POLICY **Building/Plant/Grounds**

SECTION:

SUB-SECTION: **Rentals/Permits**

POLICY NAME: Permits POLICY NO: B.R. 05

Date Approved: January 2007	**Date of Next Review:** March 2024	**Dates of Amendments:** May 2013, February 2014, March 2019

Cross References:

- Ministry of Education Memorandum 2006: B13 *Community Use of Schools*
- A.13 Distribution of Advertisements
- A.35 Accessibility Standards
- B.B.04 Smoke and Vapour Free Space
- H.S.03 Caretaking Deployment
- H.S.06 Permit Supervisors
- S.S.04 Access to School Premises
- S.S.09 Code of Conduct

Appendix:

- Appendix A - Operational Procedures
- Appendix B - TCDSB Permit Rules and Regulations
- Appendix C – Application for Permit

Purpose

This ~~p~~Policy affirms the TCDSB'S commitment to making its facilities available for use by schools, organizations and community groups consistent with clearly articulated operational procedures**, when facilities are not being used for regular school activities.**

Scope and Responsibility

This policy extends to all facilities operated by the TCDSB throughout the year. The Director of Education, supported by the Community Use of Schools Department, is responsible for this policy.

POLICY **Building/Plant/Grounds**

SECTION:

SUB-SECTION: **Rentals/Permits**

POLICY NAME: Permits POLICY NO: B.R. 05

Alignment with ~~MYSP~~ Multi Year Strategic Plan:
Living Our **Catholic** Values
Fostering Student Achievement and Well-Being Strengthening
Enhancing Public Confidence
Providing Stewardship of Resources
Achieving Excellence in Governance

Policy

The Toronto Catholic District School Board, as a publicly funded educational institution, shall make its facilities available to the public for use for worthwhile purposes, without infringing upon the school's educational process.

Regulations

1. Every individual or organization that enters into an agreement with the TCDSB respecting the use of a school or premises operated by the **~~b~~B**oard will comply with the standards of behaviour and safety outlined in the **~~b~~Board's** Code of Conduct.

2. School facilities made available for use on school days or non-school days by the TCDSB or community groups shall be governed by the Operational Procedures. (Appendix A)

3. Each permit holder must abide by all of the permit rules and regulations set out in the TCDSB Permit Operational Procedures (Appendix B).

4. Permits may be issued to any organization or individual on a prioritized basis, and are categorized by permit charges.

5. 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.

6. From July to August inclusive, TCDSB facilities will be made available to approved groups on a priority basis. Gymnasium facilities may not be exclusively reserved by TCDSB personnel, and will be shared with other permit holders in the same building.

7. 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 police training permits in their wards.

8. Permit Supervision and Cleaner Fees will be calculated based on the current rate structure, and are subject to HST charges. The cost of the permit will be shown on the confirmation contract.

9. Displacement of an existing permit for use of facilities by the TCDSB 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 or designate.

10. With the exception of all board-sponsored activities at TCDSB facilities, permit applicants shall provide a copy of their Third Party Liability Insurance Certificate naming the TCDSB as an Additional Insured. **An insurance certificate , proving compliance with this requirement shall be provided as a prerequisite to approving an application.**

11. In cases where there are multiple requests for the use of the same facilities, staff will make reasonable efforts to distribute the facilities equally amongst the applicants. Preference will be given to those permit groups that serve students in the immediate school community.

12. All appeals concerning permits shall be sent in writing to the Senior Coordinator of Development Services who will render a decision. In the case of a further appeal, the Associate Director ~~**of Planning and Facilities**~~ shall make the final decision.

Definitions Code of Conduct

The TCDSB Code of Conduct is consistent with the requirements set out in the Provincial Code of Conduct. The Code of Conduct establishes standards of behaviour for all members of the school community.

The standards of behaviour apply to all individuals involved in the publicly funded school system including but not limited to students, parents, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel, trustees, visitors, permit holders/third party with respect to rental of school space, co-op employers, crossing guards, bus drivers, service providers, guests and delivery personnel whether they are present on school property, on school buses, at school-related events or in other circumstances that could have an impact on the school climate.

Permit-Type 1

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 specified criteria.

POLICY Building/Plant/Grounds

SECTION:

SUB-SECTION: Rentals/Permits

POLICY NAME: Permits POLICY NO: B.R. 05

Permit –Types 2

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

Evaluation and Metrics

The effectiveness of the ~~p~~**P**olicy will be determined by measuring the following:

~~**The use of TCDSB sites will be monitored throughout the year based on**~~

1. the number of permits issued by TCDSB ~~**site**~~,
2. the revenues generated, and
3. the expenditures incurred.