

Toronto District School Board

Policy P011

Title: **COMMUNITY USE OF BOARD FACILITIES (PERMITS)¹**

Adopted: May 31, 2000
Effected: May 31, 2000
Revised: January 1, 2003, February 23, 2005, June 25, 2008, May 27, 2009 (to take effect June 29, 2009), February 8, 2012, June 13, 2012, September 11, 2013 (effective September 1, 2014), **May 25, 2016**
Reviewed: January 19, 2012
Authorization: Board of Trustees

1.0 OBJECTIVE

To ensure that the Board's communities have reasonable access to public schools when facilities are not being used for school activities

2.0 RESPONSIBILITY

Chief Facilities Officer

3.0 DEFINITIONS

Permit A written order issued by the Board giving permission to enter into facilities for the purpose of conducting activities that comply with the rules and regulations governing the use of such facilities.

Permit holder The group or organization that obtained the permit and all visitors, guests, and other persons allowed in or on the permitted facilities by the Permit Holder.

Board facilities The buildings and lands that are owned and operated by the Board, and parts thereof.

4.0 POLICY

4.1. Community use of Board facilities shall be permitted and managed in accordance with the guiding principles outlined in Appendix A.

¹ Policy P.011 FAC was titled Permits when adopted on May 31, 2000. The title was changed to Community Use of Board Facilities on February 23, 2005.

- 4.2. Groups seeking the use of school facilities outside of the regular school day must first obtain a Permit. Permits shall be issued depending on the availability of space, caretaking staff and other Board-approved personnel.
- 4.3. Permit holders shall use Board facilities in a responsible and respectful manner and the usage shall not negatively affect the maintenance of facilities as safe and secure learning environments.
- 4.4. Permits shall be restricted during periods when significant caretaking and maintenance activities are taking place. Permits shall be limited during school breaks and statutory holidays.
- 4.5. Alcohol may be served on Board premises for school-sponsored events only, subject to the approval of the Director or designate, and in accordance with administrative procedures.
- 4.6. Board groups shall have access to school facilities at no cost during non-school hours for school student related activities/meetings when custodians are regularly scheduled to work.
- 4.7. Permit holders shall be charged for ancillary staff costs such as non-scheduled custodian services, media and technology specialists, stage crews, security officers and parking attendants.
- 4.8. Fees shall be applied in accordance with the fee schedules outlined in Appendix B.

5.0 SPECIFIC DIRECTIVES

- 5.1. The Director is authorized to issue operational procedures to implement this policy.
- 5.2. Procedures will conform to all the regulations of the Province of Ontario, the by-laws of the City of Toronto, the Community Recreation and Use Agreement with the Ministry of Education and with all policies and procedures of the Board.

6.0 APPENDICES

Appendix A: Guiding Principles for Community Use of Board Facilities

Appendix B: Community Use of Schools

Appendix C: Facility Permit Fees

Appendix D: Toronto District School Board/Toronto Lands Corporation, Pool Permit Fee Categories.

7.0 REFERENCE DOCUMENTS

Operational Procedure PR666: Community Use of Board Facilities (Permits)

Guiding Principles for Community Use of Board Facilities

- A healthy community promotes life-long learning and provides a broad range of opportunities for all residents to develop socially, physically and intellectually. Such opportunities promote social cohesion and collective responsibility and contribute to physical and mental well-being of Toronto residents.
- Neighbourhood schools must be hubs of the community. These facilities are the product of long-term public investment in neighbourhood and community infrastructure. Their value must be broadly recognized, not narrowly defined, and the use of these assets should be maximized to further both educational and community objectives.
- The use of public assets such as schools and civic buildings should be guided by the needs and priorities of the local neighbourhoods served by these public buildings. Access and equity in use of facilities is particularly important in a community as ethnically diverse as Toronto.
- As the steward of public school assets the provincial government and the Boards of Education have the key role in ensuring public access to public resources. The Board should ensure that school space is affordable and thereby nurtures the community to develop and sustain a range of programs and activities in neighbourhoods.
- The Board will not use community use of schools charges as a revenue generation strategy. The Board will report regularly to the community on the fees and costs incurred in using community space.
- The Board will actively collaborate with the governments of Ontario and Toronto to achieve solutions and ensure affordable and accessible use of public space for community-based programs.

COMMUNITY USE OF SCHOOLS
Definition of community permit categories

Hours for community use during which the fee structure is applicable:

INDOOR FACILITIES

- School Day Monday to Friday excluding holidays, 6 p.m. to 10 p.m.
 (also 7:30 a.m. to 6:00 p.m. if approved by the school principal)
- Summer Break Monday to Friday excluding holidays, 8 a.m. to 5 p.m.
- Saturday 8 a.m. to 6 p.m.
- Sunday & Holiday 8 a.m. to 3 p.m.

OUTDOOR SPORTS FIELDS

- Weekday 6 p.m. to 9 p.m.
- Weekend & Holiday 10 a.m. to 9 p.m.

Category	Activity Type	Description	Examples of Use	Pricing Strategy
(I)	CHILDREN/YOUTH/ SENIORS /MARGINALIZED GROUPS	Toronto based not for profit* or charitable entities or Toronto residents serving children/youth to age 18 (or under the age of 28 for participants with a disability)/ seniors/marginalized groups that charge no fees beyond materials and permit associated costs, 75% of those residing in the City of Toronto	<ul style="list-style-type: none"> ▪ Not-for-profit Community youth groups such as Scouts Canada/Girl Guides of Canada/Cadets ▪ Boys and Girls Clubs ▪ Children/youth/seniors sport, recreation, arts and leisure providers ▪ Entities whose primary purpose is to serve marginalized people; i.e. participants with disabilities, Aboriginals, recent immigrants, low- income 	<i>Highest subsidy</i>
(II)	LOCAL NOT-FOR-PROFIT GROUPS	Toronto based not for profit* entities that provide programs/services broadly to the local neighbourhood/community that are open to the general public, 75% of those residing in the City of Toronto	<ul style="list-style-type: none"> ▪ Faith-based services operated by registered charities ▪ Theatrical, entertainment, concert, performance groups ▪ Historical Society ▪ Ratepayer Associations ▪ Adult sport/recreation/sport training 	<i>Partial subsidy</i>
(III)	OTHER COMMUNITY ACTIVITIES/NON RESIDENT GROUPS	Other non-profit entities /individuals who are using the facility for community activities; non-City of Toronto residents; other groups where less than 75% of the participants are from the City of Toronto	<ul style="list-style-type: none"> ▪ Political parties ▪ Federations and unions, excluding TDSB employee groups ▪ Fundraising events ▪ Tournaments/coaching clinics charging registration fees ▪ Provincial sport associations ▪ BIA's(Business Improvement Associations) ▪ Other Faith-based services 	<i>Cost Recovery</i>
(IV)	COMMERCIAL	For profit entities/individuals who are using the facility for business/private purposes.	<ul style="list-style-type: none"> ▪ Sport and social clubs owned by an individual(s) ▪ Private summer camps operating as business ventures ▪ Schools and classes such as dancing, music, driving schools operated for private gain ▪ Commercial groups ▪ Trade Shows ▪ Functions of a commercial nature, whether sponsored by a local or non-local organization for which admission fees are charged, or which are operated for private or corporate gain. ▪ Film and TV 	<i>Commercial Rates</i>

NOTE:

User fees in Categories (I) and (II) are subsidized through the Ministry of Education Community Use of Schools grant and are subject to the limit of funding.

Not-for-Profit entities:

A not-for-profit organization provides services, programmes and opportunities to residents which support the principle of community building. Volunteer trustees or a board of directors govern the organization and there is no personal financial gain for members/trustees/directors. Any excess revenues are turned back to the organization and funds can only be used for promoting the organization purpose.

In order to claim Not-for-Profit status you must submit either:

- *If incorporated, a copy of "Letters Patent", or*
- *If not incorporated, a fiscal financial statement and an affidavit from the Executive Director (or equivalent) confirming status as a not-for-profit organization*

Caretaking fees:

For Groups (I), (II and (III), basic caretaking service to open and close the facility is included in the permit fee if the permit falls within the stated hours for community use. Usage outside the stated hours will incur additional caretaking fees. Any additional service required to support the permit activity, e.g. AV technician, moving furniture, extra cleaning due to large attendance, is also charged back to the permit.

For Group (IV), a caretaking fee is charged on all weekends and holidays, and any time outside the regular caretaking shift hours.

Facility Permit Fees

Appendix C

Hourly Rates, Effective September 1, 2016

Time of Use	Facility	(I) Highest subsidy	(II) Partial subsidy	(III) Cost Recovery
School Day Monday to Friday excluding holidays, 6 p.m. to 10 p.m.	Classroom	\$2.61	\$5.34	\$6.52
	Cafeteria (Small)	\$18.25	\$37.40	\$45.61
	Cafeteria (Large)	\$35.19	\$72.14	\$87.97
	Single Gym / Gen. Purpose Rm.	\$8.69	\$17.81	\$21.72
	Double Gym	\$17.38	\$35.63	\$43.44
	Auditorium (Small)	\$15.64	\$32.06	\$39.10
	Auditorium (Large)	\$29.54	\$60.55	\$73.85
	Specialty Room	\$5.22	\$10.69	\$13.03
	Pool (Beverly / Sunny View)	\$95.21	\$95.21	\$95.21
School Break Monday to Friday excluding holidays, 8 a.m. to 5 p.m.	Classroom	\$2.61	\$5.34	\$6.52
	Cafeteria (Small)	\$18.25	\$37.40	\$45.61
	Cafeteria (Large)	\$35.19	\$72.14	\$87.97
	Single Gym / Gen. Purpose Rm.	\$8.69	\$17.81	\$21.72
	Double Gym	\$17.38	\$35.63	\$43.44
	Auditorium (Small)	\$15.64	\$32.06	\$39.10
	Auditorium (Large)	\$29.54	\$60.55	\$73.85
	Specialty Room	\$5.22	\$10.69	\$13.03
	Pool (Beverly / Sunny View)	\$95.21	\$95.21	\$95.21
Saturday 8 a.m. to 6 p.m.	Classroom	\$7.39	\$15.14	\$18.46
	Cafeteria (Small)	\$29.54	\$60.55	\$73.85
	Cafeteria (Large)	\$42.57	\$87.28	\$106.43
	Single Gym / Gen. Purpose Rm.	\$13.03	\$26.71	\$32.58
	Double Gym	\$26.07	\$53.43	\$65.16
	Auditorium (Small)	\$23.89	\$48.98	\$59.73
	Auditorium (Large)	\$34.75	\$71.24	\$86.88
	Specialty Room	\$14.33	\$29.38	\$35.84
	Pool (Beverly / Sunny View)	\$95.21	\$95.21	\$95.21
Sunday & Holiday 8 a.m. to 3 p.m.	Classroom	\$9.99	\$20.48	\$24.98
	Cafeteria (Small)	\$37.80	\$77.47	\$94.49
	Cafeteria (Large)	\$50.83	\$104.20	\$127.07
	Single Gym / Gen. Purpose Rm.	\$29.97	\$61.45	\$74.94
	Double Gym	\$42.57	\$87.28	\$106.43
	Auditorium (Small)	\$33.02	\$67.68	\$82.54
	Auditorium (Large)	\$44.74	\$91.73	\$111.86
	Specialty Room	\$19.55	\$40.07	\$48.87
	Pool (Beverly / Sunny View)	\$95.21	\$95.21	\$95.21
Outdoor Fields Effective January 2017	Ball Diamond/Court	\$2.17	\$4.46	\$5.43
	Field	\$7.39	\$15.14	\$18.46
	Field - Artificial Turf (Small)	\$15.64	\$32.06	\$39.10
	Field - Artificial Turf (Medium)	\$31.28	\$64.12	\$78.20
	Field - Artificial Turf (Premium)	\$128.25	\$156.39	\$156.39

Toronto District School Board/**Toronto Lands Corporation, Pool Permit Fee Categories.**
Revised August 28, 2012
Effective September 1, 2013

Type of Facility	<u>HOURS OF OPERATION FOR POOL PERMIT HOLDERS</u>				
	School Year (September to June): Mon – Fri 6:30 a.m. to 8:00 am School Year (September to June): Mon – Fri 4:30 p.m. to 10:00 p.m. Summer (July & August): Mon – Fri 8 a.m. to 5 p.m. <u>Weekend Hours All Seasons:</u> Saturday: 8 a.m. to 6 p.m. Sunday: 8 a.m. to 3 p.m.				
	<u>Prime-Hours</u> School Year: (September to June) Mon – Fri 4:30 p.m. to 8:00 p.m.	<u>Prime-Hours</u> Summer: Mon – Fri 8 a.m. to 5 p.m.	<u>Prime Hours</u> Weekend Hours – All Seasons: Saturday: 8 a.m. to 6 p.m. and Sunday: 8 a.m. to 3 p.m.	<u>Non- Prime Hours</u> School Year: September to June Mon – Fri 8:00 p.m. to 10:00 p.m.	<u>Non- Prime Hours</u> School Year: September to June and Summer: July and August Mon – Sun 6:30 a.m. to 8:00 a.m.
All 31 TDSB/TLC Pools	\$60.00 / hr	\$60.00 / hr	\$60.00 / hr	\$55.00 / hr	\$55.00 / hr
Caretaking Services (if applicable) <u>FEES:</u> <i>For all over-time caretaking fees please refer to TDSB Revised Over-time Caretak- ing Rates as of September 2016</i>	No caretaking charges eve- nings 4:30 p.m. to 10:00 p.m. Monday – Friday	Caretaking charges apply Monday – Friday after 5 p.m.	<u>Saturday:</u> Caretaking charges apply after 6 p.m. <u>Sunday:</u> Caretaking charges apply after 3 p.m.	No caretaking charges evenings 4:30 p.m. to 10:00 p.m. Monday – Friday	Caretaking charges apply for all early morning swims prior to 7a.m., in addition to a 45 min set – up fee.
Administration Fee	Application Fee: \$20.00 + HST Permit Change/Alteration Fee: \$25.00 + HST				
Liability Insurance	User Group Insurance can be purchased for groups that do not carry their own liability insurance. A one-time *seasonal fee of \$173.30. *Season 1 = School Year (September to June) and Season 2 = Summer (July and August)				