

Toronto District School Board

Operational Procedure PR666

Title: **COMMUNITY USE OF BOARD FACILITIES**

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Effectuated: May 24, 2006
Revised: November 4, 2009; December 12, 2012; February 12, 2013; December 4, 2020; October 15, 2021; April 12, 2022; August 19, 2024; **September 17, 2024**

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Authorization: Executive Council

1. RATIONALE

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

2. OBJECTIVE

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

3. DEFINITIONS

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

Board Facilities mean the buildings, lands and 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 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 means the individual, community group or organization named in the permit, who maintains responsibility for ensuring that all users comply with the rules and regulations governing the use of Board facilities.

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

School Sponsored Events, for the purpose of this Procedure, refers to events that are scheduled outside of school hours, strictly related to school activities, where no one under the age of 19 years old will be present at the event, and approved by the school principal.

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.

4. RESPONSIBILITY

Associate Director, Modernization and Strategic Resource Alignment 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.

6. PROCEDURES

6.1. Permitting the Use of School Facilities

In accordance with 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 the established Community Permit categories (see Community Use of Board Facilities 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 TDSB permit unit (TDSB-PU) in compliance with the 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 will be determined by the TDSB-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 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.
 - d) School administrators 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. School administrator requests for permits must clearly identify the purpose of the school activity 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) School administrators should not book permits on behalf of community organizations or tenants.
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- e) All requests for permits must be 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.
- g) Schools that require weekend permits for special events, are encouraged to submit their on-line requests providing a minimum of three months in advance. For school activities involving current students that require extra caretaking support during the weekday or take place on Saturdays, a total of 16 hours of caretaking services 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.
- 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 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) Summer permits do not have renewal privileges and are often affected by maintenance and staffing schedules, which vary year to year. These permit requests will be processed by the TDSB-PU in consultation with the Plant Operations and Community Use and Design, Construction and Maintenance Departments.
- j) New requests for school year activities will be scheduled by the TDSB-PU and processed in consultation with the school administration and head caretaker.
- k) New requests for sports field activities during the outdoor season will be scheduled by the TDSB-PU.
- l) Applications for one-time special events with a large attendance (200 people or more) will be processed by the TDSB-PU in consultation with the facility or caretaking team leader and head caretaker (section 6.7).
- 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.

- o) When a representative of another level of government (City Councillor, MPP, MP) requests a permit, the TDSB-PU will notify the school principal and local trustee.
- 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.
- r) The school administration will notify the Government, Public & Community Relations Department and the TDSB-PU when they are aware of media coverage at community events.

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 facility 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 evenings, Monday through Friday, custodial coverage will be provided for such events.
- (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.
- (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 Board facilities during the two weeks prior to school closing in June, and during the first week of school in September, unless otherwise approved by the school administration.

- (h) Permits will not be granted for community use of Board facilities during the two weeks prior to Labour Day, unless otherwise approved by the Executive Officer Facilities and Planning or designate.
- (i) In summer, 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. 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 Executive Officer Facilities and Planning or designate.
- (j) Unless authorized by the Executive Officer, Facilities and Planning or designate, permits will not be granted for the use of school facilities on statutory holidays and designated Board holidays.
- (k) 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.
- (l) Announcements regarding all unforeseen school closures are made through the TDSB website, local media and eBase software notifications.

6.3. Accessing and Using TDSB Operated School Pools

- (a) Pools in schools may be accessible for permitted use during the following hours:
 - Monday to Friday, from 4:30 p.m. 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 3:00 p.m.
 - 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.
- (b) Permit time during the weekdays and permit time on weekends, school breaks and during summer is scheduled by the TDSB-PU in compliance with Community Use of Board Facilities Policy (P011).
- (c) Refer to TDSB-PU website for TDSB Operated School Pools – Access, Scheduling, Categories and Associated Fees.

6.4. Processing Permit Applications

Permit applications are processed on a first-come, first-served basis, from the date of receipt 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 65 years +) with at least 75% of membership residing within a school community
3. Approved community programs for adults (age 19 to 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

6.5. Operating Dates for Permits

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

Unless otherwise approved by the 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 Year's Day)
- March Break
- Easter Monday
- Simcoe Day
- the two weeks prior to school commencing in September

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

6.6. Approval and/or Cancellation of Permits

Permits on weekday evenings, on weekends, during school breaks and summer time are processed by the TDSB-PU in compliance with the Community Use of Board Facilities Policy (P011).

(a) Applicants' eligibility is reviewed by TDSB-PU. Supporting documentation must be provided by the applicant as follows:

- Proof of charitable status, or copy of Letters Patent for an incorporated not-for-profit organization and a Letter of Authorization from the organization identifying who will be their permit administrator.
- A financial statement and an affidavit from the Executive Director (or equivalent) of a not-for-profit group that is not incorporated.
- Youth may be required to provide their home school name and seniors may be requested to provide confirmation of age.
- 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 but not limited to, the following:

- Consumption of or being in possession of alcoholic beverages, cannabis, cannabis related products or any other controlled drugs.
- Smoking/vaping in Board operated buildings and on Board property.
- Using open flames or smoke emitting substances being burnt in or around Board facilities (TDSB Schools and Department will be permitted to conduct Smudging activities provided that the safety regulations are followed).
- Conducting vending activities on Board property.
- Gambling.
- Carrying or being in possession of weapons of any kind.
- Damaging, defacing or misusing school facilities.

6.7. Special Event Permits

Applications for one-time special events by community organizations, with a large attendance (200 or more people), will be processed by the TDSB-PU in consultation with the school principal, facility/caretaking team leader and head caretaker.

(a) The applicant may be required to make arrangements for security guards and/or paid-duty police to be on duty. The TDSB-PU will consult with the safe schools advisor and TDSB Security Operations 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.

6.8. School Permit Requests

Annually, principals are requested to submit 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 excluded from community permits. This ensures that 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 C.

6.9. Cancellation of Permits by School Principals/Administrator

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 TDSB-PU.
- b) Upon receipt of the school's confirmation of the above, the school's permit request will be processed; the community permit will be amended and refunded where applicable.

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

6.10. Timelines for Permit Applications and Processing¹

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

May 1 to June 1: School administrator requests for the school year September to June are submitted and processed immediately.

May 1 to June 1: Community requests for the school year September to June are submitted.

June and July: TDSB-PU processes the community permit requests, consulting with school administration, facility/caretaking team leaders, and head caretakers where necessary.

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

(b) Summer Permits (July and August) ³

Summer permits are processed by the TDSB-PU in consultation with the Plant Operations & Sustainability Department and Design, Construction and Maintenance Department

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 Design, Construction and Maintenance Department and submitted to the TDSB-PU.

February 1 to March 1: All applications for summer programs must be submitted online.

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.

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 only;
- Community groups/organizations serving children, youth and seniors (priority will be given to renewals); and
- New applications.

April 30: A draft schedule summarizing summer permit activity will be distributed to facility team leaders.

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

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.

- Renewal requests received in the TDSB-PU by January 31 will receive first priority for their outdoor season sports activities. All other requests will be processed on a first-come, first-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 administration and the grounds team leader.
 - Weekday permits will commence no earlier than 6 p.m.
 - Weekend permits 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 fields will end no later than 10 p.m.

The TDSB's grounds team leaders will assess the condition of the fields before the beginning of the season. Permits may be cancelled if the field conditions are not favourable.

6.11. Alcohol

Possession and consumption of alcohol in school buildings and on school grounds is prohibited. Exceptions will not be granted for community use clients, tenants in operating buildings and/or business partners to serve alcohol.

However, exceptions may be granted for some **school-sponsored events only** and are subject to the criteria outlined in the Restrictions on Alcohol, Drug and Tobacco Use Policy (P095), Community Use of Board Facilities Policy (P011) and Appendix D.

Examples of events for which an exemption may be granted, includes but is not limited to:

- school anniversaries (e.g., 25th Anniversary);
- staff and/or trustee retirements;
- fundraising events where all attendees will be 19 years of age and older; and,
- other unique opportunities that may be approved by a Learning Centre Executive Superintendent.

Examples of events for which an exemption will not be granted, includes but is not limited to:

- events where persons under the age of 19 may be present);
- community celebrations, both indoor and outdoor (e.g., community picnic with a beer tent); and,
- days of celebration (e.g., Halloween or Valentine's Day).

If the school principal supports pursuing an alcohol exemption for a school sponsored event, they then must obtain approval from the Associate Director, Modernization and Strategic Resource Alignment or designated Learning Centre Executive Superintendent by completing the Alcohol Permission Form (Internal) (Form 666D), attached as Appendix D.

6.12. Child Care Tenants

Child care operators, including "before and after school programs", must be licensed by the Province's Ministry responsible for children and youth with an executed lease from TDSB's Leasing Department.

- a) Permits are not required during Board designated holidays such as: March breaks, summer holidays (July/August) for the use of leased space during

regular 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).

6.13. EarlyON Centres

The following steps have been developed to provide guidance for 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.

- 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 EarlyOn 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):
- Up to 6 p.m.: Permit applications will be completed by the agency providing the program, the permit unit will consult with the principal to determine if it should be processed as partnership **(no permit fees apply)**.
- (ii) For all programs operating outside the regular school day (after 6 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 and submitted to the permit unit for approval and final processing **(permit fees will apply)**.
- b) New permit applications will be reviewed based on the following criteria:
- Does the proposal reflect the TDSB Early 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-serviced 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 - amount as per Board decision)
- c) Prior to submitting the permit application to the TDSB-PU, roles and responsibilities regarding partners will be defined and the agency sponsoring the program must ensure their program staff's Police Reference Checks have been carried out and copies have been provided to the EarlyON Manager.

6.14. 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 (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 charges to open, maintain and secure the building will apply when a regular caretaker is not on duty. Payment is made directly to the TDSB-PU based on the Memorandum of Understanding between Elections Canada and the Toronto District School Board or as agreed.

For 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 and is to be received no less than fourteen days prior to the polling day. Permits will be issued in consultation with 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.
- If required, schools can ask for elections to provide security during the voting hours.

6.15. Liability Insurance

A permit to use TDSB facilities will not be granted until there is liability insurance naming the TDSB as “additional insured”. A copy of the Insurance Certificate is to be attached to the online permit application as soon as it is available and prior to the start of the permit.

Groups that do not carry liability insurance may consider purchasing insurance through the insurance agent recommended by the TDSB Insurance and Enterprise Risk Department.

6.16. Parking

a) Permit Holders

Vehicle parking for permit holders may be available on a space available basis, but cannot be guaranteed. In some 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.

b) Special Arrangements for Parking of School Buses on School Property Overnight

Due to a special arrangement between the TDSB and its approved transportation contractors, 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 a permit must be submitted for each bus that requires a parking space.
- The driver/contractor must include on the application the TDSB route #, the name(s) of the TDSB school(s) that are serviced by the 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.

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.

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 proposed program 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.

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 of the school;
- 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.

(c) (i) The volunteers/employees of the permit holder that will be in direct contact with TDSB students are considered to be “service providers” and, in accordance with Reg. 521/01, must provide proof of 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 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.

7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every five (5) 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 Disruptions
- Appendix D: Alcohol Permission Form (Internal) – Form 666D

9. REFERENCE DOCUMENTS

Legislation:

- Ontario Regulation 521/01: Collection of Personal Information

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 Resources (PR533)

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:

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

The following guidelines are applicable for a permit issued to a TDSB Trustee in their 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.

Permits 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:

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

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:

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

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 the Board's Risk Manager on a case-by-case basis. Proof of appropriate liability insurance may be required.
- The school administrator hosting the extra-curricular activity at their 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 school administrator that is signing off the activity.
- Parents/Guardians/Caregivers that will be in direct contact with TDSB students must submit a clear police reference check in accordance with O. Reg. 521/01 Collection of Personal Information and the Police Reference Checks Office.

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 colours, logo and uniforms.

Alcohol Permission Form (Internal)

CRITERIA FOR ALCOHOL PERMIT:

1. The event is school-sponsored and organized by TDSB staff.
2. The event is scheduled outside of school hours and no one under the age of 19 years old will be present.
3. School principal or Board designate is the person in authority and on site during the time of the event. 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 a TDSB approved security vendor. Costs incurred are the responsibility of the permit holder.
4. Proof of appropriate licensing for the event (i.e., photocopy of "Special Occasion 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*.
5. 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.
6. 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.
7. 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 chits. The police should be notified if an intoxicated person insists on driving.
8. 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.

ALCOHOL PERMISSION FORM CHECKLIST:

BEFORE PERMIT APPLICATION:

- School-Sponsored Event – Alcohol Exemption Approval Flow:
 - School Principal > Superintendent of Family of Schools > Executive Superintendent of Learning Centre
 - All three above persons must ‘pre-approve’ the alcohol exemption, prior to continuing with the next steps.

DOCUMENTATION REQUIRED FOR PERMIT APPLICATION

- Signed “Alcohol Permission Form (Internal)” [this completed Form 666D]?
- Special Occasion Permit (SOP) has been obtained from the AGCO?
- Adequate supervision and security staffing is available to the satisfaction of the Associate Director, Modernization and Strategic Resource Alignment, or designated Learning Centre Executive Superintendent?
- Insurance certificate attached?

To Be Completed by TDSB Security Operations if Applicable:

Phone No.: _____

Confirmation that arrangements have been made with TDSB Security Operations (attach copy of confirmation).

Number of Guards assigned: _____

Date: _____

Time: _____

Location: _____

Authorized Signature: _____

(TDSB Security Operations)

(Print Name)

Reference TDSB Permit # _____

Name of School Principal (Please Print)

School/Department: Name and address

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

Dated

Signature (Designated Learning Centre Executive Superintendent or AD Modernization and Strategic Resource Alignment)

Dated

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