sharp@cape.k12.de.us).

Sincerely yours,  
Cheyenne Rivera  
Supervisor of Facilities

**Excellence, Equity & Responsiveness: *Every Student, Every Classroom, Every Day***

The Cape Henlopen School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. (El Distrito Escolar Cape Henlopen ofrece oportunidades iguales de empleo y sin discriminación de raza, color, credo, religión, género (incluyendo embarazo, parto y sus condiciones médicas), nacionalidad, ciudadanía o ascendencia, edad, discapacidad, estado civil, servicio military(veterano), información genética, orientación sexual, o identidad de género, en contra de víctimas de violencia doméstica, ofensas sexuales, acoso, o bajo cualquier otra categoría protegida por la ley local, estatal, y federal.)  
Ned Gladfelter, Employee/Student Compliance Officer; OCR/Title IX/504 Office of Human Resources; LouAnn Hudson, Student 504 Compliance Officer, 1270 Kings Highway, Lewes, DE 19958.