

Bruno Central School SCC
Application for Use/Rental of Facility

Date of Application	
Name of Organization	
Name of Responsible Adult Applicant	
Type of Activity	
Area of School Required	
Equipment Required	
Date Required	
Time In/Out	
Caretaker services required	
Cost of rental	

Note to Applicant: If your group does not have its own liability insurance, you are advised that school and/or Horizon School Division Board of Education liability insurance does not cover someone not involved in normal school activities.

Signature of Applicant	
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The following rules apply (and must be followed) for all organizations and individuals who have been approved for use of school facilities, through rental, or via a “waiver of rental” usage agreement.

Signing of this application will indicate agreement to abide by these rules.

Section 1 – Keys	Applicant Initials
<ul style="list-style-type: none"> ➤ The Adult Supervisor identified in the use /rental agreement, is responsible for the keys to school and this supervisor is responsible for ensuring the rules listed are followed ➤ Keys are not to be given to students (or minors) at any time ➤ Keys are to be returned to the BCS staff member or SCC member at the end of any use/rental period ➤ At no time shall the keys be given, loaned or be in possession of any person other than the applicant identified in the rental agreement, unless prior approval from the principal has been granted 	

Section 2 – Responsibilities	Applicant Initials
<ul style="list-style-type: none"> ➤ The front office is off limits to everyone at all times ➤ Exterior doors must be closed and checked and NO DOORS shall be propped open at any time ➤ All minors (including current BCS students) must be supervised by a responsible adult at all times, in the area of the school approved on the application ➤ During large events, such as tournaments, the applicant is responsible for all guests who must follow said rules ➤ No alcohol will be permitted at any time on BCS property ➤ Before leaving the school, a final check must be carried out to ensure all lights have been shut off, rooms used have been cleaned, and all doors are closed and locked 	

Section 3 – Facility Use	Applicant Initials
<ul style="list-style-type: none"> ➤ School facilities are only available for use on the date(s) and time(s) set out in the agreement and any additional date(s)/time(s) must be approved ➤ Only the school facilities set out above may be used. If other areas in BCS are required, a new application must be submitted. The school facilities set out above may only be used for the stated purpose. At no time can a business use the facility for their profit without specific approval, regardless of whether use of non-profit purpose was previously granted ➤ Only persons attending for the intended purpose set out in that agreement are allowed to be in the school and are only to be in the areas of the school set out in the agreement ➤ Classrooms are not to be entered at any time unless rented ➤ Use of school facilities does not include any right to use of school equipment unless specific arrangements have been made with the school. ➤ A damage deposit may be requested or waived starting at \$250. Any infraction of the procedures listed could mean some/all of the deposit will not be refunded. 	

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Bruno Central School Community Council or Bruno Central School Administration to complete the following:

The following motion was made by BCS SCC:

- Application Approved
- Application Denied
- Fee to be charged: \$_____
- Waiver of Fee approved
- Damage deposit requested in the amount of \$ _____

Signature of Chairperson or Administrator: _____

Date: _____

BCS School Rental Rates-Effective February 2018

Non-Profit Events/Activities	
Regular Classroom/Library	\$25.00 per half day or evening
Labs (Home Ec, IA)	\$35.00 per half day or evening
Gym	\$25.00 for first 2 hours, then \$10/hour to max \$125
Computer Lab	\$25.00 for first 2 hours, then \$10/hour to max \$125

For Profit Events/Fundraisers	
Regular Classroom/Library	\$30.00 per half day or evening
Labs (Home Ec, IA)	\$50.00 per half day or evening
Gym	\$125.00
Computer Lab	\$30.00 per hour

Damage Deposit starting at \$250.00

Organizations/Individuals requesting a waiver of the above fees
must submit a written request to the BCS School Community Council