

COMMUNITY USE OF SCHOOLS
Definition of community permit categories

Hours for community use during which the fee structure is applicable:

INDOOR FACILITIES

<u>School Day</u>	Monday to Friday excluding holidays, 6 p.m. to 10 p.m. (also 7:30 a.m. to 6:00 p.m. if approved by the school principal)
<u>Summer Break</u>	Monday to Friday excluding holidays, 8 a.m. to 5 p.m.
<u>Saturday</u>	8 a.m. to 6 p.m.
<u>Sunday & Holiday</u>	8 a.m. to 3 p.m.

OUTDOOR SPORTS FIELDS

<u>Weekday</u>	6 p.m. to 9 p.m.
<u>Weekend & Holiday</u>	10 a.m. to 9 p.m.

Category	Activity Type	Description	Examples of Use	Pricing Strategy
(A)	Not-for-profit groups as defined below, based in Toronto, organizing activities that fit these criteria: <ul style="list-style-type: none"> • Providing programs/services broadly to the local neighbourhood/ community • Open to the general public • 75% of participants in the permit activity reside in the City of Toronto. • Fees are only charged to cover permit-related costs and materials. 			
(A1)	Youth and Seniors and Marginalized Groups	Participants in the activity are either: <ul style="list-style-type: none"> - children/youth under 18 years of age; or - persons with a disability under the age of 28; or - seniors (age 65 and above); or - entities whose primary purpose is to serve marginalized, as listed 	<ul style="list-style-type: none"> ▪ Scouts Canada ▪ Girl Guides of Canada ▪ Cadets ▪ Boys and Girls Clubs ▪ Children/youth/seniors sport, recreation, arts and leisure providers ▪ Marginalized groups are: persons with disabilities, -indigenous people , recent immigrants, low-income status 	<i>Highest subsidy</i>
(A2)	Others	Participants other than those in (A1) above	<ul style="list-style-type: none"> ▪ Faith-based services operated by registered charities ▪ Theatrical, entertainment, music groups ▪ Historical Society ▪ Ratepayer Associations ▪ Adult sport/recreation/sport training 	<i>Partial subsidy</i>
(B)	Other not-for-profit groups that do not meet criteria (A1) or (A2)	Other non-profit entities /individuals who are using the facility for community activities; non-City of Toronto residents; other groups where less than 75% of the participants are from the City of Toronto; may be charging fees that are beyond permit-related costs and materials	<ul style="list-style-type: none"> ▪ Political parties ▪ Federations and unions, excluding TDSB employee groups ▪ Fundraising events ▪ Tournaments/coaching clinics charging registration fees ▪ Provincial sport associations ▪ Business Improvement Associations ▪ Other Faith-based services ▪ Activities run by paid staff 	<i>Cost Recovery</i>
(C)	Private / Commercial	For profit entities/individuals who are using the facility for business/private purposes.	<ul style="list-style-type: none"> ▪ Sport and social clubs owned by an individual(s) ▪ Private summer camps operating as business ventures ▪ Schools and classes such as dancing, music, driving schools operated for private gain ▪ Commercial groups ▪ Trade Shows ▪ Functions of a commercial nature, whether sponsored by a local or non-local organization for which admission fees are charged, or which are operated for private or corporate gain. 	<i>Commercial Rates</i>
(D)	Special	Film and TV productions	<ul style="list-style-type: none"> ▪ Film and TV productions are subject to other considerations 	

NOTE:

User fees in Categories (A1) and (A2) are subsidized through the Ministry of Education Community Use of Schools grant and are subject to the limit of funding.

Not-for-Profit entities:

A not-for-profit organization provides services, programmes and opportunities to residents which support the principle of community building. Volunteer trustees or a board of directors govern the organization and there is no personal financial gain for members/trustees/directors. Any excess revenues are turned back to the organization and funds can only be used for promoting the organization purpose.

In order to claim Not-for-Profit status you must submit either:

- *If incorporated, a copy of "Letters Patent", or*
- *If not incorporated, a fiscal financial statement and an affidavit from the Executive Director (or equivalent) confirming status as a not-for-profit organization*

Caretaking fees:

For Groups (A1), (A2) and (B), basic caretaking service to open and close the facility is included in the permit fee if the permit falls within the stated hours for community use, provided that there are caretaking staff scheduled. Usage outside the stated hours will incur additional caretaking fees. Any additional service required to support the permit activity, e.g. AV technician, moving furniture, extra cleaning due to large attendance, is also charged back to the permit.

For Groups (C) and (D), a caretaking fee is charged on all weekends and holidays, and any other time outside the regular caretaking shift hours.