

Permits Department Frequently Asked Questions (FAQs)

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1) What constitutes Community Use of Schools?

Community Use of Schools is an initiative by the Ministry of Education that supports access to school space for Not-For-Profit groups. . Refer to the Permits Department website for specific hours of availability.

Profit and Commercial groups are also able to permit space but priority is given to Not-For-Profit groups.

There is an Advisory Committee that the TDSB supports (Community of Use Advisory Committee (CUSAC)) and more information about this committee can be found through this link: xxxx. There are **Community Use of Schools FAQ** listed on the CUSAC webpage found here XXXX.

2) What is the Priority School Initiative (PSI)?

In 2009, the Ontario Ministry of Education introduced a new component of the Community Use of Schools funding program entitled Priority Schools Initiative. This provides funding to selected school boards in order that not-for-profit groups will have free after-hour access to school facilities in communities that need it most. More information can be found here: xxxxxThe PSI Permit Application procedure can be found by using this link: xxxxx. Note:

- a) that all approved PSI requests are sent to the Permits Department for final processing.
- b) only certain weeks are available for PSI; you may need to apply for the remaining weeks/sessions needed using the regular permit application process.

3) What is the role of the Toronto Lands Corporation (TLC) in permit process?

While the TLC manages the pools and sets the rates for their use, the TDSB sets the rates for the caretaker fees and any additional fees.

4) What is the role of Toronto Parks , Forestry and Recreation in the permit process?

Toronto Parks, Forestry and Recreation permit many TDSB facilities to run their extensive programming, in evenings, weekends, and holidays. Information about this programming and how to register can be found here: xxxx. Space available to community groups will be affected by the permit requirements of Toronto Parks, Forestry and Recreation.

5) What is recognized as Not-For-Profit groups?

- Registered charity
- Registered organization that has legal documentation to establish its operation as Not-for-Profit (put a link to the 'Not-for-Profit' legislation)
- *Bone fide* community groups with a Board of Directors operated by volunteers (provide a link to the category section for the Terms of Reference on the CUSAC webpage)

6) What types of groups/activities are not eligible for TDSB permits?

- Private group uses such as wedding receptions, anniversary celebrations, wedding/baby showers, baptism celebrations, birthday parties, product promotion parties and similar private gatherings.
- Uses where activities of the group are incompatible or competing with the interests of the Board or are in conflict with the Board's Continuing Education Programs.

7) How do you permit a school facility?

- a. Research the type of facility you need and the options by reviewing the TDSB website.
- b. Complete an application form, available on the TDSB website at <insert link>. The application form and the rules and regulation forms are to be signed by a responsible person. All Community Use of School Applications must be approved before a school facility can be used.
- c. Sign the temporary permit and provide payment in order to receive the firm permit.

8) How long before my event should I request a permit?

You need to request your permit a minimum of 3 weeks before you require confirmation of the requested space. The deadline dates that you can submit permit applications for bulk processing are June 1 for school year indoor permits; March 1 for summer indoor permits; January 31 for outdoor field permits. As new permit requests are on a first come first served basis the earlier you submit an application the better chance you have of securing your first choice. Returning permit groups may have priority for renewal.

9) What are the hours/days of Community Use of Schools?

Certain periods are excluded (see the answer to Question #7). There are specific time periods for requesting a permit: School year September to June; Outdoor permits May to October; Indoor summer permits July and August.

For school year permits: you may request anytime between 6 pm and 10 pm for most schools. Some schools are not available after 6 pm or 8 pm, depending on caretaker coverage (these will be indicated on the permit website). On weekends permits must go no later than 6:00 pm on Saturdays or 3:00 pm on Sunday.

10) What days/periods are not available for permits?

School year indoor permits are not available on Statutory Holidays, Christmas and New Year Break, March Break, Easter Monday, the first week of September and the last two full weeks of June. For the summer period, evenings during the months of July and August and daytime for the last two weeks of

August are not available for permits. Exceptions may be granted for Summer School and other Board-related programs.

11) Do all schools cost the same?

The same fee schedule applies to all the schools within the TDSB and can be viewed at >>>>.

12a) How is an application processed?

The application form is submitted to the Permits Department for processing. Once approved by the school principal and permit office, a tentative permit is issued to the permit holder for signature. The firm permit is issued when the signed tentative permit and other paperwork are returned and payment is arranged.

12b) When is a permit application processed?

Bulk processing starts for permits after the relevant application period for the permit closes: June 1 for school year permits; Mar 1 for summer indoor outdoor permits; Jan 31 for outdoor permits. Please be advised that receiving your tentative permit may take some time.

12c) How long will it take before my permit is approved?

Bulk processing starts for permits after the relevant application period for the permit closes. If you submit a permit outside of the initial bulk processing period you should have your tentative permit within 3 weeks (depending on availability).

13) How will I know when my permit is approved?

Once your permit has been approved, you will receive a tentative copy via email. Be sure to respond promptly in order to receive a firm permit and check the dates and times for accuracy. Any change from or cancellation of the application will incur a charge.

14) Do I require insurance in order to permit TDSB space?

All permits must have insurance coverage. Please include a certificate of insurance with the permit application form. Most non-profit groups may also purchase the required insurance coverage through the Board. Contact the Permits Department to obtain Board rates.

15) What is required for the Certificate of Insurance?

The Certificate of Insurance must name the Toronto District School Board as an “additional insured” with minimum liability coverage of \$2,000,000. It must be a current certificate.

16) What if we need to make changes to our permit once it is approved?

Changes, additions and cancellations to your permit can be requested by contacting the Permits Department. There will be a charge for re-opening the permit. This charge will be invoiced each time the permit is re-opened.

17) How do I gain access into the school?

Prior to the first date of indoor permits you should communicate with the Permits Department and/or the Head Caretaker to find out the procedure and timing for entrance to the building. It is recommended that you get a cell phone number to contact the Caretaker on duty if for some reason that the Caretaker is not at the door at the appointed time.

18) How much time is allotted at the end of my permit?

As a permit holder, you are required to vacate the school by the end of your permit time. For example, if your permit end time is 10 pm you must vacate the school by 10 pm.

19) Why does the TDSB need to know how many participants?

Our on-site staff need to be aware of how many people will be entering our schools. This information is also required for Ministry of Education reports so that the school board continues to receive Community Use of Schools funding.

20) Can we rent out classroom space?

Classrooms may be available to community groups at the discretion of the Principal.

21) What if I want a specific room?

Typically, gyms (do not include showers), auditoriums, cafeterias and outdoor spaces are the facilities approved for community use. If you wish to use another space in the facility, please ask the Permits Department and it will seek school approval.

22) Can I book half a gymnasium?

Gymnasium rentals are as listed and are typically based on a full gym. Partition doors remain open for all rentals.

23) Can our group use school equipment?

Permit holders are allowed use of tables, chairs and gym fixtures. The use of any other equipment at the school is at the discretion of, and must be arranged through, the Principal well in advance of your booking.

24) Am I allowed any storage?

Permits do not include use of any storage space.

25) Who do I speak to if I am unhappy about my permit?

You should contact the Permit Clerk listed on your permit. If you are not satisfied with the answer you receive you can ask for the matter to be escalated within the Permits Department (Supervisor and/or Manager).

26) How do I find out who the Permit Clerk is for my permit?

The Permit Clerk will be identified on both the tentative and firm permit. Prior to receiving a tentative permit all inquiries about a permit should only go to the general email at permits@tdsb.on.ca or voicemail for permits at 416-395-7666.

27) What can I expect from the TDSB for support?

A minimum of 1 caretaker will be on duty during your permit time. The caretaker is only available for matters that require urgent attention and for unlocking rooms listed on the permit and requested bathrooms.

You can have the expectation that the facility will be in a safe condition. Any problems should be reported to the Permits Department. The water in swimming pools will be between 78-82 degrees.

28) How can I determine if the site is suitable?

Some details about a facility, i.e. square footage of a gym, are listed on the TDSB website (under Availability, Categories and Fees, Search Availability). It is also possible to arrange a site visit with the school.

29) Who has the detailed information on whether space is available?

The TDSB website is not accurate until the season has started and bulk processing has concluded. A change in permit process will be coming that will allow for real-time availability. Currently there is a lag-time while the Permits Department consults the local school.

30a) Why are security personnel required for my permit?

Pay-duty police officer(s) are required for special events/tournaments with a large attendance in order to provide crowd control measures if necessary and to ensure the security of the property and participants. Arrangements are to be made by the permit applicant and payment is to be made according to procedures provided by the Police Department.

30b) Why are media technicians required for my permit?

Special event requirements such as auditorium lighting and sound may be available but only if operated by board assigned technical stage crew. If requested on the application for permit, Permits Department staff will make arrangements for a technician(s) to provide this service (fees will be added to the Permit Contract).

31a) What do I do if there is a problem at the time of the permit and there is no caretaker available in the school (e.g. summer permit of fields)?

You should always have a copy of your permit on your person. There is a contact number for Board security listed on the permit (Call Centre 416-395-4620). Response time varies as geographic areas of coverage are large.

31b) What do I do if there is another group using my permitted space at the time of the permit?

You should always have a copy of your permit on your person. There is a contact number for Board Security listed on the permit (Call Centre 416-395-4620). Response time varies as geographic areas of coverage are large. The caretaker is not responsible for the Board security.