APPENDIX A: OPERATIONAL PROCEDURES

A. PERMIT TYPES

i. Permit Type I:

This type of facility use is intended for occasional use by the TCDSB and/or a school community during school days between the hours of 7:00am and 6:00pm. A permit may be required for use of the facility by the school principal in consideration of the following:

(1) The experience of facility use and relations with schools staff by the requesting group. Any group that consistently demonstrates positive experience in the use of a school facility and applies for by June 15 for continued use in September of the following school year will be given first priority. Due consideration will be given to new groups applying for a permit.

(2) After consideration of (1), permits will be considered on the timing of the application.

(3) Age appropriate ties to the existing student population will be strongly considered, (i.e. elementary school use for elementary-aged clients).

(4) Local groups operating within the school community will be given priority.

(5) The space requested is available and appropriate for the intended use.

(6) Assessment of available space in schools as determined by staff needs, including staff planning/preparation and extracurricular activities.

(7) Requests to use Auditoriums/Specially Designed Areas require the permit applicant to make an appointment with the school principal for the purpose of reviewing the space requested and discussing the intended use and all local arrangements, including payment for use of specialized school equipment pending approval by the school principal.

(8) The impact of the proposed activity on the facility, including potential deterioration of the building.

(9) Demonstrated respect by the facility user/permit holder for caretakers working in the capacity of permit supervisor. Groups who have had previous complaints about their conduct and have failed to take corrective action may be denied the use of the facility/ permit.

ii. Permit Type II:

This type of permit is intended for occasional or continuing use after 6:00 p.m. on school days, and during non-school days and is processed centrally by the Community Use of Schools Department.

B. PRIORITIES FOR APPROVING PERMITS

Permit applications are processed on a first-come, first-served basis, from the date of receipt in the Community Use of Schools Dept. Permits may be issued to any organization or individual on the following priority basis:

(1) Toronto Catholic District School Board schools, Trustees, and related departments.
(2) Catholic Church Organizations;
(3) City of Toronto Parks, Forestry and Recreation programs;
(4) Registered Charities and Not-for-Profit groups, holding a valid Letters Patent, as funded by the Ministry of Education;
(5) Community groups and youth groups not included in #4. above;
(6) Post-secondary teacher education institutions;
(7) Other groups/Commercial Entities

C. FACILITIES AVAILABLE FOR PERMIT

Facilities typically available for permit include:

(1) General/Multi- purpose room;
(2) Gymnasium;
(3) Playing fields (for any weekend permit of longer than 3 hours, the permit holder must pay fees for a caretaker to provide access to washroom facilities inside the building);
(4) Parking areas;
(5) Access to washrooms;
(6) Classrooms (requiring prior approval by principal); and
(7) Library Resource rooms (requiring prior approval by principal).

D. PERMIT CATEGORIES

Permits are divided into three (3) categories:

CATEGORY A- Permits provided at no cost

The use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, to a maximum of 3 hours per use and education activities approved by the Director of Education.

CATEGORY B – Permits provided at reduced costs

The use of facilities for registered charitable organizations and B1 - Not-For-Profit groups as funded by Community Use of Schools grant provided by the Ministry of Education.

CATEGORY C – Permits provided at full cost

The use of facilities by all other groups, including adult groups and organizations of Commercial Enterprise.

E. PERMIT-TYPE II FACILITY USAGE FEES

Facility Usage Fees applicable to Permit Type II are charged as per the current rate structure. Requests for filming and special event permits are negotiated by the Community Use of Schools Department. Trustees will receive notice of any film production or Toronto Police Service permits in their wards.

(1) Permits issued for polling stations shall be at the rates established by municipal, provincial or federal election authorities (actual costs incurred by the school may be recovered upon request to the Community Use of Schools Department).

(2) Costs for the use of school equipment are to be approved by and arranged directly with the school principal and paid for directly to the school, in advance, using a secure method of payment upon confirmation of the permit. Where equipment use requires an A/V technician, this technician will be paid for by the permit holder as arranged through the school. Equipment is to be left in the condition in which it was received.

(3) The estimated cost of the permit will be clearly shown on the confirmation sheet that the permit holder receives.

F. PERMIT SUPERVISON AND CLEANER FEES

Permit Supervision and Cleaner Fees are subject to the current rate structure, and are subject to HST number 107-694-119 RT001.

(1) The minimum charge is for 3 hours when a CUPE 1280 member has to be called in to cover the permit over and above the regular work week.

(2) Groups larger than 200 persons must pay for an additional permit supervisor(s).

(3) Permit supervision rates will not be charged for:

i. The celebration of the Eucharist, Catholic religious services or instruction, or education activities approved by the Director of Education;

ii. Catholic School Advisory Councils, on application through the school principal, for two fundraising events (to a maximum of ~~20~~35 hours) to be held at the school and supervised by the school principal.

G. PERMIT PROCESSING FEES

Permit Processing Fees are non-refundable as per the current rate structure.

Recovery of Direct Costs:

Staff members are authorized to secure from the permit holder, where appropriate, any additional costs for extra supplies that may result from a permit.

(1) Permit holder shall be responsible for all costs associated with malicious and nuisance fire alarms.

(2) The use of high performance fields identified in the Permit Rates Schedule will include a non-refundable fee of $100/season/school in addition to the flat or hourly fee.

H. PERMIT APPLICATION APPROVAL NOTIFICATION TIMELINES

School facilities will not be available on Professional Development days after 6:00 pm.

(1) September – June (All Requests)

Acceptance of applications starts June 1, or the next following business day if June 1 falls on a weekend. All applications received by July 31 will be processed, approved, where possible, and confirmed in date and priority order by August 31. Applications from non TCDSB users received after July 31 will be processed based upon the availability of appropriate facilities and times. 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 authorized by the School Principal or Community Use of Schools Department.

(2) May-August – Exterior Use of Space

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. Applications received after March 1 will be processed based upon the availability of appropriate facilities and times. The deadline for summer permit applications is April 30th.

- Permits for the use of school sports fields will be granted, if available (based on school use and maintenance schedules)
- The use of sports fields and diamonds shall be allowed only from the middle of May to the end of August, inclusive. Exceptions may be made to accommodate extensions in consultation with the school principal.

(3) July – August – Interior Use of Space

Acceptance of applications starts January 15 or second Monday in January, whichever occurs first in that year. All applications received by May 1 will be processed, approved, where possible, and confirmed in date and priority order by June 15. The deadline for summer permit applications is April 30th.

Note that school availability for summer use may be limited to allow for scheduled and/or necessary maintenance, renovations and major cleaning.

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I. CANCELLATION OF PERMITS

In the event that a permit is cancelled after confirmation due to Board related activities, Community Use of Schools Staff will make all efforts to accommodate the permit holder in alternate locations.

The following standards apply in respect of the cancellation of a permit:

(1) Once the school year has begun, displacement of an existing permit for use by the school requires two weeks' advance notice and approval from the School Principal and Superintendent of Education. Cancellation on shorter notice requires approval from the Director of Education.

(2) Permit holders cancelling theatre/auditorium bookings shall do so 10 days prior to the event to avoid paying $100 + HST penalty.

(3) Permits in Priority Schools Initiative sites will receive a warning for the first "no show" and will be cancelled on the 2nd occurrence and charged a 3 hour "call out".

(4) Due to operational requirements to reschedule caretaking staff from afternoon shift to day shift, elementary schools are not available for permit use on P.A. Days.

J. SPECIAL EVENTS PERMITS

Permit requests for one-time special events where the anticipated attendance is in excess of 200 people may require the applicant to make arrangements for licensed security personnel and/or paid duty Toronto Police Service officers. The Community Use of Schools Department will determine the aforementioned need based on the nature of the event and the anticipated number of people in attendance. Marriage related parties, showers, receptions or birthday celebrations will not be considered. In addition, alcohol consumption in school facilities and on Board property is strictly prohibited.

K. SCHOOL PERMIT REQUESTS

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 Community Use of Schools Department.

(1) 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 2 weeks prior to June 1. This ensures that the school requests receive priority and reduces the number of cancellations and reprocessing of permits.

(2) Permits will be issued to a school on a priority basis for any program-related activities occurring at the school. Block booking of school spaces to restrict community use is not permitted. In addition, from September to June inclusive, principals may reserve their

school's gymnasium for student-related activities after 6:00 p.m., one (1) weeknight each week, on an as-needed basis.

(3) 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.

(4) For school-sponsored activities taking place on weekends, e.g. school anniversary/tournament, a total of ~~20~~ 35 hours of custodial service per school year shall be provided at no cost to the school

L. ELECTIONS

TCDSB as a Provincially funded institution makes its schools available for the purpose of polling station for Municipal, Provincial and Federal elections. Elections Canada submits payment based on the number of polling stations at each location. The cost per polling station is determined by Elections Canada. Further costs and/or security requirements are based on the Memorandum of Understanding between TCDSB and Elections Canada.

Once the requested facility has been assigned and permitted the polling stations cannot be relocated.

M. SECURITY DEPOSIT AGAINST POTENTIAL DAMAGES

(1) Staff members are authorized to secure where appropriate, from the permit holder, a security deposit to indemnify the Board against potential damages that may result from a permit.

APPENDIX A: OPERATIONAL PROCEDURES

(2) Adult ball hockey is limited to facilities that have been identified by the Planning and Facilities Department as having floors suitable for that purpose.

(3) Community User groups will be required to submit a copy of their public liability insurance certificate prior to the issuance of a permit. Proof of liability insurance coverage shall be a minimum of $2 Million and the TCDSB must be named as an additional insured on the insurance certificate

(4) Letter of Credit or other suitable security deposit in the amount of $1,000.00 may be requested from permit holders obtaining a permit for tournaments.