

Toronto District School Board

Operational Procedure PR666

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

Adopted: May 24, 2006

Revised: November 4, 2009, December 12, 2012, **February 12, 2013**

Reviewed:

Authorization: Board

1.0 OBJECTIVE

To provide a process for providing access to Board facilities when not being used for Board-sponsored activities

2.0 DEFINITIONS

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

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.

3.0 RESPONSIBILITY

Chief Facilities Officer

4.0 PROCEDURES

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4.1 Permitting the Use of School Facilities

In accordance with policy P011, the Board is committed to providing all of its communities with reasonable access to schools when facilities are not being used for regular school activities.

In order to ensure that communities have fair and equitable access, groups seeking the use of school facilities must first obtain a permit. Permits will be issued depending upon the availability of space and caretaking staff and/or other Board approved personnel. Fees will be charged according to an established schedule (see policy P011: Community Use of Board Facilities (Permits)).

- (a) Permit time after 6 p.m. weekdays, during the weekends, school breaks and summer time is scheduled by the Facility Services Permit unit (FSPU) in compliance with the policy and fee structure approved by the Board.
- (b) Permitting Board facilities outside of the regular school day shall be determined by the FSPU, which has the right of refusal, if appropriate and in accordance with Board policies and procedures. In the event of any unusual circumstances or requirements associated with the permit, the school principal or designate will be consulted.
- (c) Schools have priority for the use of space during the school year, during the evenings and weekends for school student related activities. In the event of a conflict with another existing permit the school administration will attempt to

arrange an accommodation with the permit holder and will provide written notification to the FSPU.

- (d) School administrators shall not unreasonably deny access to the community for after-hours use of their schools, or for other Board programs such as Continuing Education.
 - (i) Block booking of school spaces to restrict community use is not permitted. Requests for permits must clearly identify the purpose of the school activity/event. If the school activity is not specified, the permit request will be rejected.
- (e) Timelines for submission of school requests and community use applications for permits must be adhered to.
- (f) Schools that require a school-sponsored weekend permit for a special event, such as a school anniversary, are encouraged to submit their on-line requests a minimum of three months in advance.
- (g) For school-sponsored activities taking place on weekends, e.g. school anniversary/tournament, a total of 16 hours of custodial service per school year shall be provided at no cost to the school.
- (h) Organizations that have held permits for one or more years at a particular facility may be given first priority for the permit provided that the administrative procedures (sections 4.3 to 4.9) are followed.
 - (i) Renewal applications for community permits (seasonal) for indoor facilities will be processed based on availability. Consultation/signatures of the principal and head caretaker will not be required.
 - (ii) Renewal applications for community permits (seasonal) for outdoor facilities such as sports fields will be processed based on availability (school use and maintenance schedules). Applications for permits do not require the signatures of the principal and head caretaker.
- (i) Summer permits are scheduled by the co-ordinator of Facility Services Permitting or designate in consultation with Facility Services Operations and Design and Construction. Applications for permits do not require the signature of the principal and head caretaker.
- (j) New requests for school year seasonal activities will be scheduled by the FSPU and processed in consultation with the school principal and head caretaker.
- (k) New requests for sports field activities during the outdoor season will be scheduled by the FSPU and processed in consultation with the school principal and head caretaker.
- (l) Applications for one-time special events with a large attendance (200 or more people) will be scheduled by the FSPU and processed in consultation with the school principal and head caretaker (section 4.6).

- (m) Permitted use of specialty rooms may be granted in consultation with the School Principal based on health, safety and security criteria for allowing access.
- (n) When a representative of another level of government (city councillor, MPP, MP) requests a permit, the FSPU will notify the school principal and local trustee, whenever possible.
- (o) The principal will notify the Communications Department and the Facility Services Permit unit when aware of media coverage at community events.

4.2 Accessing and Using School Facilities

- (a) Schools that have a custodial staff complement equal to or greater than 2.0 may be accessible for permitted use from Monday to Friday, 6 p.m. until 10 p.m., on those days that regular day school is in operation.
- (b) Schools that have a custodial staff complement of 1.75 may be accessible for permitted use from Monday to Friday, 6 p.m. until 8 p.m., on those days that regular day school is in operation. Exceptions in consultation with the operations family team leader.
- (c) Schools that have a custodial staff complement equal to or less than 1.57 are not available for community permitted use.
- (d) Where special school events, school council and trustee ward council meetings are scheduled during the evenings, Monday through Friday, custodial coverage will be provided for such events.
- (e) Administration centre meeting rooms are available for Board staff/department meetings. Bookings for meeting rooms are scheduled by the Board's SAP administrators.
- (f) Community use of Board facilities during the summer or other school breaks will be restricted during those times when planned maintenance projects prevent the safe use of the facility.
- (g) Permits will not be granted for community use of school facilities during the two weeks prior to school closing in June, two weeks prior to school commencing in September and during the first week of school in September, unless otherwise approved by the general manager of Facility Services, or designate.
- (h) Due to operational requirements to reschedule caretaking staff from the afternoon shift to day shift, elementary schools are not available for permit use in the evenings during the summer. Permit use of secondary schools in the evenings during the summer will be limited, subject to the availability of caretaking staff, and will require prior approval by the general manager of Facility Services, or designate.
- (i) Unless authorized by the general manager of Facility Services, or designate, permits will not be granted for the use of school facilities on statutory holidays.

- (j) The outdoor season commences mid-May and ends mid-October. Groups/organizations requiring school sports fields for organized sport activities must first obtain a permit. Availability of school sports fields is based on school use and maintenance schedules.
- (k) Administrative procedures will ensure that:
 - Facilities are maintained as safe and secure learning environments.
 - Permit holders use Board facilities in a responsible and respectful manner.
 - An adequate number of custodial staff are to be on duty per defined numbers of attendees at a permitted function.
 - All applicable regulations of the municipal, provincial and federal laws and Board policies and procedures are adhered to.

4.2.I Accessing and Using School Pools (Applies to pools managed for the TDSB by the Toronto Lands Corporation)

- (i) Pools in schools may be accessible for permitted use during the following hours:
 - Monday to Friday, from 4:30 p.m. until 10 p.m., on those days that regular school is in operation, with the approval of the school principal;
 - Saturday from 8:00 a.m. to 6 p.m. and Sunday from 8 a.m. to 3 p.m.
- (ii) Permit time during the weekdays, and permit time on weekends, school breaks and during the summer is scheduled by the Facility Services Permit Unit (FSPU) in compliance with Policy P.011 'Community Use of Board Facilities (Permits)' and fee structure approved by the Board.

4.2.II Pool Fees (Applies to pools managed for the TDSB by the Toronto Lands Corporation)

1. A charge to all pool permits of \$60.00 per hour will be applicable, Monday to Friday, from 4:30 p.m. until 8 p.m., on those days that regular school is in operation.
2. A charge of \$55.00 per hour will be applicable on all pool permits, Monday to Friday, from 8 p.m. until 10 p.m., on those days that regular school is in operation.
3. A charge of \$55.00 per hour will be applicable on all early morning swim permits Monday to Sunday, from 6:30 a.m. until 8 a.m., on those days that regular school is in operation and during the summer.
4. A charge to all pool permits of \$60.00 per hour will be applicable on all pool permits, Saturday 8 a.m. – 6 p.m., and Sunday 8 a.m. – 3 p.m.

- (i) All Saturday permit bookings that extend beyond 6 p.m. will be charged caretaking overtime on an hourly basis including any applicable additional clean up time required at the end of the permit.
 - (ii) All Sunday permit bookings that extend beyond 3 p.m. will be charged caretaking overtime on an hourly basis including any applicable additional clean up time required at the end of the permit.”
5. That the current charge of \$50.00 per hour for community use of Board facilities (Permits) remain applicable to the six school pools that have minimal to no usage, for a period of one further year (to August 31, 2014) (pools outlined below).

School Name
Carleton Village Jr PS
Downsview SS
George Harvey CI
Kensington Community School
Queen Alexandra Sr PS
Westview Centennial SS

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

<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.					
Type of Facility	<u>Prime-Hours</u>	<u>Prime-Hours</u>	<u>Prime Hours</u>	<u>Non- Prime Hours</u>	<u>Non- Prime Hours</u>
	School Year: (September to June) Mon – Fri 4:30 p.m. to 8:00 p.m.	Summer: Mon – Fri 8 a.m. to 5 p.m.	Weekend Hours – All Seasons: Saturday: 8 a.m. to 6 p.m. and Sunday: 8 a.m. to 3 p.m.	School Year: September to June Mon – Fri 8:00 p.m. to 10:00 p.m.	School Year: September to June and Summer: July and August Mon – Sun 6:30 a.m. to 8:00 a.m.

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Community Use of Board Facilities (Permits)

All 31 TDSB/TLC Pools	\$60.00 / hr	\$60.00 / hr	\$60.00 / hr	\$55.00 / hr	\$55.00 / hr
Caretaking Services (if applicable) FEES: <i>For all over-time caretaking fees please refer to TDSB Revised Over-time Caretaking Rates as of September 2012</i>	No caretaking charges evenings 4:30 p.m. to 10:00 p.m. Monday – Friday	Caretaking charges apply Monday – Friday after 5 p.m.	Saturday: Caretaking charges apply after 6 p.m. Sunday: 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)				

4.2 IV Definitions:

Pool Prime-Hours:

- 4:30 p.m. – 8:00 p.m., Monday – Friday (September – June)

Pool Non-Prime Hours:

- 8:00 p.m. – 10:00 p.m. Monday – Friday (September – June)

Weekend Prime Hours:

- Saturday: 8:00 a.m. – 6:00 p.m. (September – August)
- Sunday: 8:00 a.m. – 3:00 p.m. (September – August)

In general, schools are closed to permits during the following times:

Schools Closed: 1.5 weeks - Beginning of September
 2 weeks - Christmas Breaks
 1 week - March Break
 2 weeks - End of June
 1.5 weeks - End of August

Note:

School pools are closed to permits for a total of eight (8) weeks throughout the calendar year, unless otherwise approved by the Chief Facilities Officer, or designate.

4.3 Processing Permit Applications

Permit applications are processed on a first-come, first-served basis, from the date of receipt in the Facility Services Permit unit (FSPU). In the event that several community applications are received on the same date priority will be given to applicants in the following descending order of classification and to City of Toronto residents. When permit applications fall within the same classification, the Board will base its decision on past experience, the changing needs of the school community and the principal's recommendation. Every reasonable effort will be made to accommodate all groups within the Board's ability to do so.

1. Approved community children/youth (age 0 to 18 years) with at least 75% of membership residing within a school community
2. Approved community seniors (age 60 years +) with at least 75% of membership residing within a school community
3. Approved community adults (age 19 to 59 years) with at least 75% of membership residing within a school community
4. Other approved non-profit groups with at least 90% of membership residing in the City of Toronto
5. Other approved groups

4.4 Operating Dates for Permits

Permits may be granted for the use of eligible school facilities throughout the calendar year.

Unless otherwise approved by the general manager of Facility Services, or designate, and except for existing agreements with the City of Toronto, no permits will be issued for:

- Statutory holidays
- Christmas Break (including Christmas Day, Boxing Day, and new Year's Day)
- March Break
- Easter Monday
- the two weeks prior to school closing in June
- the two weeks prior to school commencing in September
- during the first week of school in September

4.5 Approval and/or Cancellation of Permits

Permit time after 6 p.m. weekdays, during the weekends, school breaks and summer time are scheduled by the FSPU in compliance with the permit policy.

- (a) Applicants eligibility is reviewed by permit administrators and applications for permits are approved based on supporting documentation provided by the applicant as follows:
- Community not-for-profit groups are required to submit a current list of names, telephone numbers, postal codes, and age of participants in order for the FSPU to determine the category of the permit group and the fees to be charged. (Note: Youth will be required to provide their home school name and seniors may be requested to provide confirmation of age).
 - Other groups/organizations are required to provide their license number along with a copy of their registered status, a constitution, by-laws and/or letters patent (Note: the TDSB reserves the right to request an annual audited financial statement of account).
- (b) Permit privileges may be withdrawn for violations including any of the following examples:
- The consumption of alcoholic beverages is strictly prohibited at all times in all Board facilities.
 - Smoking is prohibited in all Board operated buildings and on Board property.
 - No open flames or smoke emitting substances are to be burned in or around school facilities.
 - Gambling is prohibited.
 - Weapons of any kind are prohibited.
 - The Board shall not store equipment or supplies owned by outside agencies, persons, or groups.
 - Only non-marking rubber soled shoes shall be worn in gymnasiums for sports activities.
 - Only approved sports equipment will be allowed for use in gymnasiums. These include indoor soccer balls, plastic blades for floor hockey and a non-marking floor hockey ball.
 - Damage to school facilities.
- (c) Violation of the rules and regulations governing the use of school/Board facilities may result in cancellation of permit privileges.

4.6 Special Event Permits

Applications for one-time special events with a large attendance (200 or more people) such as tournaments using gymnasiums facilities, performances using

auditoriums and/or meetings in spaces such as a cafeteria, will be scheduled by the FSPU and processed in consultation with the school principal and head caretaker.

- (a) The FSPU will make arrangements for a permit tech specialist and/or sound and lighting crew for events requiring these services.
- (b) The FSPU will ensure that arrangements have been made for security personnel and/or pay-duty police to be on duty based on:
 - the type of event
 - number of people in attendance
 - sale of tickets
 - type of advertisement, e.g. flyers, web site, media

4.7 School Permit Requests

Annually, principals are requested to submit on-line requests to reserve specific dates for meetings/special events during non-instructional hours for the following school year by June 1. The reserved dates automatically appear on all subsequent community permits as deletions. This ensures that the school requests receive priority and reduces the number of cancellations and reprocessing of permits.

Note: For issuance of special permits to parent groups during a labour disruption, please see Appendix A.

4.8 Cancellation of Permits by School Principals

From time to time, principals may require the use of school facilities during times that have been allocated to permit holders. In such cases the following guidelines are to be observed:

- (a) Permit holders must be given sufficient notice of cancellation in order to inform participants in their programs. It is the responsibility of the principal or designate to communicate cancellations to all permit holders or attempt to arrange an accommodation with the permit holder and provide written notification to the FSPU.
- (b) Upon receipt of the school on-line request, a school permit will be confirmed on-line and community use permit contract(s) will be amended and a revised permit contract will be issued to confirm the cancelled dates and adjustments to their accounts.

Note: If the above procedure is not followed, it may not be possible to grant the school permit request.

4.9 Timelines for Permit Applications and Processing¹

(a) School Year (September to June)²

June 1: Principal/school requests for the school term September to June are to be submitted on-line.

June 1: Community renewals for the school term September to June are to be received in the Facility Services Permit unit.³

Upon receipt: Other/new applications are date stamped and scheduled by the Permit unit based on availability (consultation with the principal and head caretaker is required).

(b) Summer (July and August)⁴

Summer permits are scheduled by the co-ordinator of Facility Services Permitting or designate in consultation with Facility Services Operations and Design and Construction.

June 1: Principal/school requests for the school term September to June are to be submitted on-line.

January 31 A proposed schedule of major and minor construction projects requiring permit restrictions in schools during the summer is prepared by the Facility Services Design and Construction Division and submitted to the FSPU.

January 31 A list of schools from facility services family team leaders identifying schools that are unavailable during the summer due to staffing.

¹ Community applications received after the permit application deadlines are considered ineligible and will not be considered until all eligible permit applications are reviewed and processed. Applications for permits received during peak load times such as September will experience a delay in the start time of the permit activity.

² All school requests and community use requests for the following school term September to June are processed beginning with requests from school principals.

³ If a group/organization is to be denied the opportunity to renew their permit privileges for indoor facilities during the school year, the Principal is to provide written notification to the FSPU, by e-mail, permits@tdsb.on.ca prior to June

¹st.

⁴ Note: Summer permit activity is to end two weeks prior to school commencing in September (reference 3.2).

- In general, caretaking charges will apply if summer programs operate beyond the regular caretaking shift and the approved scheduled times outlined in the Permit Fee Structure.
- There is to be no permit activity during the evening in elementary schools and limited permit activity in Secondary Schools since caretaking staff will be greatly reduced due to vacations. Exceptions are approved as needed and dependent upon the availability of staffing. Additional charges will be applied appropriately.
- Closed/leased schools are not usually available for permit. Exceptions to be approved by Facility Services Real Estate.
- A number of school pools are permitted by the City – times of use are based on the Letter of Understanding between the TDSB and the City and availability is based on scheduled construction projects.
- Parks and Recreation summer programs operate in exclusive use spaces (leased spaces) based on the terms and conditions of their lease agreement with the TDSB.

- February 15 A list of schools unavailable during the summer due to maintenance projects and staffing that will restrict permitted use will be distributed to stakeholders such as Continuing Education, the City of Toronto, Parks and Recreation Department, and to family team leaders.
- March 1 All applications for summer programs must be received in the Facility Services Permit unit. Requests will be processed based on availability and on the following priority of use:
- Board Continuing Education/Departments
 - City of Toronto, Parks and Recreation - Renewals
 - Community groups/organizations – renewals
 - Other approved groups/organizations
- April 1 A draft schedule summarizing summer permit activity will be distributed to facility services family team leaders.
- April 30 The process for scheduling and permitting school facilities for the summer will be completed. Permits will be confirmed and issued to clients.

(c) Outdoor Season¹

Permits for the use of school sports fields and diamonds will be granted, if available (based on school use and maintenance schedules), under the following conditions and subject to the terms of section 4.3.

- Renewal requests received in the FSPU by January 31 will receive first priority for their outdoor season sports activities.² All other requests will be processed on a first come first serve basis.
- The use of sports fields and diamonds shall be allowed only from the middle of May to the middle of October, inclusive. Exceptions may be made to accommodate the community football season in consultation with the school principal.
- Weekday permits shall commence no earlier than 6 p.m.
- Weekend permits shall commence no earlier than 10 a.m.
- Permits for the use of lighted ball diamonds shall end no later than 10 p.m.

¹ A list of school fields unavailable for permit activity due to maintenance projects will be posted on the TDSB public website.

² If a group/organization is to be denied the opportunity to renew their permit privileges, for outdoor sports fields during the outdoor season, the Principal is to provide written notification to the FSPU, by e-mail, prior to January 31st.

4.10 Alcohol

Drinking alcohol in school buildings and on school grounds is prohibited. Permission will not be granted for community use clients, tenants in operating buildings and or business partners to serve alcohol; however,

Alcohol may be served on Board premises for **school-sponsored events only** and are subject to the following criteria (reference Policy P011, section 4.5):

- The school principal or Board designate is the person in authority and on site during the time of the event;
- There are no minors present;
- There is a licensed bartender on site;
- A permit has been obtained from the LCBO and accompanies the Board's permit application;
- Adequate supervision and security staffing is available to the satisfaction of the Director, or designate;
- The Director, or designate, may impose other conditions as deemed appropriate

4.11 Child Care Tenants

Child care operators, including “before and after school programs”, must be licensed by the Province's Ministry of Children and Youth Services with an executed lease from the Facility Services' Real Estate division.

- (a) Permits are not required during Board designated holidays such as: Winter and March breaks, Easter Monday and summer holidays (July/August) for the use of leased space during regular daycare operating hours.
- (b) Permits are required and permit fees do not apply for:
 - The use of leased space after 6 p.m. (i.e., child care staff meetings, year-end activities), and
 - The use of the school staff room for Board of Directors' meetings
- (c) Permits are required and permit fees do apply for the use of school space that is not included in the lease (e.g., gym, lunchroom, extra classrooms).

4.12 Ontario Early Years Centres

The following steps have been developed to provide guidance for Ontario Early Years Centres, their satellite programs and school administrators in planning partnership programs for schools. Please note that it is important that permits for all early years programs are provided to enable tracking for program support and caretaking allocation.

- (a) Any partner or Principal requesting a partnership program should consult with the Early Years Manager, to determine whether a lease or permit is required and if permit fees apply. For all programs initiated by Ontario Early Years Centres and their satellite programs, the guidelines below will be followed:
- (i) Daytime and Evening programs (during school hours up to 6 p.m. and after 6 p.m. when school is operating and a regular caretaker is on duty):
- Permit applications will be completed by the agency providing the program, signed by the principal with a notation confirming “**Approved Early Years Partnership**”, and submitted to the Permit unit for final processing (**no permit fees apply**). A copy should be forwarded from the Permit unit to the Early Years Manager.
- (ii) All programs operating outside the regular school day (after 6:00pm when a regular caretaker is not on duty as well as PA days, weekends and school holidays):
- Permit applications will be completed by the agency providing the program, signed by the school principal and submitted to the Permit unit for approval and final processing (**permit fees will apply**). A copy should be forwarded from the Permit unit to the Early Years Manager.
- (b) New permit applications will be reviewed based on the following criteria:
- Does the proposal reflect the Toronto District School Board Early Years Policy and Early Years Partnership Guiding Principles?
 - Does the proposal add to the breadth and depth of programs within a community rather than duplicating services that already exist?
 - Does the proposal meet an identified need in an under-served area and, where applicable, has the possibility of locating a TDSB Parenting and Family Literacy Centre in the area been explored?
 - Is the school able to provide the space required and will the space be shared or designated specifically for the program?
 - What are the hours of the program and will it run during or outside the school day?
 - What are the safety and liability issues, and how have they been addressed? (Note: A copy of the agency’s liability insurance certificate, naming the Toronto District School Board as “additional insured”, must accompany the application for permit with a minimum coverage of \$2M)
- (c) Prior to submitting the permit application to the FSPU, roles and responsibilities regarding partners will be defined and the agency sponsoring

the program must ensure Criminal Reference Checks have been carried out for their staff.

4.13 Elections

Provincially funded institutions are to make premises available for the purpose of polling stations during the time of Municipal and Provincial elections free of charge. However, Elections Canada pay for the use of school spaces based on the number of polling stations. The cost per polling station is determined by Elections Canada. Caretaking services charges to open, maintain and secure the building apply when a regular caretaker is not on duty. A \$500 deposit per school site is required. Payment is made directly to the FSPU based on the Memorandum of Understanding between Elections Canada and the Toronto District School Board.

For Municipal, Provincial and Federal elections, if the requested number of tables and chairs are not available at the school, it is responsibility of the Returning Officer or designate to order the furniture required, make the necessary arrangements for delivery and pickup and ensure that payment is made directly to the vendor.

An application for permit is required for each site requested and is to be received no less than fourteen days prior to the polling day. Permits will be issued upon receipt of the application for permit signed by the Principal and Head Caretaker.

- The requested facility will be assigned and the permit cannot be relocated.
- It is preferable that Polling Stations be wheelchair accessible.
- All Permits must include access to washrooms and a phone at all times.

4.14 Liability Insurance

All groups who are granted a Permit to use TDSB facilities must have liability insurance naming the TDSB as “additional insured”. A copy of the Insurance Certificate is to be submitted upon receipt of the “tentative permit”.

Groups that do not carry liability insurance have the opportunity to purchase liability insurance at a reasonable cost through the TDSB Blanket Insurance based on the User Group Policy and Rating Schedule provided by All Sport Insurance Marketing Limited. The cost of the liability insurance is added to the Permit Rental Contract.

4.15 Parking

(a) Permit Holders

Vehicle parking space for permit holders is available on a space available basis, but cannot be guaranteed. In some locations parking charges may apply. Fire routes and pedestrian walkways must be kept clear at all times. Vehicles may only be parked in approved parking lots. It is not permissible to park vehicles in school play yards.

- Overnight parking is not allowed except by special permit. Applications for permits are to be signed by the Principal and Head Caretaker and submitted to the FSPU.
- Parking lots in closed/leased sites are the responsibility of the Real Estate Division.
- Parking of School Buses on School Property Overnight:

(b) Special Arrangement

Due to a special arrangement between Business Services and four transportation companies (Stock, Cardinal, Laidlaw and McCluskey), permission has been granted to park school buses overnight on school parking areas designated by the Principal/Head Caretaker at no charge.

- An "application for permit" form, however, is to be completed by the Driver/Contractor. This application form needs to be signed by the Principal and Head Caretaker and then submitted to the FSPU. Upon receipt of this form, the FSPU will provide the applicant with a Permit which includes guidelines pertaining to overnight parking.
- The Driver/Contractor must include on the application for permit the name of the TDSB school(s) that are serviced by the Bus License Number that requires a parking space on TDSB school property.

4.16 School Days Before 6 p.m.

Programs operating during school time up to 6 p.m. are at the discretion of the school principal and superintendent of education.

The school principal and superintendent of education should not introduce new programs between 4 p.m. and 6 p.m. that would displace Continuing Education and/or other Board programs, i.e. IL-E classes, Adult ESL, from their school.

Three Possible Scenarios

1. *School extra-curricular activities*: Where the principal has a staff member assigned to be with a group of volunteers to provide programs that benefit the students of the school such as: recreation/leisure and/or tutorial programs, a Permit is not required and liability insurance is covered under the TDSB insurance coverage.
2. *Permit required (no permit fees)*: Where the Principal invites or agrees to partner with an agency/organization to provide programs that will benefit the students of the school, the Principal/designate is the person in authority.
 - The Site Principal requests the partner to complete and submit an application for permit to the Permit unit. The Site Principal will confirm the partnership by email to the Permit unit.

- A Permit will then be issued in the name of the agency/organization to ensure that there is a record of the agency/organization and program.
 - There is no cost or a minimal cost to the students.
 - *\$2M in liability insurance is to be provided by the agency/organization.
3. *Permit required (permit fees apply):* When an agency/organization operating a non-partnered program requests accommodation, the principal will confirm that the program will benefit the students of the school and confirm space availability.
- The site principal advises the agency/organization to complete an application for permit and submit to the Permit unit.
 - The site principal will advise the Permit unit by email that the non-partnered program is approved and the space allocated for the program (e.g. gym).
 - A permit will then be issued in the name of the agency/organization. Permit fees will apply based on the category of the service provider (e.g. for-profit vs not-for-profit), operated by paid staff vs volunteers and the cost to the students.
 - *\$2M in liability insurance is to be provided by the agency/organization.

Summary

In all three scenarios, if the proposed program is being offered to participants who are not students of the school, the superintendent of education should be consulted.

The key to operating these programs prior to 6 p.m. at no charge is that a partnership has been established with the local/school principal to benefit the students at the school.

*Groups that do not carry liability insurance have the opportunity to purchase liability insurance at a reasonable cost through the TDSB User Group Program.

Requirements

For all three scenarios:

- (a) The volunteers/employees of the permit holder are considered to be “service providers” and will require criminal background checks CBCs in accordance with O. Reg. 521/01, Collection of Personal Information.
- (b) The site principal is to notify the parents of the status of after four programs:
school-related (principal responsible)
non-profit community group (person responsible)

for-profit operation (person owning/managing).

For scenarios 2 and 3, before a permit is issued, principals/permit holders will be required to provide proof of CBCs and in subsequent years a declaration to the Facility Services' Permit unit. Registered agencies/organizations may provide a letter naming the volunteers/employees and confirming that CBCs have been completed.

When permits are confirmed and issued, the “conditions of use” will clearly state that:

- (a) The volunteers/employees of the permit holder are considered to be “service providers” and, in accordance with O. Reg. 521, have provided proof of CRCs.
- (b) Misconduct by students must be reported to the site principal and violent student behaviours must be reported immediately to the Police Services.
- (c) Permit holders are to meet with the school principal to sign off on the fire safety plan for the site confirming that they know all exit locations, alarm boxes, extinguishers, etc.

5.0 APPENDIX

Appendix A: Permit Fees for Parent Groups Supporting Extra-Curricular Activities During Labour Disruption

6.0 REFERENCE DOCUMENTS

Policy P011: Community Use of Board Facilities (Permits)

O. Reg. 521/01, Collection of Personal Information (*Education Act*)

**PERMIT FEES FOR PARENT GROUPS SUPPORTING EXTRA-CURRICULAR
ACTIVITIES DURING LABOUR DISRUPTION**

The application criteria for the issuance of a special permit to a parent group to run existing activities (normally under the guidance of school staff) during labour disruption are as follows:

- Extra-curricular events that are organized by parent groups are subject to consultation with OSBIE on a case-by-case basis. Proof of OSBIE User Group Insurance must be undertaken unless there is confirmation from another source of coverage.
- The Principal hosting the extra-curricular activity at his/her school must sign off on the special permit application, to confirm that this event/activity would have been conducted by school staff, if there was no labour action.
- If available, a previous permit number for the same activity within the last two school years should be referenced by the Principal that is signing off the activity.
- Parents should complete and pass a police reference check in accordance with O. Reg. 521/01 *Collection of Personal Information* outlined in the Volunteer and Police Checks document.

N.B. In cases when a special permit fee waiver is granted, the waiver does not include access and use of school equipment, school banners, school colors, logo and uniforms.