

Toronto District School Board

Operational Procedure PR666

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

Adopted: May 24, 2006

~~Effected:~~ May 24, 2006

Revised: November 4, 2009;~~;~~ December 12, 2012;~~;~~ February 12, 2013; December 4, 2020

~~Reviewed:~~ November 4, 2009; December 12, 2012; February 12, 2013; December 4, 2020

Authorization: ~~Board~~Executive Council

1. RATIONALE

The Community Use of Facilities Procedure (the "Procedure") supports implementation of the Community Use of Board Facilities Policy (P011) and provides instructions on the processing of facility permits.

1.2. 1.0 — OBJECTIVE

To ~~provide outline~~ a process for providing access and use to Board facilities when not being used for Board ~~sponsored activities~~ and/or educational purposes.

2.3. 2.0 — DEFINITIONS

~~Board facilities~~ The Board is the Toronto District School Board, which is also referred to as "TDSB"

Board Facilities mean the buildings, lands and ~~lands~~premises that are owned and operated by the Board, and parts thereof.

Cannabis refers to a drug that is made from the dried leaves and flowers of the Cannabis indica or sativa plant. Often referred to as marijuana, pot, weed, etc. and is typically smoked, vaped, or digested.

Cannabis Related Product refer to any product containing, made or derived from cannabis (including synthetic products) that is intended for human consumption whether smoked, vaped, heated, inhaled or dissolved. Common types of cannabis products include dried cannabis (e.g., joints, spliffs, blunts), concentrated cannabis products (e.g. edibles, hash, hash oil, shatter, wax, etc.).

or tetrahydrocannabinol (THC)/cannabidiol (CBD) infused drinks.

Community Group refers to a group or organization that is not affiliated with the TDSB.

Controlled Drugs when used on TDSB Policies refers to the harmful substances, illicit drugs or narcotics as set out in the Controlled Drugs and Substances Act.

Permit ~~A~~means 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 Holder means the individual, community group or organization that obtained named in the permit, who maintains responsibility for ensuring that all users comply with the rules and all visitors, guests, and other persons allowed in or on the permitted regulations governing the use of Board facilities by the permit holder.

School Administration or Administrator(s) refers to the Principal, Vice-principal or designate of the school/site.

TDSB is the Toronto District School Board, which is also referred to as the “Board”.

TDSB Permit Unit (TDSB-PU) refers to the Board department responsible for overseeing all aspects of community use of Board facilities.

3.4. RESPONSIBILITY

~~Chief Facilities Officer~~

Associate Director, Business Operations and Service Excellence and Executive Officer, Facility Services and Planning.

5. APPLICATION AND SCOPE

This Procedure applies to all Board staff and permit holders, including individuals, community groups and organizations that use Board facilities.

4.6. PROCEDURES

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4.1.6.1. Permitting the Use of School Facilities

In accordance with ~~policy~~ the TDSB's Community Use of Board Facilities 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~~ the established scheduleCommunity Permit categories (see policy P011: Community Use of Board Facilities (Permits)-Policy [P011]). Fees will be adjusted annually in accordance with the Consumer Price Index.

The community use of Board facilities must conform to the following requirements:

- 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.

- a) Permit time after 6 p.m. weekdays, during the weekends, school breaks and summer time is scheduled by the ~~Facility Services Permit~~TDSB permit unit (~~FSP~~UTDSB-PU) in compliance with the ~~policy~~Community Use of Board Facilities Policy (P011) and fee structure approved by the Board of Trustees.
 - b) Permitting Board facilities outside of the regular school day ~~shall~~will be determined by the ~~FSP~~UTDSB-PU, 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, (e.g., classroom allocations, special events), the school ~~principal or designate~~administration 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 TDSB-PU.
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~~arrange an accommodation with the permit holder and will provide written notification to the FSPU.~~

- d) School administrators ~~shall~~must not unreasonably deny access to the community for after school-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~~School administrator requests for permits must clearly identify the purpose of the school activity ~~/event~~, and the person in charge of the permit. The person in charge of the permit must either be the principal, vice-principal or TDSB staff with teaching authority. If the school activity is not specified, the permit request will be rejected.
- (ii) ~~Timelines for submission~~School administrators should not book permits on behalf of school community organizations or tenants.
- e) All requests and community use applications for for permits must be adhered submitted within the stipulated timelines. This applies to TDSB use as well as community use.
- f) Administrative sites, closed buildings and leased sites are not available for permitting to community groups.
- (a) ~~Schools that require a school-sponsored weekend permit~~permits for a special ~~event~~events, such as a school anniversary, are encouraged to submit their on-line requests providing a minimum of three months in advance.
- ~~f)g)~~ For school-sponsored activities taking place on weekends, e.g., school anniversary/tournament, a total of 16 hours of custodial service per site per school year shall be provided at no cost to the school. Student related permits held by the school principal can draw on the caretaking services provided under a community permit in the school at no cost to the school if the school event is held at the same time as the community event.

Organizations

- ~~g)h)~~ Community organizations that have held indoor school year and outdoor sports 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. 6.3 to 6.10) are followed. Subject to availability of the requested spaces, permits may be approved without the need for consultation with school administrators, facility/grounds team leaders or head caretakers.
- (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.

- h) Summer permits do not have renewal privileges and are scheduled often affected by the co-ordinator of Facility Services Permitting or designate maintenance and staffing schedules, which vary year to year. These permit requests will be processed by the TDSB-PU in consultation with Facility Services the Plant Operations and Community Use and Design and Construction. Applications for permits do not require the signature of the principal and head caretaker, and Maintenance Departments.
- i) New requests for school year ~~seasonal~~ activities will be scheduled by the ~~FSPU~~ TDSB-PU and processed in consultation with the school ~~principal~~ administration and head caretaker.
- j) 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~~ TDSB-PU.
- k) Applications for one-time special events with a large attendance (200 people or more ~~people~~) will be ~~scheduled by the FSPU and~~ processed by the TDSB-PU in consultation with the ~~school principal~~ facility or caretaking team leader and head caretaker (section 4.6.7).

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- ~~(b)~~ Permitted use of specialty rooms may be granted in consultation with the School Principal based on health, safety and security criteria for allowing access.
- m) For health and safety reasons, shop spaces (i.e., auto and wood) are not available to community groups.
- n) Permits for School Council meetings will be processed as per the Community Use of Board Facilities Policy (P011). All School Council meetings should be confirmed by the principal. School Councils can secure permits for other activities and these permits will be processed as community use and can be issued during community use of school hours.
- ~~h)~~o) When a representative of another level of government (~~city councillor~~City Councillor, MPP, MP) requests a permit, the ~~FSPU~~TDSB-PU will notify the school principal and local trustee, ~~whenever possible.~~
- p) Permits for trustees will be processed as per Appendix A: Permits Issued to TDSB Trustees.
- q) Permits for Toronto City Councillors will be processed as per Appendix B: Permits Issued to Toronto City Councillors.
- ~~m)~~r) The ~~principals~~school administration will notify the ~~Communications~~Government, Public & Community Relations Department and the ~~Facility Services Permit unit~~TDSB-PU when they are aware of media coverage at community events.

4.2.6.2. 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 may be granted in consultation with the ~~operations family~~facility team leader.
- ~~(a)~~(c) Schools that have a custodial staff complement equal to or less than 1.57 are not available for community permitted use.
- ~~(b)~~(d) Where special school events, ~~school council~~School Council and trustee ward council meetings are scheduled during the evenings, Monday through Friday, custodial coverage will be provided for such events.
- ~~(c)~~(e) Administration centre meeting rooms are only available for Board staff/department meetings, not community use. Bookings for such meeting rooms are scheduled by the Board's SAP administrators.

- ~~(d)~~(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 ~~or based on staffing availability.~~
- (g) Permits will not be granted for community use of ~~school~~Board 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~~school administration.
- ~~(e)~~(h) Permits will not be granted for community use of ~~Facility Services, Board facilities~~ during the **two weeks prior to Labour Day**, unless otherwise approved by the Executive Officer Facilities and Planning or designate.
- ~~(f)~~(i) ~~In Duesummer, 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, Executive Officer Facilities and Planning~~ or designate.
- ~~(e)~~—Unless authorized by the ~~general manager of Facility Services, Executive Officer, Facilities and Planning~~ or designate, permits will not be granted for the use of school facilities on statutory holidays.

~~(g)(i) Operational Procedure PR666 Community Use of and designated Board Facilities (Permits) holidays.~~

~~(h)(k)~~ The outdoor season commences mid-May and ends mid-October.

Groups/~~organizations~~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.

~~(d) 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.~~

~~(l) Announcements regarding all unforeseen school closures are made through the TDSB website, local media and eBase software notifications.~~

4.3.6.3. Accessing and Using TDSB Operated School Pools (~~Applies to pools managed for the TDSB by the Toronto Lands Corporation~~)

(a) Pools in schools may be accessible for permitted use during the following hours:

- Monday to Friday, from 4:30 p.m. ~~until~~to 10:00 p.m., on those days that regular school is in operation, with the approval of the school principal; to start before 6:00 p.m.
- Saturday from 8:00 a.m. to 6:00 p.m. and Sunday from 8:00 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)~~

- ~~A charge to all pool permits of \$60.00 per hour will be applicable, Monday to Friday, from 4:30:00 p.m. until 8 p.m., on those days that regular school is in operation.~~
- ~~1. 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.~~
- ~~2. 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.~~
- ~~3. 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.~~

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- All Saturday permit bookings that extend beyond 6:00 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.
- All Sunday permit bookings that extend beyond 3:00 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.

~~(i) All Sunday Permit time during the weekdays and 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."~~

~~4. That the current charge of \$50.00 per hour for community use of Board facilities (Permits) remain applicable to the six weekends, 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~~

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.				
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	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

~~Sunday: 8 a.m. to 3 p.m.~~

~~Mon—Sun 6:30 a.m. to 8:00 a.m.~~

(b) Operational Procedure PR666 breaks and during summer is scheduled by the TDSB-PU in compliance with Community Use of Board Facilities (Permits) Policy (P011).

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 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.	<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 7 a.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:

4.4. ~~Pool Prime Hours:~~

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

4.5. ~~Pool Non-Prime Hours:~~

- ~~• 8:00 p.m. — 10:00 p.m. Monday — Friday (September — June)~~

4.6. ~~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)~~

(c) Refer to TDSB-PU website for TDSB Operated School Pools – Access, Scheduling, Categories and Associated Fees.

~~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~~

4.7. ~~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.~~

4.8.6.4. 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 by TDSB-PU.~~ 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.

In the event that several community applications are received at the same time, priority will be given to applicants in the following descending order of classification and to City of Toronto residents:

1. Approved community programs for children/youth (age 0 to 18 years) with at least 75% of membership residing within a school community
2. Approved community programs for seniors (age ~~60~~ 65 years +) with at least 75% of membership residing within a school community
3. Approved community programs for adults (age 19 to ~~59~~ 64 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

4.9.6.5. Operating Dates for Permits

Permits may be granted for the use of eligible ~~school~~ Board facilities throughout the calendar year, subject to the following exclusions.

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

- Statutory holidays _____
- Board Holidays
- Christmas Break (including Christmas Day, Boxing Day, and ~~new~~ New Year's Day)
- March Break
- Easter Monday
- ~~the two weeks prior to school closing in June~~

- Simcoe Day

- the two weeks prior to school commencing in September
~~during~~

Unless otherwise approved by the school administration, no permits will be issued for:

- the two weeks prior to school closing in June; and
 - the first week of school in September
-

4.10.6.6. Approval and/or Cancellation of Permits

~~Permit time after 6 p.m. weekdays, during the~~ Permits on weekday evenings, on weekends, ~~during~~ school breaks and summer time are ~~scheduled~~ processed by the ~~FSPU~~ TDSB-PU in compliance with the ~~permit policy~~ Community Use of Board Facilities Policy (P011).

(a) ~~Applicants~~ Applicants' eligibility is reviewed by ~~permit administrators and applications for permits are approved based on supporting~~ TDSB-PU. Supporting documentation must be provided by the applicant as follows:

- ~~Community~~ Proof of charitable status, or copy of Letters Patent for an incorporated not-for-profit groups ~~are required to submit a current list of names, telephone numbers, postal codes, organization and age~~ a Letter of participants in order for Authorization from the FSPU ~~to determine~~ organization identifying who will be their permit administrator.
- A financial statement and an affidavit from the category of the permit Executive Director (or equivalent) of a not-for-profit group ~~and the fees to be charged. (Note: that is not incorporated.~~
- Youth will may 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~~ The TDSB reserves the right to request additional financial information such as an annual audited financial statement of account).
- ~~or fees paid by each participant.~~

(b) Permit privileges may be withdrawn for violations of Permit Rules and Regulations, including any of but not limited to, the following ~~examples~~:

- ~~The consumption~~ Consumption of or being in possession of alcoholic beverages ~~is strictly prohibited at all times in all Board facilities, cannabis, cannabis related products or any other controlled drugs.~~
- ~~Smoking is prohibited/vaping in all~~ Board operated buildings and on Board property.
 - ~~No~~ Using open flames or smoke emitting substances ~~are to be burned/being burnt~~ in or around ~~school~~ Board 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~~ (TDSB Schools and Department will be worn in gymnasiums for sports permitted to conduct Smudging 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.~~

- ~~Violation of provided that~~ the ~~rules and safety~~ regulations ~~governing the use are~~ followed).
- ~~Conducting vending activities on Board property.~~
- ~~Gambling.~~
- ~~Carrying or being in possession~~ of ~~weapons of any kind.~~
- ~~Damaging, defacing or misusing school/Board facilities may result in~~ ~~cancellation of permit privileges.~~

4.11.6.7. 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~~

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~~auditoriums and/or meetings in spaces such as a cafeteria,~~ will be scheduled by the FSPU and processed by the TDSB-PU in consultation with the school principal, facility/caretaking team leader and head caretaker.

- ~~(a) The FSPU will applicant may be required to make arrangements for a permit tech specialist and/or sound and lighting crew for events requiring these services.~~
- (a) ~~The FSPU will ensure that arrangements have been made for security personnel and/or paypaid-duty police to be on duty based on.~~ The TDSB-PU will consult with the safe schools advisor and TDSB Security Services and will consider the following:
- the type of event;
 - number of people in attendance;
 - sale of tickets;
 - type of advertisement, e.g. flyers, web site, media;
 - the previous track record of the applicant; and
 - any other relevant factors.
- (b) The TDSB-PU will make arrangements for media technicians and/or sound and lighting crew for events requiring these services at a cost.

4.12.6.8. School Permit Requests

Annually, principals are requested to submit ~~on-line permit~~ requests to reserve specific dates for meetings/special events during non-instructional hours for the following school year by June 1. The reserved dates are automatically appear on all subsequent excluded from 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 AB.

4.13.6.9. Cancellation of Permits by School Principals/Administrator

~~From time to time,~~ Due to unforeseen circumstances, school administrators/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. School permit requests should be submitted at least three (3) weeks before the event. 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~~TDSB-PU.
- b) Upon receipt of the ~~school on-line request, a school~~school's confirmation of the above, the school's permit request will be ~~confirmed on-line and processed;~~ the 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.~~refunded where applicable.

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

4.14.6.10. Timelines for Permit Applications and ~~Processing~~¹Processing¹

a) School--Year ~~Permits~~ (September to June) ² June

May 1:—Principal/school to June 1: School administrator requests for the school term/year September to June are ~~to be submitted on-line and processed immediately.~~

May 1 to June 1:—Community ~~renewals requests~~ for the school term/year September to June are ~~to be received in the Facility Services Permit unit.~~³submitted.

Upon receipt:—Other/new applications are date stamped

June and scheduled by July: TDSB-PU processes the Permit unit based on availability (consultation community permit requests, consulting with the principals school administration, facility/caretaking team leaders, and head caretaker is caretakers where necessary.

August: Permits are issued provided that all required)- conditions have been met.

(b) Summer ~~Permits~~ (July and August) ⁴

Summer permits are scheduled/processed by the co-ordinator of Facility Services Permitting or designate TDSB-PU in consultation with Facility Services the Plant Operations & Sustainability Department and Design and Construction- and Maintenance Department

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

Programs that operate full-time during the summer will be given a higher priority.

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 Maintenance Department and submitted to the ~~FSPU~~TDSB-PU.

January 31—A list of schools from facility services family team leaders

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 Note: Summer permit activity is to end two weeks prior to school commencing in September

- 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.
- 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.

identifying schools that are unavailable during the summer due February 1 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.

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~~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 submitted online.~~

February 15: All Facilities that are unavailable during July and August are blocked off in the booking system. Closed/Leased schools are not available for permitting.

March: Summer requests will be processed based on availability and on the following priority of use:

- TDSB summer schools;
- Board Continuing Education/Departments;
- City of Toronto, Parks and Recreation ~~-Renewals-~~ renewals only;
- Community groups/organizations ~~—renewals~~ serving children, youth and seniors (priority will be given to renewals); and
 - ~~—Other approved groups/organizations~~
- New applications.

~~April 1~~ — 30: A draft schedule summarizing summer permit activity will be distributed to facility ~~services family~~ team leaders.

~~April 30~~ — May/June: The process for scheduling and permitting school facilities for the summer will be completed. Permits will be confirmed and issued to clients.

(c) Outdoor ~~Season~~¹Season

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

Where a group/organization is 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 TDSB-PU, by e-mail, prior to January 31.

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 6.4.3.

- Renewal requests received in the FSPUTDSB-PU 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~~-served 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, administration and the grounds team leader.~~

- Weekday permits ~~shall~~will commence no earlier than 6 p.m.
- Weekend permits ~~shall~~will commence no earlier than 10 a.m.
- Permits will end at dusk or 9:00 p.m. latest.
- Permits for the use of lighted ~~ball diamonds shall~~fields will 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's grounds team leaders will assess the TDSB public website.~~

²~~If a group/organization is to be denied condition of the opportunity to renew their permit privileges, for outdoor sports fields during before the outdoor beginning of the season, the Principal is to provide written notification to. Permits may be cancelled if the FSPU, by e-mail, field conditions are not favourable. prior to January 31st.~~

4.15.6.11. 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 as outlined in the Restrictions on Alcohol, Drug and Tobacco Use Policy (P095) and the Community Use of Board Facilities Policy (P011, section 4.5):~~

- Approval from Director of Education or designate is required and can be sought by completing the Alcohol Permission Form (Internal) (Form 666D) attached as Appendix D (also available on the Board's Policies, Procedures and Forms web page);
School
- ~~The school~~ principal or Board designate is the person in authority and on site during the time of the event;
- ~~There are no~~ minors are present;
- ~~There is a~~ licensed bartender is on site;
- ~~A permit~~ Special Occasion Permit (SOP) has been obtained from the LCBOAGCO and accompanies the Board's permit application;
- Adequate supervision and security staffing is available to the satisfaction of the Director, or designate; and
- ~~The~~ Director, or designate, may impose other conditions as deemed appropriate.

4.16.6.12. Child Care Tenants

Child care operators, including "before and after school programs", must be licensed by the Province's Ministry ~~of Children- responsible for children~~ and ~~Youth Servicesyouth~~ with an executed lease from ~~the Facility Services' Real Estate division~~ TDSB's Leasing Department.

- 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~~ child care operating hours. For summer, any space(s) listed under a 10 month agreement require(s) a permit.
- b) Permits are required and permit fees do not apply for:
 - The use of exclusive leased space after 6 p.m. (i.e., child care staff meetings once per month, year-end activities, once per year); and
 - The use of the school staff room for monthly 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).

4.17.6.13. Ontario Early Years EarlyON Centres

The following steps have been developed to provide guidance for ~~Ontario Early Years~~EarlyON 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.

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- a) Any partner or ~~Principal~~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~~EarlyOn Centres and their satellite programs, the guidelines below will be followed:
- (i) Daytime and ~~Evening~~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):
 - Up to 6 p.m.: Permit applications will be completed by the agency providing the program, ~~signed by the permit unit will consult with~~ the principal ~~with a notation confirming “Approved Early Years Partnership”, and submitted to the Permit unit for final processing to determine if it should be processed as partnership (no permit fees apply). A copy should be forwarded from the Permit unit to the Early Years Manager.~~
 - (ii) ~~All~~For all programs operating outside the regular school day (after 6:00pm p.m. 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~~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~~TDSB Early Years Learning and Care Policy (P022) 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-~~ amount as per Board decision)

~~(a)~~ Prior to submitting the permit application to the ~~FSPU~~TDSB-PU, roles and responsibilities regarding partners will be defined and the agency sponsoring

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- c) ~~the program must ensure Criminal program staff's Police~~ Reference Checks have been carried out ~~for their staff and copies have been provided to the EarlyON Manager.~~

4.18.6.14. Elections

Provincially funded institutions are to make premises available for the purpose of polling stations during the time of ~~Municipal~~municipal and ~~Provincial~~provincial elections free of charge. However, Elections Canada ~~pay (federal elections)~~ pays for the use of school spaces based on the number of polling stations. The cost per polling station is determined by Elections Canada.

Caretaking service~~service~~ charges to open, maintain and secure the building will apply when a regular caretaker is not on duty. ~~A \$500 deposit per school site is required.~~ Payment is made directly to the ~~FSPUTDSB-PU~~ based on the Memorandum of Understanding between Elections Canada and the Toronto District School Board or as agreed.

For ~~Municipal, Provincial and Federal~~all elections, if the requested number of tables and chairs are not available at the school, it is the 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 polling site ~~requested~~ and is to be received no less than fourteen days prior to the polling day. Permits will be issued upon receipt of consultation with the ~~application for permit signed by the Principal~~principal and ~~Head Caretaker~~head caretaker.

- The requested facility will be assigned and the permit cannot be relocated.
- It is preferable that ~~Polling Stations~~polling stations be wheelchair accessible.
- All ~~Permits~~permits must include access to washrooms ~~and a phone at all times.~~
- If required, schools can ask for elections to provide security during the voting hours.

4.19.6.15. Liability Insurance

~~All groups who are granted a Permit~~A permit to use TDSB facilities ~~must have~~will not be granted until there is liability insurance naming the TDSB as "additional insured". A copy of the Insurance Certificate is to be ~~submitted upon receipt~~attached to the online permit application as soon as it is available and prior to the start of the ~~"tentative permit".~~

Groups that do not carry liability insurance ~~have the opportunity to purchase liability~~may consider purchasing 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.~~agent recommended by the TDSB Risk Management Department.

4.20.6.16. Parking

- a) Permit Holders

Vehicle parking ~~space~~ for permit holders is may be available on a space available basis, but cannot be guaranteed. In some ~~locations~~ circumstances, 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 Special Arrangements 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.~~

b) Parking of School Buses on School Property Overnight:

~~(b) — Special Arrangement~~

Due to a special arrangement between ~~Business Services~~ the TDSB and ~~four its approved transportation companies (Stock, Cardinal, Laidlaw and McCluskey), contractors,~~ permission has been granted to park school buses overnight on school parking areas designated by the ~~Principal/Head Caretaker~~ 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.~~
- ~~An application for a permit must be submitted for each bus that requires a parking space.~~
- ~~The Driver/Contractor driver/contractor must include on the application for permit the TDSB route #, the name(s) of the TDSB school(s) that are serviced by the Bus License Number that requires a parking space on TDSB school property, bus, the license plate number, the bus size, the driver name and contact information number.~~

c) Parking related to Film Productions

Under a special agreement with the City of Toronto, where parking spaces are available in TDSB facilities, permits may be issued to film production crews. Parking charges will apply.

4.21.6.17. 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. Activities run by TDSB school staff up to 6:00 p.m. on school days do not require permits.

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.~~

Community groups that are approved by the school administration to operate programs before 6:00 p.m. should apply for permits. These programs must fulfill the requirements of the Child Care and Early Years Act, 2014. Ample time must be allowed for consultation with the Ministry of Education in this respect. Provided that these requirements are met, a permit will be processed by the TDSB-PU.

If

- ~~• 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.~~

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- ~~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~~will be offered to participants who are not students of the school, the superintendent of education should be consulted, and this cannot be a local school partnered program.

~~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~~Permit Fees

(a) Permit fees may be waived for local not-for-profit organizations provided:

the school administrator confirms that the not-for-profit community group is invited to provide the program 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:~~

- ~~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, school;~~
 - ~~(a) 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)~~
-

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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:

- there is no cost or minimal cost for students to participate; and
- the school administrator has designated school teaching staff to oversee the operation of the program.

(b) Otherwise, permit fees in the appropriate rate category will be charged.

(i)

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

(b)(c) The volunteers/employees of the permit holder are considered to be “service providers” and, in accordance with ~~O. Reg. 521~~, have provided/01, must provide proof of ~~CRGs~~ Police Reference Checks to the principal.

(ii) Misconduct by students must be reported to the site principal and violent student behaviours must be reported immediately to ~~the~~ Toronto Police Services.

(iii) 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. ~~5.0~~ APPENDIX

7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8. APPENDICES

- Appendix A: — Permits Issued to TDSB Trustees
- Appendix B: Permits Issued to Toronto City Councillors
- Appendix C: Permit Fees for Parent Groups Supporting Extra- Curricular Activities During Labour Disruption ~~Disruptions~~
- Appendix D: Alcohol Permission Form (Internal) – Form 666D

6.9. REFERENCE DOCUMENTS

~~Policy P011: Community Use of Board Facilities (Permits)~~

~~O. Reg.~~ **Legislation:**

- Ontario Regulation 521/01₂: Collection of Personal Information ~~(Education Act)~~
-

~~Operational Procedure PR666~~ **Policies:**

- Community Use of Board Facilities Policy (P011)
-
- Early Learning and Care Policy (P022)
 - Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)

Procedures:

- Election Activities and Use of Board Facilities ~~(Permits Resources (PR533))~~

Appendix A

Permits Issued to TDSB Trustees

A permit fee consists of 3 components as follows:

1. An application processing fee
2. A facility rental fee
3. An extra services fee (if applicable)

When a TDSB Trustee makes an application to permit a TDSB facility, the following fees apply:

<u>Type of Activity</u>	<u>Application Processing Fee</u>	<u>Facility Rental Fee</u>	<u>Extra Services Fee</u>
<u>Ward Meetings</u>	<u>Waived</u>	<u>Waived</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>One community event per school year</u>	<u>Waived</u>	<u>Waived</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>Additional community events</u>	<u>Waived</u>	<u>Community Youth and Seniors Category (A1) Highest Subsidy</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>

The following guidelines are applicable for a permit issued to a TDSB Trustee in his/her official capacity:

- The Trustee must be present and is in charge during the permitted activity
- Trustee Services will provide the budget codes for charging any portion of the permit fee, and Trustee Services will receive a copy of the permit
- Permits will not be issued to a Trustee to use TDSB facilities during an election campaign, pursuant to Governance Procedure PR533, Election Activities and Use of Board Resources.

Appendix BPermits Issued to Toronto City Councillors

A permit fee consists of 3 components as follows:

1. An application processing fee
2. A facility rental fee
3. An extra services fee (if applicable)

When a Toronto City Councillor makes an application to permit a TDSB facility, the following fees apply:

<u>Types of Activity</u>	<u>Application Processing Fee</u>	<u>Facility Rental Fee</u>	<u>Extra Services Fee</u>
<u>All activities requiring a permit</u>	<u>Applicable</u>	<u>Registered Non-Profit Category (A2) Partial Subsidy</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>

If the local TDSB Trustee is consulted and is in support of the Toronto City Councillor's activity requiring a permit, the following fees apply:

<u>Type of Activity (With Trustee Support)</u>	<u>Application Processing Fee</u>	<u>Facility Rental Fee</u>	<u>Extra Services Fee</u>
<u>Town Hall Meetings</u>	<u>Applicable</u>	<u>Waived</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>One community event per school year</u>	<u>Applicable</u>	<u>Community Youth and Seniors Category (A1) Highest Subsidy</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>Additional community events</u>	<u>Applicable</u>	<u>Registered Non-Profit Category (A2) Partial Subsidy</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>

The following guidelines are applicable for a permit issued to a Toronto City Councillor:

- The City Councillor must be present and is in charge during the permitted activity
- During an election campaign (for all levels of government), a City Councillor may still permit TDSB facilities. However, none of the above reduces rates will be applicable

Facility rental fees will be charged in accordance with the *Private for Profit* category in place presently and the *Non-subsidized* category.

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 ~~OSBI~~the Board's Risk Manager on a case-by-case basis. Proof of ~~OSBI User Group Insurance must~~appropriate liability insurance may be ~~undertaken unless there is confirmation from another source of coverage~~required.
 - The ~~Principal~~school administrator 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~~school administrator 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. Important Note:** 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~~colours, logo and uniforms.



Alcohol Permission Form (Internal)

The undersigned permit holder, organization and its designated representative hereby jointly acknowledge and agree that in consideration of the granting of permission to serve alcoholic beverages on Board property, they will ensure that the undersigned permit holder organization and its members/participants will strictly observe and comply with the following rules and regulations:

1. The event is scheduled outside of school hours.
2. The event is directly school related; all proceeds will benefit the TDSB.
3. No minors will be present at the function.
4. Adequate supervision and security staffing must be provided by the TDSB permit holder in the ratio of no less than one event worker to every 50 participants. At events where 150 or more guests are anticipated, arrangements are to be made for Toronto Police Services. Costs incurred are the responsibility of the Permit Holder.
5. Proof of appropriate liquor licensing for the event (i.e., photocopy of "Liquor License Permit") to be provided to TDSB Permit Unit; The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for administering the *Liquor Licence Act* (LLA) and specific sections of the *Liquor Control Act* (LCA). The permit holder is bound by this licensee rules, regulations and the *Liquor Licence Act*.
6. Commercial General Liability insurance, including liquor liability, is in place naming TDSB as Additionally Insured should the Board or its employees get named in a lawsuit arising out of this event.
7. The service of alcoholic beverages must end one hour prior to the end time stipulated on the permit and Bartending must be provided by someone who is certified to serve alcohol.
8. Permit holder must ensure that provisions have been made for safe transportation of intoxicated participants. Plans for safe transportation could include options such as: a designated driver program (including advertising of such program at the event), free non-alcohol drinks for the designated drivers, arrangements for event sponsors to drive intoxicated patrons home, or provide taxi cabs. The police should be notified if an intoxicated person insists on driving.
9. Please note that it is an offence under the *Liquor Licence Act* to sell alcohol or permit alcohol to be sold to any person who is, or who appears to be, intoxicated or under 19 years of age.

To Be Completed by the Toronto Police Services, if Applicable (See item no. 4 above):

Division No.: _____ **Phone No.:** _____

Confirmation that arrangements have been made for Police

Reference TDSB Permit # _____

Name of School Principal (Please Print) _____

School/Department: Name and address _____

Services (attach copy of confirmation).

Number of Police Officers assigned: _____

Date: _____

Time: _____

Location: _____

Authorized Signature: _____

(Toronto Police Services)

(Print Name)

Signature of TDSB School Principal

(School Principal is the Person in authority during the time of the school event)

Dated

Completed, signed form to be acknowledged by the Director of Education or Designate.

Signature (Director of Education or Designate)

Dated

Note: Completed, signed form to be submitted to the Facility Services Permit Unit prior to the date of the school event.