

## **Swansea Town Hall Space Use Policy and Procedures**

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### **1.0 Philosophy**

Swansea Town Hall is a community resource, operated by a Board of Management on behalf of the City of Toronto for the benefit of all persons who wish to use the Town Hall.

In the operation and more particularly in the use of space of the Town Hall the Board of Management shall have regard to the following:

- a) Retention of the historic character of the Swansea Town Hall, at 95 Lavinia Ave;
- b) Provision of the Town Hall as a focal point for the Village of Swansea and the "Catchment area";
- c) Operation of the Town Hall in a cost effective manner;
- d) Giving priority to groups of a community or not-for-profit and charitable nature;
- e) No programs carried on by the Board of Management are to be competitive with similar activities in operation at the same time at the Swansea Parks and Recreation Community Centre and;
- f) Encourage activities primarily aimed at residents of the Village of Swansea and the "Catchment area", but not any other AOCC catchment areas.

### **1.1 Space Use Policy and Procedures**

The Town Hall sees itself as a resource to be used by the community, and shall promote and encourage its uses as set out in 1.0 Philosophy. Use of the space may be initiated by individuals or groups from the community by applying to the Board of Management through the staff in accordance with the procedures approved by the Board of Management from time to time.

### **1.2 Policy of Non-Discrimination**

The Town Hall shall follow a policy of non-discrimination as set out by the Council of the City of Toronto.

### **1.3 Objectives of the Swansea Town Hall**

All use of space at the Swansea Town Hall shall be in accordance with the objectives of the Swansea Town Hall as stated in its Governing By-Law, its operating manual, and guidelines, policies and procedures as developed from time to time and relevant City of Toronto By-laws and in line with these provisions the following sets out the objectives of the Swansea Town Hall:

- a) All persons shall be welcome and encouraged to make full use of the Town Hall, its facilities and services subject to all By-Laws and decisions by the Board of Management;

- b) The Swansea Town Hall shall be community-orientated, with priority primarily given to residents of the community bounded by Lake Ontario Waters edge to the South, East of the centre line of the Humber River to the West, South of the Subway Cut to the North and on the east, from the Subway cut South, a Line projection following the centre of Wendigo Creek where it starts just South of Bloor to Lake Ontario Waters edge ("Catchment area").
- c) To provide space primarily to not-for-profit or charitable community organizations and municipal organizations that provide benefit to the community of a cultural, social, recreational or educational nature;
- d) To operate on a not-for-profit basis with all revenue being used to improve the building or its operations or both;
- e) The Town Hall operations shall be carried on without monetary gain for its members;
- f) The Town Hall shall promote and enhance the overall development of the community, in accordance with the desires of the community in co-operation with local, regional, or other agencies;
- g) To preserve and maintain the Town Hall.

#### **1.4 Use of Space**

The Space Use Committee may prepare for presentation to the Board of Management on an annual basis, an Action Plan in which each year's goals and priorities for the use of the premises are set out. This Action Plan shall be based on the Philosophy and Objectives set out in these guidelines.

#### **1.5 Categories of Use**

##### **1.5.1 Community Use Groups**

Community User Groups have traditionally operated from the Town Hall. These groups include the Swansea Area Ratepayers' Association, Swansea Area Seniors' Association, Swansea Historical Society, Swansea Horticultural Society, and Swansea Town Hall Association.

The characteristics of these groups are:

- a) They provide services to the community, and may operate on a yearly or seasonal basis;
- b) They will have an administrative and activity structure independent of the Town Hall but use the Town Hall for the presentation of their programmes and activities;
- c) They are open to the public;
- d) They have a strong connection to the community; and
- e) They are of a not-for-profit basis.

The Board of Management may designate other organizations as Community Use Groups which are similar in nature to those set out above.

Community Use Groups should make every effort to encourage members to participate in other activities held at the Town Hall and should be open to new members.

The Space Use Committee will oversee the maintenance of a Community Use Group List.

### **1.5.2 Individuals**

Individuals, organizations or businesses who wish to use the Town Hall facilities are encouraged to do so, subject to the procedures set out by the Town Hall Board of Management from time to time. Decisions in the absence of guidelines may be done on an ad hoc basis by the Space Use Committee subject to the supervision of the Board of Management.

### **1.5.3 Local Politicians**

The Board may extend to politicians, while they are holding federal, provincial or municipal office, and within whose constituency or ward the Swansea Town Hall is located, space upon the same terms as the terms then in force for Community Use Groups, provided such space is to be used for the purposes of a community information meeting, and an extension of constituency work and provided such meeting is apolitical and not for fundraising purposes.

## **1.6 Responsibilities of All Users**

### **1.6.1 Co-operation**

All users of the Town Hall shall co-operate with the staff in keeping the Town Hall clean and safe, including leaving the space allocated to them neat and clean for the next user.

### **1.6.2 Non-discrimination**

All users shall follow a policy of non-discrimination as set out by the Council of the City of Toronto.

### **1.6.3 Rules**

All users shall not breach or permit the breach by its members, employees, or guests, of the policies and regulations of the Town Hall as approved by the Board of Management from time to time.

## **1.7 Space Use Policies and Rates**

### **1.7.1 Space Use Rate Policies**

All users of space at the Swansea Town Hall will be required to pay a space use rate as may be required, based on the category of use classifications. The Board of Management may reduce or waive a space use rate in specific circumstances based on Policies and Procedures in effect from time to time.

### **1.7.2 Space Use Rates**

Rates will be set, based on similar market rates in the area but commercial enterprises may be assessed for higher space use rates, depending on activities planned and general disruption to the building anticipated.

Community Use Groups Rates will be based to ensure access to space at rates comparable to other spaces in the area. The Town Hall may receive services or goods or both of a value equal to and in lieu of space use rates.

#### **Community Discount Rate (CDR) Criteria**

The CDR is the rate approved by the Swansea Town Hall Board of Management from time to time.

In order for an organization to receive the CDR they must provide programming opportunities that have a high correlation to the interests of members of the community in the catchment area, and will be open to the public. The programming will be provided at no cost, or donation, or as part of a membership in the organization, or on a cost recovery basis and in addition the organization will be non-profit.

To receive the CDR, the organization must provide programming of the following nature; 1.Educational, 2, Recreational, 3.Spiritual, 4 Community Services of a Social Nature

### **1.7.3 Community Use Group Access Space**

Community Use Group access space will consist of one room suitable for Executive Meetings and one room suitable for General Meeting, between the hours of 7:00 P.M. and 10:00 PM weekdays or any 3 hour period on weekends when the Town Hall is already open, once per month (maximum 12 times per year).

Use of community user group access space, may be changed by the Executive Director or other individual(s) authorized by the Board of Management to accommodate the unique needs and increase flexibility for Community Groups (maximum 12X per year), at the request of the Community Group.

Community Use Groups may book additional space.

Community Use Groups must pre-book their community space prior to the start of the calendar year.

In the event that Community Use Group access space is not pre-booked or not specifically booked twelve (12) weeks in advance, by such community user groups the Swansea Town Hall shall make the space available to others, with priority given to community groups.

Use of community user group access space may be changed on short notice by the Executive Director or other individual(s) authorized by the Board of Management, to the scheduled groups, provided suitable alternate space is available within the Town Hall at the same time originally scheduled. Any user so affected may ask the Board to review such decision before or after it has been done.

#### **1.7.3.1 Space Use Certificate**

The Swansea Town Hall can issue, Space Use Certificates up to a \$500.00 aggregate per year in \$50.00 increments space use certificates to local non profit, charitable or community groups for fundraising purposes which may occur outside of the Swansea Town Hall.

The Executive Director will administer the issuance of these certificates and will report out the names and amounts issued annually.

#### **1.7.4 Reduced Rates**

The Board of Management has the ability to provide use of additional space at the Town Hall to organizations on a short term and at a no cost or at reduced rates provided such space is available. In so doing the Board should keep in mind the Philosophy set out in 1. and in particular the need to keep the building cost effective and providing services to the community.

The Board will normally not provide space at no cost when:

- a) The group is charging admission or selling tickets;
- b) Fundraising occurs during the event;
- c) There is a "SALE" Special Occasion Permit;
- d) The event is occurring outside regular hours of operation of the Town Hall; and,
- e) The group or individual is conducting a commercial or business or similar activity.

Notwithstanding the aforesaid policy, the Board may provide space at no cost when the event is exclusively raising funds for the Swansea Town Hall in accordance with the objects and responsibilities of the Board of Management as set out in the Governing By-Laws.

The Board may provide procedures which will allow the Space Use Committee to approve such use between Board meetings subject to confirmation of the committee's actions by the Board and the power to implement the same.

#### **1.7.5 Off Peak Use**

The Board may determine an off peak discount rate for use of the building during regular hours of operation.

#### **1.7.6 Additional Staff Charges**

When the building is open beyond the regular hours, additional staffing will be required. Staff charges are above and beyond any space charges and must be fully covered by the user of the space unless waived by the Board of Management.

#### **1.7.7 Election Year Policy**

Candidates for any elected office may book space at the Swansea Town Hall at the Individual space use rate.

A candidate means "a person who has been nominated under section 33 of the Municipal Elections Act, 1996"

The individual space use rate is a market rate that is not subsidized in any way, thereby by charging this rate there is no real or perceived contribution to a candidate.

#### **1.8 Space Use Rates Review**

Space use rates will be reviewed at least on an annual basis. The Executive Director will undertake an annual study of comparable charges for space and present recommendations for the upcoming year to the Space Use Committee and the Board of Management for consideration.

#### **1.9 Application/Agreement for the use of space at the Swansea Town Hall**

An Application / Agreement for use of Space is to be developed by the Board of Management. Once adopted such document will be required to be filed with any request for space and all users will be required to execute such approved agreement except as varied by the Board of Management.

The Space Use Committee will, in accordance with the policies and procedures adopted by the Board from time to time, review the booking of the Town Hall, and its procedures; and, make recommendations to the Board in regard to the same and note any changes in the use of space.

The staff of the Town Hall may assist organizations and individuals in the completion of the document. Staff will be authorized to approve applications in accordance with the written guidelines, policies and procedures provided by the Board of Management from time to time.

### **1.10 Cancellation Procedures**

#### **a) Cancellation**

- i) Any space use agreement may be cancelled by the Board of Management for sufficient cause provided prior to the Board making its decision an opportunity is given to the user to be heard and make full submissions before the Board.
- ii) The Board shall provide full notice in writing to the user of the grounds. Such notice to be given fourteen days prior to a special or regular meeting of the Board that will deal with the cancellation.

Sufficient cause includes but is not limited to consistent breach of the terms of the space use agreement provided notice in writing has been given of the breach with an opportunity to correct the breach.

#### **b) Emergency Cancellation**

Any agreement for use of space may be cancelled on short notice by the Space Use Committee or other individual authorized by the Board of Management, if the permitted use is hazardous, criminal, or in breach of approved City of Toronto policy, or a nuisance in the building or to other users. Any such decision is subject to review by the Board before or after the cancellation.

The Swansea Town Hall reserves the right to cancel all use of the Building and close it in the event of a major Medical, Environmental, Structural emergency or other unanticipated emergency affecting the safety of users, and may develop detailed policies and Guidelines in regard to such matters.

#### **c) No Charge Space Use Agreements Other than Community Use Access Space**

Any no charge space use agreement may be cancelled on reasonable notice, which shall be at least twenty-one (21) days or such greater time as may be agreed to by the Board for use of any space other than Community Use Access Space should another user be willing to pay the approved rate for such space.

Wherever possible the Town Hall shall use its best efforts to seek suitable alternate space within the Town Hall should a space use agreement be cancelled under this clause.

Any no charge space use agreement for other than Community Use Group Access Space shall include a clause allowing for cancellation as set out in this clause in addition to any other terms.-

**d) Cancellation by Applicant/ User of Individual Space Use Agreements**

Any Individual space use agreement that is cancelled will be charged according to the following format.

One (1) month or more notice in advance, there will be no charge.

Less than one (1) month Notice, the full booking charge will be forfeited.



## Swansea Town Hall Hours of Operation Policy

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### Purpose

To establish regular hours of operation which meets the needs of the community and clients of the Town Hall.

### Building Hours

The regular hours of the Town Hall are Monday through Friday 8 A.M. to 10 P.M.  
Saturday 8 A.M. to 5 P.M.

### Building Closed (designated holidays)

(Where an actual date is not listed, date is provided by City)

New Years Day	January 1
Family Day	Third Monday of February
Good Friday	
Easter Monday	
Victoria Day	
Canada Day	July 1 & date designated by City
Civic Holiday	
Labour Day	
Thanksgiving Day	
Remembrance Day (Building is open for Remembrance Day service)	
Christmas Day	December 25
Boxing Day	December 26

### Additional Building Closure(s)

The Building can also be closed over other periods of time due to emergency, planned maintenance and vacancy (non-use) of the building.

The Executive Director will provide the Board with recommended times of closure that can be predicted (seasonal vacancy).

In addition to closure due to emergencies, the Board has delegated the responsibility to the Executive Director to approve additional closures. When adjusting building hours, the Executive Director will take into account factors such as City tenants, Swansea Town Hall clients, staffing and other factors which are pertinent to the specific closure. Staff will report to the Committee on additional closures made outside of normal operating hours.



## AGREEMENT

FOR USE OF SPACE AT THE SWANSEA TOWN HALL COMMUNITY CENTRE (STH)

<b>Agreement #</b>		<b>Agreement Date</b>	
<b>Company/Billing Name (Space User)</b>		<b>Event Date (if one time event)</b>	
<b>Course/Event Name</b>			
<b>Primary Contact</b>			
<b>First Name</b>		<b>Last Name</b>	
<b>Street Address</b>		<b>Phone: Home</b>	
<b>Unit #</b>		<b>Phone: Work</b>	
<b>City</b>		<b>Phone: Cell</b>	
<b>Province</b>			
<b>Postal Code</b>		<b>Email Address</b>	
<b>Secondary Contact</b>			
<b>First Name</b>		<b>Last Name</b>	
<b>Phone</b>		<b>Email Address</b>	

## TERMS & CONDITIONS

- 1. AGREEMENT AND RESERVATIONS:** Only when the Agreement is completed and signed by both parties, and any required fees are paid, as set out on the invoice(s) issued by STH in accordance with this Agreement, will space be reserved.
- 2. PAYMENT AND CANCELLATIONS:** The space user agrees to pay any required fees no later than the Payment Due Date set out on the invoice(s). Payment must be made on or before the due date or there is a risk having the booking cancelled at the option of STH. Such cancellation does not release the space user from any claims for damages under this contract.
- 3. RESPONSIBILITY FOR DAMAGES, INSURANCE & DEPOSIT:** a) The space user shall be responsible for all damages and losses to STH, its premises and contents and all claims arising out of the space user's use of STH and shall indemnify and save harmless STH from such damages, losses or claims; b) The space user is required to have adequate insurance. STH may require the space user to provide proof of adequate fire, property damage and public liability insurance in which STH shall be named as one of the insured; c) The space user may be required to leave a security deposit at the time of booking space. The security deposit is refundable in full within seven (7) days after the event unless deductions are made. Deductions may be made to cover a cancellation charge or any other costs (damage or otherwise) incurred as a result of the event. This may include a deduction to cover the cost of any damages occurring to the building, equipment or furniture as a result of the event and to cover time in excess of that agreed to or for cleaning excessive mess. The space user shall request the STH staff person inspect the space and point out any pre-existing condition before the event begins and inspect the space again at the end of the event. All deductions and charges will be based on the Security Deposit Form, which the space user agrees to sign before leaving the building at the end of the event. The space user agrees to be responsible for any deficiency if damages and other charges are greater than the security deposit.
- 4. REFUNDS AND CANCELLATIONS:** A full refund will be available prior to the due date stated on the invoice. Partial refunds or other accommodations may be available at the sole discretion of STH after this date according to the circumstances and are subject to any cancellation fees that may apply.
- 5. FORCE MAJEURE:** When an extraordinary event or circumstance beyond the control of STH such as a war, strike, riot, crime, or an event described by the legal term *Act of God* (such as a hurricane, flooding, earthquake, significant building damage, etc.) occurs, then STH will not be held to the terms of this agreement.
- 6. HEALTH AND SAFETY:** a) No open flames of any kind are permitted in the building; b) Smoking is prohibited in the STH building or within 9 meters of all entrances and exits to the building.

**7. VACATING ROOM AND EXTRA CHARGES:** a) The space user agrees the event will be terminated and premises vacated at the times specified on the invoice. STH staff is not permitted to make exceptions; b) notwithstanding the above, where a space user remains on the premises beyond the time reserved by the space user, the space user will be additionally charged for any overstay in half hour increments. Where the space user overstays regular hours, then in addition to the hourly rate, the space user will be charged the after hour rate caused by such overstay. Such charges and payments do not relieve the space user from the requirement to meet 7a).

**8. STH RIGHT TO CANCEL AND PROVISION OF ALTERNATE SPACE:** STH reserves the right to cancel room bookings on the premises at any time, for any cause, in accordance with its cancellation procedures. STH may, if possible, offer to reschedule room bookings in accordance with its guidelines in place from time to time. STH shall try to give reasonable notice as circumstances permit. The sole liability arising from the cancellation would be to refund any rental fees (if paid).

**9. STH AS VENUE ONLY:** space user must not advertise in a way that implies that their function is a STH sponsored event. STH is to be referred to as a location or venue only.

**10. NOISE:** It is compulsory that the space user ensure that noise will be kept at a reasonable level at all times in order not to disturb other clients in the building or neighbours in the area. The decision as to the reasonability of the level is at the sole discretion of STH staff.

**11. SET UP AND TEAR DOWN:** The space user shall prepare their own set up and finish their clean up within their scheduled time, unless otherwise agreed in writing by STH. All furniture and equipment shall be replaced or stored in their original locations. All areas shall be kept clean of any debris or garbage.

**12. ATTENDEES:** It is the responsibility of the space user to control all attendees from disruptive acts within the building and grounds at any of its functions and to clean up after them. Failure to do so may result, at the sole discretion of STH staff, in the immediate cancellation of the event and in the space user being barred from holding future functions at STH.

**13. LIABILITY:** STH assumes no responsibility for loss or damage to any persons or the equipment, possessions, cash, clothing; or any other material brought in or kept on the premises by the space user or by any members, employees or guests of the space user. Any such item shall be brought and kept on the premises at such person's or the space user's risk and expense.

**14. RESPONSIBILITY FOR DAMAGES & INSURANCE:** The space user shall be responsible for all damages and losses to STH, its premises and contents and all claims arising out of the space user's use of STH and shall indemnify and save harmless STH from such damages, losses or claims. The space user is required to have adequate insurance. STH may require the space user to provide proof of adequate fire, property damage and public liability insurance in which STH shall be named as one of the insured.

**15. SECURITY:** STH may require security to be on duty in accordance with its guidelines in place from time to time. Failure to comply will result in immediate cancellation of the room booking.

**16. NO ILLEGAL ACTIVITIES:** The space user agrees that no illegal activities or items, including but not limited to drugs, unauthorized alcohol, or weapons of any kind, will be allowed in the building or on the grounds. STH reserves the right to call in law enforcement officials when illegal activity is suspected. When STH exercises this option, it does not relieve the space user from its responsibility under this agreement. The space user shall follow the City of Toronto non-discrimination policies.

**17. ALCOHOL:** Events involving the serving of alcoholic beverages will be allowed only after the space user has obtained all the appropriate permit(s) and copies have been provided to STH and all appropriate governmental regulations are complied with. No alcohol may be served or consumed outside the rented room. Failure to comply with any governmental rules and regulations may result in the immediate closing of the event.

**18. USE OF SPACE BY POLITICIANS AND POLITICAL CANDIDATES:** If the use of space at STH is by a politician or political candidate or for the benefit of a candidate for election to political office, then this fact must be declared at the time of booking, such that Election Year Policies\*\* will be applied. If such status is not declared, and Election Year Policies are not applied, the space user will be responsible for all resulting costs and damages.

**19. NON-COMPLIANCE:** Failure to comply in a major way with any of the Terms and Conditions may result in the immediate suspension of all renting privileges and/or cancellation of the room booking.

**20. STH POWER TO SUSPEND:** STH may suspend some or all renting privileges of any space user violating any of the STH Terms and Conditions.

**21. COMPLAINTS:** STH has a complaint system\*\* and any complaint will be handled within this system.

**22. COMMUNITY GROUPS\*** a) must provide their next year's schedule, before the end of October, to ensure the availability of space; b) should give reasonable notice that previously reserved space will not be used in order to allow STH to make such space available to others; c) must provide a second name as an alternate contact including contact information (phone number, email) as well as a list of their executive members, including contact information.

**23. RIGHT TO CANCEL AND PROVISION OF ALTERNATE SPACE HERITAGE COMMUNITY GROUPS\*:** STH reserves the right to cancel room bookings on the premises, for any cause, in accordance with its cancellation procedures in place for heritage Community Groups\*. STH shall try to give reasonable notice as circumstances permit. The sole liability arising from the cancellation, would be the refund of any rental fees (if paid).

\* *Community Groups: Swansea Area Seniors Association, Swansea Horticultural Association, Swansea Historical Association, Swansea Area Ratepayers Association, Swansea Town Hall Residences (J. T. Bonham Residences)*

\*\* *See [www.swanseatownhall/contact/governance](http://www.swanseatownhall/contact/governance)*

I HEREBY CERTIFY THE ABOVE INFORMATION IS TRUE. I PERSONALLY AGREE OR I HAVE THE AUTHORITY TO BIND THE ORGANIZATION I REPRESENT ON THIS AGREEMENT. I AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS OF THIS AGREEMENT OF WHICH I ACKNOWLEDGE RECEIPT OF A TRUE COPY THEREOF. I AGREE TO SAVE HARMLESS AND INDEMNIFY THE SWANSEA TOWN HALL COMMUNITY CENTRE, ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM ANY AND ALL DAMAGES ARISING FROM THE SPACE USER(S) USE OF THE PREMISES.

SPACE USER SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

SWANSEA TOWN HALL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## Alcohol Use

### 1. Purpose of Policy

It is the policy of the Swansea town Hall to help community groups / families / individuals take responsibility for reducing the risks associated with the use of alcohol in community centres.

- a. Risks to people - injury, death, grief, legal action - personal expense
- b. Risks to the City of legal action - public expense

### 2. Space Use Application / Agreement

Should contain very clear and highlighted rules and regulations regarding alcohol use. In addition to the usual Space Use Application / Agreement, there shall be a form to be used whenever the serving of alcohol is requested. In addition to the signature of the applicant, it shall require the name of the server for the event.

### 3. Signage

A set of event bar rules will be given to every applicant that intends to serve liquor and an enlarged version will be posted at the event.

### 4. Handout kit

Besides items mentioned above, where an applicant intends to serve alcohol, all applicants for licensed events will be given copies of

- i) City of Toronto "MAP" materials (as long as they are made available by the City) with custom tailored note indicating that while the Swansea Town Hall is not now bound by the City's rules, it does advise all Special Occasion Permit holders to seriously consider obtaining a "Smart Serve" trained server for the bar and that they are responsible for obtaining \$1,000,000 liability insurance that names the Swansea Town Hall and the City of Toronto as additional named insured parties,
- ii) Event Bar Rules,
- iii) "Having a party" from LLBO (as long as it is available from the LLBO),
- iv) list (with prices) of insurance companies that will provide event insurance,
- vi) Recipes for non-alcoholic drinks,
- vii) list of taxi companies,
- viii) and other such material.

### 5. Procedures

Get applicant to advise if alcohol will be served

Give all clients considering a licensed event a copy of the Alcohol Use Checklist and Event Bar Rules.

Ensure that client reads and signs the Space Use Application / Agreement and Additional Rules and Regulations for Alcohol Use at the Swansea Town Hall

Offer opportunity to view alcohol use video, when special occasion version available.

Provide handout kit.

Place Event Bar Rules in the licensed space at the bar.

Board will develop and review procedures for staff to be trained in non-obtrusive ways of monitoring and maintaining rules and reasonableness at all licensed events and in cancelling events for cause.

# SWANSEA TOWN HALL

community centre

## ADDITIONAL RULES AND REGULATIONS FOR ALCOHOL USE AT SWANSEA TOWN HALL

(Please read terms and conditions on application/agreement)

- • **Smoking is prohibited in the Town Hall at all times** • •  
(and no open flames, such as candles)

### NO LLBO PERMIT AND NO BOARD APPROVAL MEANS NO ALCOHOL

Events involving the serving of alcoholic beverages will be allowed only after permission has been granted by the Board of Management, provided you have the appropriate permits. You are responsible for obtaining a Special Occasion Permit from the LLBO and complying with all LLBO regulations (e.g. amounts of alcohol to be brought in, presence of minors, adequate food supply, posting of permit, decoration, capacity limits and so forth). No alcohol may be served or consumed outside the rented rooms. A copy of the Special Occasion Permit must be presented to the Town Hall no later than 48 hours before the event and the original permit posted prominently at the event.

### **Termination**

You agree the serving of alcohol will be terminated and premises vacated at the times following:

**Serving stops at \_\_\_\_\_.**

**Premises vacated at \_\_\_\_\_.**

Town Hall staff are not permitted to make exceptions.

### **Noise will be kept at a reasonable level**

It should not disturb fellow users or neighbours. Reasonability of the level is at the sole discretion of Town Hall staff.

- • **Swansea Town Hall assumes no responsibility for loss or damage** • •

Any persons or the equipment, possessions, cash, clothing or any other material brought in or kept on the premises by you or any of your members, employees or guests shall be at such person's or your risk and expense.

### **Liability**

You shall be responsible for all damages and losses to the Town Hall, its premises and content and all claims arising out of your use of the Town Hall, and shall indemnify and save harmless the Town Hall from such damages, losses or claims.

### Check list

**All of the following requirements must be met before an alcoholic drink can be served in any part of the Swansea Town Hall!**

- O 1. You must have a Special Occasion Permit from the Liquor License Board of Ontario. (The form is available at any liquor store and takes about two weeks to process. Cost is generally \$25, but depends on the nature of the event)
- O 2. The Board of Management of the Swansea Town Hall must have approved your application for holding a licensed event. They meet monthly, so your completed and signed application for use of space at the Town Hall must be submitted at least 5 weeks before the event.
- O 3. You must provide a copy of your Special Occasion Permit to the Town Hall at least 48 hours before the event and read and sign a copy of the "Additional Rules and Regulations for Alcohol Use at the Swansea Town Hall" (attached).
- O 4. You must post the Special Occasion Permit in a prominent place where the alcohol is served at the event. Bar must close no later than 11:30 pm.
- O 5. You must follow all Ontario Liquor Laws, e.g. no alcohol served to minors, no alcohol served to someone who's had too much, no alcohol to be consumed except in rooms named on permit, etc.

Advisory

1. For event where alcohol is to be served, the Swansea Town Hall may require security guards to be on duty. The applicant agrees to pay the cost of security in such numbers and at such rates as the Swansea Town Hall may require depending on the nature of the event. The Swansea Town Hall will make arrangements for the security and the cost will be added to the rental fee.
  
2. The Applicant agrees that no drugs, unauthorized alcohol or weapons of any kind will be allowed on the premises. The Swansea Town Hall reserves the right to inspect all bags or other containers being brought on the premises by employees, guests or members at the applicants event and to refuse admittance. Where the Swansea Town Hall exercises this option, it does not relieve the applicant from its responsibility under the Application / Agreement.
  
3. Events involving the serving of alcoholic beverages will be allowed only after permission has been granted by the Board of Management, the Applicant has obtained a Special Occasion Permit from the LLBO, a copy of the Special Occasion Permit has been provided to the Swansea Town Hall (no later than 48 hours before the event) and all LLBO regulations are complied with (e.g.. amounts of alcohol to be brought in, presence of minors, adequate food supply, posting of permit, decoration, capacity limits and so forth). No alcohol may be served or consumed outside the rented rooms.
  
4. Failure to comply with any of the above rules and regulations may result in the immediate closing of the event.

I, the undersigned, personally and as authorized agent of \_\_\_\_\_,

have read the above rules and regulations and agree to abide by them. Further, I agree to save harmless and indemnify the Swansea Town Hall community centre, its officers, directors, employees and agents and the City of Toronto from any and all claims arising from the applicants use of alcohol on the premises.

Signature of Applicant \_\_\_\_\_

Print name \_\_\_\_\_

Name of server \_\_\_\_\_

Witness \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_



## Space Use Procedures - General Reminders

### 1. Notices, flyers, etc.

Outside bulletin board only gets notices of events going on in the building. Inside boards only show notices that have the "ok", thumbs up stamp. Priority is for community events and not for profit activities. We can accommodate other notices, help wanted, garage sale, etc. as space permits. Try to scan the boards once each shift to remove out dated stuff and anything that isn't approved. SASA & Dental clinic take care of downstairs boards and we keep our hands off them (unless you see outrageous and inappropriate stuff posted).

### 2. Kitchen clean-up

Remember that Historical Society, Ratepayers, Horticultural Society and SASA usually use the kitchen for refreshments when they have events in the Rousseau Room. Please ensure that the kitchen is clean for them the same way you do for clients who rent the kitchen. They, in turn, may need to be reminded to leave it the way they found it just like paying clients.

### 3. "Purple Room"


The Swansea Historical Society rents the "purple room" for the Swansea Community Archives. They have been planning to remodel the room and dedicate it to the memory of William Small, one of their founding members who passed away not long ago. They have slowed their plans while waiting to see what happens with our plans for the basement extension. This is a discussion between them and the STH BOM. In the meantime, we need to be respectful of their territory and treat it like the Library, Dental Clinic and SASA, i.e., we enter it to check on safety and security matters, building systems, etc. but store stuff there, touch/use/borrow stuff only with SHistS permission.

### 4. Rental rates review

We don't let stuff leave the building for money. Rental charges are to support space use and cover costs of wear and tear. Attached is the present list from the wall and the Space Use Application/Agreement.

### 5. Community User Group and Space User property

Remember that there are several pieces of equipment that we use that belong to our Community User Groups and Space Users. The projector screen hanging from the Rousseau Room ceiling belongs to SHistS, the small portable projection screen and the wooden podium belong to SHortS and the SASA Piano belongs to SASA. The owners of these understand that they may be used by others. The piano storage cabinet and mats in the Gemmel Room belong to YCCMMC, and there are some mats in the Teiaiaagon Room whose ownership I'm uncertain about. Please ask all Space Users to clearly and indelibly label any items left here. these items should not be used by others unless we are given the ok by the owners.

approved by BOM 5/5/98 (date)  (signature)

### 6. Photocopier codes for Community User Groups

We are keeping tabs in **two ways** at present and for the near future:

1. The old same system of filling out the sheets in the file folder marked "photocopy accts" and
2. giving the Community User their special code to use for access to the copier.  
We will compare the two to see if the technological system is accurate and free of "bugs".
3. If the machine doesn't reset, press "p" and "clear / stop" together and hold for 5 seconds.

### 7. Yellow copies

In order to create a simple double check on bookings, the yellow copy of the contract is put in the yellow file at the front. Each monday morning, the Caretaker on duty makes two checks:

1. Look at the week and see what's booked and check bookings against contracts.
2. Check the yellow contracts to see if they're entered in book correctly and filled out correctly. Then put them in the usual binder.

approved by BOM 5/5/08 (date)  (signature)

## Space Use Application Procedures

### A) FOR OCCASIONAL USE OF SPACE -- standard rate

Group or individual meets with the Town Hall designated person to complete the application form, review all rules and regulations and sign an **Application / Agreement for use of the Swansea Town Hall**;

Once completed, the **Application / Agreement for use of the Swansea Town Hall** will be reviewed and approved by the Executive Director or the Executive Director's designated assistant in the absence of the Executive Director;

A monthly report of all occasional users will be submitted by the staff through the Space Use Committee to the Board of Management for information.

### B) FOR SEASONAL OR ANNUAL USE OF SPACE -- standard rate

Group or individual meets with the Town Hall designated person to complete application form, review all rules and regulations and discuss the **Application / Agreement for use of the Swansea Town Hall**;

Once completed, the **Application / Agreement for use of the Swansea Town Hall** will be reviewed by the Executive Director or the Executive Director's designated assistant in the absence of the Executive Director;

**Application / Agreement for use of the Swansea Town Hall** forms are submitted to the Space Use Committee for approval or forwarded by the Space Use Committee to the Board of Management for approval;

### C) FOR COMMUNITY ACCESS SPACE

Group meets with the staff to complete application form, review all rules and regulations and discuss **Application / Agreement for use of the Swansea Town Hall**;

If the group is an approved community user group then the completed **Application / Agreement for use of the Swansea Town Hall** forms are reviewed by the Executive Director who may approve the use of the space; or forward it to the Space Use Committee.

If the group is not an approved community user group the application is reviewed by the Space Use Committee; an **Application / Agreement for use of the Swansea Town Hall** is developed and signed by the group, and forwarded with or without recommendations to the Board of Management.

## Application Timetable

### D) FOR OCCASIONAL USE OF SPACE

Applications may be submitted at any time and, in most instances can be approved within one week;

Applicants are urged to book well in advance for the use of the building. It is recommend to book space at least three months in advance of the date required.

### E) FOR SEASONAL (OR ANNUAL) SPACE USE

Applications for:

Winter & Spring activities should be submitted by October 15;

Summer activities should be submitted by May 15;

Fall activities should be submitted by July 15:

Review process by staff, Space Use Committee and Board may take approximately four weeks.

### F) FOR COMMUNITY ACCESS SPACE

Applications should be submitted in advance. Where applications are for an approved Community User Group. The time frames for occasional use of such space shall generally follow those applied to occasional permits. The time frames for seasonal or annual permits for such space will follow those used for seasonal or annual permits. Longer time frames will be needed for approval of new group as a Community User Group.

approved by BOM 10/3/15 (date)  (signature)

### 6. Photocopier codes for Community User Groups

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2. giving the Community User their special code to use for access to the copier.  
We will compare the two to see if the technological system is accurate and free of "bugs".
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2. Check the yellow contracts to see if they're entered in book correctly and filled out correctly. Then put them in the usual binder.

5/10/02



## Space Use Application Procedures

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A monthly report of all occasional users will be submitted by the staff through the Space Use Committee to the Board of Management for information.

### B) FOR SEASONAL OR ANNUAL USE OF SPACE -- **standard rate**

Group or individual meets with the Town Hall designated person to complete application form, review all rules and regulations and discuss the **Application / Agreement for use of the Swansea Town Hall**;

Once completed, the **Application / Agreement for use of the Swansea Town Hall** will be reviewed by the Executive Director or the Executive Director's designated assistant in the absence of the Executive Director;

**Application / Agreement for use of the Swansea Town Hall** forms are submitted to the Space Use Committee for approval or forwarded by the Space Use Committee to the Board of Management for approval;

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If the group is not an approved community user group the application is reviewed by the Space Use Committee; an **Application / Agreement for use of the Swansea Town Hall** is developed and signed by the group, and forwarded with or without recommendations to the Board of Management.

## GUIDELINES FOR THE DISCLOSURE OF PERSONAL INFORMATION IN RESPONSE TO A REQUEST BY LAW ENFORCEMENT

the investigation are disclosed. In the event that specific information cannot be identified, but the police are requesting to search through large volume of records, please contact the Corporate Access and Privacy office for further direction.

- Part II of the form is to be complete by the attending police officer. He/she must record:
  - And occurrence report number
  - Whether copies are requested or to view the original, or both
  - Whether the originals will be requested under subpoena

Note: Originals are never to be provided to an attending officer.

- Staff must ensure that the forms is dated and signed by the requesting officer and attending staff person.
- **Forward the completed original form in a sealed envelope, marked confidential to the attention of Suzanne Craig, Director of Corporate Access and Privacy at Toronto City Hall, 13<sup>th</sup> floor, West Tower, 100 Queen Street West.**
- Place a copy of the completed form, along with copies of the records that were disclosed to the law enforcement officer, in the employee file.
- If presented with a subpoena, you will likely be expected to attend at court with a certified copy of the original records that have been requested. Staff must contact the department's solicitor when presented with a subpoena.
- Staff must make a copy of the subpoena and the records that have been requested and place the in the employee or customer file. A copy of the subpoena is to be forwarded, by confidential mail, to Suzanne Craig, Director of Corporate Access and Privacy at Toronto City Hall, 13<sup>th</sup> floor, West Tower, 100 Queen Street West.
- **Special Note:** There may be exceptional circumstances that arise in which staff receive a request from the police for information over the telephone. Please refer all such calls to Corporate Access and Privacy prior to disclosing any personal information.

**GUIDELINES FOR THE DISCLOSURE OF PERSONAL INFORMATION IN  
RESPONSE TO A REQUEST BY LAW ENFORCEMENT**

Copies of the form can be obtained from the Corporate Access and Privacy office by calling 392-9684. Any questions related to these guidelines can be directed to John Searle , Senior Policy and Compliance Analyst at 397-5215

**Prepared by Corporate Access and Privacy  
September 2005**



## DRAFT CONSTITUTION -- OPENING COMMENTS

Several persons who have come to the Swansea Town Hall have expressed concerns about being able to draft a constitution. What follows is an aid. You do not have to include all the clauses, but from my many years experience if you intend to operate for more than a year, the following draft constitution contains the key elements. These can be expanded on, and you can of course "cherry pick" from the clauses to set up your own working document.

From my perspective, a constitution is a "working document", it sets out the rules you will work within and provides guidance for both the executive and the members. It is designed to facilitate the operation of your group and to prevent abuses.

Constitutions, especially those of volunteer organizations should be reviewed every five years, to ensure the document still "works" for your group, and that your group is still following it.

You can find more detailed examples of constitutions in legal journals and guides, though these are designed for corporations and contain clauses based on statutory and other requirements and are probably too detailed for your needs. In addition some editions of General Robert's Rules of Order, include examples of simple constitutions which you could use to expand on the simple draft attached.

Finally this is not a definitive document, and neither myself or the Swansea Town Hall are responsible for any errors or omissions.

I and the Swansea Town Hall wish you the best of luck.

William H. Roberts @ January, 2001

## COMMENTS ON THE CLAUSES

What follows are brief comments as to the purpose of each of the proposed clauses to assist you in deciding what changes if any you want to make.

1. THE NAME -- pick whatever name you are comfortable with and which describes what you want to do. Obviously if it is a bridge club you may not want to use the term society. The usefulness of using the "hereinafter clause" is that you will no longer have to repeat the whole name throughout the constitution.

2. THE PURPOSE OF -- there is no craft here -- just set out why your group was created.

3. THE OBJECTS OF T.N.T. are as follows:

a) if you do not intend to hold meetings there is no need for this clause. Again with the bridge club it might be to hold bridge classes or tournaments.

b) this clause is needed if you want to indicate you are not a business and that you are not a sub-set of a political party.

c) this is optional but useful

d) this is optional but useful

4. THE BOUNDARIES OF T.N.T. are not required: however, if you are concentrating on a particular area, it may be useful to state that. In addition I have found in the past, if membership is wide open, someday you may experience a bus pulling up with persons you have never seen before but who represent a group within your group who want to take over. While that can still happen if you have boundaries, in my experience, it is less common. What is critical here is who will run the organization. Do you want it to be local or general. If you have local concerns then you may wish to set out boundaries as well.

Boundaries can be as simple as for example "the former Village of Swansea"; "Ward 13 as it existed on such and such a date"; or it can have geographic boundaries such as major or minor streets, rivers, pounds, lakes, rail road tracks.

5. MEMBERSHIP is open to all persons who supports the purpose and objects of the Society and who meet the following criteria: [whether you choose to include other criteria is up to you but this is the minimum]

a) are at least \_\_\_\_\_ years of age: [this is optional but you may want to set a minimum age for voting rights]

- b) reside within the boundaries; [optional -- discussed under boundaries -- if you set boundaries then using this as a criteria for voting makes sense -- if you have no boundaries then it is not appropriate to include this sub-clause] and
- c) Membership fees serve two purposes. It provides money to pay for the cost of mailing notices to members along with newsletters and making copies. It allows you to keep track of who is a current member for mailing and for voting purposes.

You could create other classes of members such as "youth", "associate" and "honourary" with or without voting rights. I have not included such classes since this is a bare bones constitution, and one class is the easiest. You may want to consider whether incorporated businesses can be members and what voting rights they will have.

6. VOTING RIGHTS. It is important to indicate what voting rights members do or do not have.

7. MEMBERSHIP FEES. The reason for having members set the fees on notice is critical. I once heard of an example of a private golf club in cottage country where over the years the club became more elite. The new members looked down on the cut-off jeans and tea shirts that the founding cottagers wore. So in order to eliminate them they passed a by-law setting a minimum one time fee of \$15,000.00 for existing members, and \$5,000.00 each year thereafter. Under the by-laws fees could be set by the Executive and take effect immediately. Since to vote the founding members would have to find \$15,000.00 they were excluded from voting on the matter.

Allowing members to discuss and vote on the issue is critical to "grass roots" control; it is important that all members be advised in advance.

8. THE EXECUTIVE. This is a minimum executive. I have not set out the roles of each of the offices. For the most part these are self-explanatory; however, you can get from other sources the roles and you can choose to include description of the roles in this clause. It is preferable that the executive be an odd number. It should be a minimum of three, but my preference is 5 to 7 which allows flexibility. You could choose to further divide the secretary's role into two different functions: recording secretary (responsible for minutes, notices of meetings and correspondence) and membership (responsible for recording memberships and issuing membership cards). This often makes it easier to find a secretary because the work load is lessened. In addition you could create additional Vice-Presidents, or directors if you want to increase the total to 5 or 7 members.

9. QUORUM for the executive of the Society shall be a majority. This is the normal configuration. Some use 2/5ths; however such a figure should only be used for larger Executives with at least 7 members so that the minimum would be 3. The reason for requiring quorum to be maintained is so part of the executive does not wear down the rest until they have the majority of remaining executive members.

10. NUMBER OF MEETINGS. It is useful to set a minimum number. In my experience some executives have met only once in a year unless this is required. Some constitutions set a higher standard such as monthly meetings; however this can prove difficult in the summer and over Christmas or other holiday seasons. Some societies are busier at times and may have several meetings close together and not meet regularly the rest of the year. This does not prevent the executive from scheduling more meetings. It is important to note the constitution sets the minimum number of meetings so there is flexibility.

11. NOTICE OF EXECUTIVE MEETINGS. An executive may have to meet on short notice in an emergency. It is better to schedule regular meetings, and follow-up with reminders. The reason for a meeting right after the Annual General Meeting is to set a time that newly elected executive can meet to set the schedule of meetings for the remainder of that year.

12. EXECUTIVE MEETINGS. It is useful to give the President this power; however, anyone who has been involved in organizations have known one or more instances where a President has for whatever refused to hold meetings, and you need to have a safety-valve should this occur.

13. GENERAL MEETINGS. This sets out general requirements. You could pick a shorter or longer time frame for notice. Remember that you need to balance giving your members a chance to organize their schedule so they can attend and not being so far ahead that they will forget the meeting. Again this is a minimum notice. Your executive will have the option of increasing the notice time frame.

14. QUORUM. It is useful to set a minimum standard. I would recommend less rather than more. I once saw an example of a group that picked the greater. Unfortunately at one point in the year their membership swelled to 500 and then attendance dropped off however, they now needed 100 members (to meet the 20% requirement). Even though they exceed the numeric number they did not have 100 members and so could not hold the meeting. Had they gone with the lesser the meeting could have gone forward. Quorum must be maintained throughout the course of the meeting so again a small group can not stretch out the meeting until they and their supporters are the majority of those remaining even though quorum has been lost.

15. SPECIAL MEETINGS. This is an escape valve that allows the members to bring an executive into line should they refuse to listen to the members. The number of 30% is the usual figure used since it is greater than the quorum number, and in fact is a very high number. If 30% of your members are unhappy you have a problem and a meeting should be held.

16. THE SIGNING OFFICERS OF T.N.T. are any two of the President, Vice-president, Secretary and Treasurer. You could require that the Treasurer must be one of the signing officers but this can create a problem if the Treasurer is not available. The other option if you have a secretary is to require that it be the President or Vice-President and the Treasurer or Secretary. Thus the treasurer could leave the cheque book with the secretary when the treasurer will be out of town or otherwise not available.

17. GENERAL NOTICE PROVISIONS. This saves repeating the provisions in each of the notice sections. Mail can take up to four days to reach a house given long week ends etc. You do not want an executive mailing the notice on the Friday of a long weekend thereby effectively cutting the notice period down by 4 days.

18. AMENDMENTS TO THE CONSTITUTION. It is usual to have special provisions for amendments to the constitution which are higher than standard resolutions. You could choose to go with a majority.

being the general By-law and Constitution of

THE NEW TIMES SOCIETY

1. THE NAME of the society is THE NEW TIMES SOCIETY hereinafter called "T.N.T." or "the Society" in this by-law and other by-laws of the Society.
  2. THE PURPOSE OF T.N.T. is to meet and discuss the new times.
  3. THE OBJECTS OF T.N.T. are as follows:
    - a) to hold meetings, raise funds, publish newsletters and otherwise raise and discuss the matters relating to the purpose;
    - b) to operate as a not-for-profit society, without political affiliation, and open to all persons who share the concerns of the society;
    - c) to liaise with other societies, groups, associations and individuals who share the same concerns; and to where appropriate make presentations to various governments; and,
    - d) to co-operate with other societies, groups, associations and individuals who share the same concerns.
  4. THE BOUNDARIES OF T.N.T. are [while not required it may be useful to pick a geographic area that you operate in, and where voting members must reside]
- \*\*
5. MEMBERSHIP is open to all individuals (persons) who support the purpose and objects of the Society and who meet the following criteria:
    - a) are at least        years of age;
    - b) reside within the boundaries; and
    - c) pay such fees as may required from time to time under this constitution and other by-laws of the Society.

[Note: \*\* persons includes corporations -- individuals would limit members to human beings and would not include corporations]

6. VOTING RIGHTS. Subject to meeting the requirements of 5 all members shall have the right to vote at all meetings of T.N.T [ (this is optional but is useful if you have a concern that your society could be taken over by persons showing up unexpectedly at the door and buying memberships) provided they have been a member for at least 5 days prior to the meeting at which they vote]

7. MEMBERSHIP FEES may be set from time to time by the members at a meeting properly called and for which notice of the proposed fees, or any changes in the fees has been given in advance and in writing. Either the Executive may propose a fee change to the members, or the members by a resolution passed at a previous meeting may propose a fee change; but such fee change will not take effect until approved at a meeting for which proper notice has been given to the members.

8. THE EXECUTIVE shall consist of a President, a Vice-President, a Secretary and a Treasurer. No two offices may be combined except that of Secretary and Treasurer, in which case such position shall be known as the Secretary-Treasurer. The executive shall serve from Annual General Meeting to Annual General Meeting or until their successors are elected. Elections shall be held at the Annual General Meeting.

9. QUORUM for the executive of the Society shall be a majority of the Executive members, and must be maintained throughout the course of any executive meeting.

10. NUMBER OF MEETINGS. The executive shall meet at least 4 times in each calendar year upon notice.

11. NOTICE OF EXECUTIVE MEETINGS shall be given to all executive members at least 2 days in advance of any executive meeting and shall comply with the GENERAL NOTICE provisions of this constitution; however, an executive meeting which follows immediately after an Annual General Meeting (does not require notice) provided it is for the sole purpose of setting the next date of that the new Executive Meeting will meet, and if the Executive approves a schedule of meetings there is no need for to repeat the formal notice of each of the scheduled meetings thereafter provided written notice of the schedule is provided to every executive member in advance of the first scheduled meeting.

12. EXECUTIVE MEETINGS may be called by the President, or in the absence or refusal of the President to call a meeting, then by notice given by at least two members of the Executive at least seven days prior to such Executive meeting.

13. GENERAL MEETINGS shall be called by the Executive. There shall be at least one general meeting in each calendar year for the purpose of electing an executive, to approve the financial statements of the Society and to conduct such other business as may be appropriate. The notice of such meeting setting out the purpose of the meeting in a general manner, shall be given to all members in writing at least 15 days before such meeting. Other meetings may be called by the Executive from time to time upon the same notice being provided. In the event the Society schedules regular general meetings, and provided notice of the schedule is provided to members in writing in advance of the first scheduled meeting, there is no requirement to repeat the notice before each scheduled general meeting thereafter.

14. QUORUM of a general meeting shall be 10% of the paid-up membership who are qualified to vote at such meeting or 20 paid-up members who are qualified to vote at such meeting whichever is [less/more] [or it can be all paid-up members in the room at the scheduled start]. and must be maintained throughout the course of the meeting.

15. SPECIAL MEETINGS. If 30% of the members request a special meeting and the Executive does not meet within 30 days schedule a meeting within 10 days plus such minimum notice period required under this constitution, then such members may call a special meeting and provide the notice of such meeting in accordance with the constitution. The Executive shall provide such members with one copy of the current list of members so a meeting can be called.

16. THE SIGNING OFFICERS OF T.N.T. are any two of the President, Vice-president, Secretary and Treasurer.

17. GENERAL NOTICE PROVISIONS. Notice in the case of an executive meeting may be given by telephone, provided the last member advised is advised at least two days prior to the meeting. Notices may be mailed by ordinary post, fax, e-mail or hand delivered. Except in the case of mail, the notice will be deemed to have been received on the date the notice is sent. Where a notice is mailed, it will be deemed to have been received 4 days later so that for example where there is a two day notice period the written notice would have to be placed in the mail 6 days before the date of the meeting. All notice periods exclude the date of the meeting.

18. AMENDMENTS TO THE CONSTITUTION must be proposed in writing and notice given in writing setting out the proposed amendments to all members at least 21 days in advance of any special, general or annual meeting at which they will be discussed. Amendments may be proposed by the Executive or any five members.



Where five members recommend an amendment or amendments and such recommendation was not received by the Executive in time to provide required written notice including minimum notice period to the members prior to a scheduled general meeting, a resolution may be passed at that general meeting to forward the proposed recommendation to the next general meeting for consideration; but such amendment or amendments will not take effect until approved at the next general meeting for which proper notice of the amendment or amendments have been given to the members. The executive shall forward such notice to the next meeting. Any final approval of amendments require a 2/3 rds majority of those members present at such meeting and who are qualified to vote.



## **Space Use Rate Calculation for Swansea Area Seniors Association (SASA)**

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### **Purpose**

To establish the process by which space use fees are calculated for SASA

### **Process**

Under the Space Use Policy and Procedures SASA is entitled to "Community Use Group Access Space" during the evening. This equates to 3 hours once a month in the Rousseau Room.

In order to arrive at an equitable resolution to the specifics of SASA's space use, the following process shall be employed.

SASA will be given a credit of three (3) hours once a month at the then current community Rousseau Room Rate for ten (10) months that SASA uses the Rousseau Room. This credit will be reduced by the times that SASA uses Community Use Group Access Space.

Once SASA has received the credit for a period, they are no longer eligible for the no charge Community Use Group Access Space for that period.

SASA is not precluded from booking additional space, including any unclaimed Community Use Group Access Space, provided SASA pays the then current community rate for the room being booked.

SASA can also choose to seek Community Use Group Access Space in advance of the commencement of a period and the credit will be reduced to reflect that use.

### **Theoretical Example**

SASA uses space January through June, September to December (10 months). They also have an AGM and a Christmas Gathering in the Rousseau Room during the evening (2 uses).

The rate credit for the year will be (10 minus 2) times the then current community Rousseau Room rate.

The Credits will be allocated to correspond to the period of the invoice.

### **Theoretical Example**

The first invoice is for the period of January through March (three 3 months). There is no request for community use group access space. The credit applied will be for 3 times 3 = 9 hours.

A subsequent invoice is for September through December (four months). Two (2) Community Use Group Access Space requests are made. The credit applied will be (4 minus 2) times 3 = 6 hours.

The credit cannot be used as a cash refund.





Division Name:  
Unit:  
Address:

**CITY OF TORONTO BY-LAW ENFORCEMENT OFFICER REQUEST FORM:  
ACCESS TO PERSONAL INFORMATION**

The following information is being requested under section 32(g) the *Municipal Freedom of Information and Protection of Privacy Act* (the *Act*) which provides for the indirect collection of personal information of an individual for the purpose of aiding a law enforcement investigation. A municipal institution's process of by-law enforcement qualifies as "law enforcement" for the purposes of the *Act*.

**PART I - DETAILS OF REQUEST**

*This section to be completed by attending City of Toronto By-Law Enforcement Officer (including: Animal Control, Building Inspection, Fire Inspectors, Municipal Licensing and Standard Officers, Park Inspectors, Toronto Public Health and Works and Emergency Services Inspectors).*

Division:

Information Requested:  
(describe)

Investigation #: ( E.g.: sample investigation number)

Request to View Original Documents: Yes/No

Copies Requested: Yes/No

\_\_\_\_\_  
Name of Enforcement Officer (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Enforcement Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Immediate Supervisor (print)

\_\_\_\_\_  
Date

**PART II - INFORMATION/RECORD(S) DISCLOSED**

*This section is to be completed by the City of Toronto Staff member disclosing information to a City of Toronto By-law Enforcement officer.*

Division:

Information/Record/File Title(s) Disclosed:  
(describe)

\_\_\_\_\_  
Name of Staff Member (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

City staff contact name:

Phone #:

Return all completed ORIGINAL forms to the Corporate Access and Privacy Office, City Clerk's Office, Toronto City Hall, 13<sup>th</sup> floor, West, Tower, 100 Queen Street West, Toronto, ON, M5H 2N2. Should you have any questions regarding the use of this form, please contact Corporate Access and Privacy at (416) 392-9684.

**SWANSEA TOWN HALL**  
Board of Management

Draft 2

**Code of Conduct – THE TEN COMMANDMENTS!**

**The SWANSEA TOWN HALL is your community centre!**

It strives to provide everyone with equitable access to a wide range of activities in welcoming and secure surroundings. There is always a member of staff on hand to answer your questions and help you find out what's going on that might interest you. Certain rules of conduct are expected of all who use this facility. Staff make every effort to apply these rules in a fair, dignified and positive manner for the benefit of all.

1. All users are expected to be aware of and sensitive to the basic needs of others and to respect the equipment, materials and property of the centre and its users. Posting of notices, distributing materials, soliciting or engaging in any commercial activity on Swansea Town Hall property is not allowed without prior approval of staff.
2. Everyone is expected to use language and behavior appropriate to a public place. Threatening, abusive or harassing language or behavior is not allowed.
3. Everyone, including those who have booked space in rooms, are expected to keep noise at reasonable levels. The staff are authorized to be the judge of what noise level is appropriate.
4. Everyone is expected to respect the users of spaces within the building and to enter rooms only when it is expected and appropriate and in a manner that doesn't disrupt the activity within. Staff areas are off limits to all but the staff.
5. Users of space are expected to enter and vacate rooms in accordance with their prearranged times. Staff are authorized to insure that everyone complies with the posted schedules.
6. Parents are expected to maintain supervision and control of their children at all times, and horseplay and loitering are not allowed anywhere in or around the facility. Animals are allowed in the building only when part of authorized activities or when assisting a person with a disability.
7. Users of the facility are expected to clean up after their activities.
8. Smoking is not allowed anywhere in the building.
9. Users are expected to leave sports equipment that is not part of a Swansea Town Hall activity outside, and to wear attire appropriate to their presence in the centre.
10. Alcohol is permitted only under a Special Occasion Permit, only in the room designated and only with prior Board of Management approval.

**In cases where occupants fail to comply with these rules and the reasonable requests of the staff, the police will be called to take appropriate action!**

Security Check-list

Since it is your responsibility, under the Space Use Application/Agreement, to insure that the Swansea Town Hall and its property is not damaged and its neighbours are not disturbed by your special event, the following guidelines have been prepared to help you plan and hold a smooth and successful event.

1. A \$200 security deposit is required for private social events where alcohol is served or where, in the judgment of the staff, there is a risk of damage to Swansea Town Hall property or risk of extra costs to the Swansea Town Hall. This must be paid in cash, certified cheque or money order no later than 48 hours before the event. After the event has taken place, staff has inspect the furniture and premises and found everything in order, they will notify the Applicant to come in (not sooner than 5 working days after the event) for refund of the security deposit. In the case of damages or other expenses incurred by the event (e. g. staff wages for late closing), appropriate deductions will be made from the deposit.

2. Since this is an entirely smoke-free facility, the outside spaces at the front and back entrances are used by smokers. These area are not covered by the LCBO Special Occasion Permit, so drinking is not allowed there, and it is a good practice to assign someone (a smoker?) to keep an eye on these locations to insure that no alcohol is present and that conversations are not so load as to disturb the neighbours. The Swansea Town Hall Residences at 93 Lavinia house a number of elderly and other light sleepers who may be unable to get back to sleep if awakened by load voices or slamming of car doors.

3. When music is part of the event, it is the responsibility of the staff on duty to monitor the sound levels and insure that they remain at a level that doesn't disturb the neighbourhood. The sound system for this event will be operated and controlled by:

1. name: \_\_\_\_\_ phone: \_\_\_\_\_  
2. name: \_\_\_\_\_ phone: \_\_\_\_\_

4. The staff on duty need to know who to speak to in case of any problems: They are:

1. name: \_\_\_\_\_ phone: \_\_\_\_\_  
2. name: \_\_\_\_\_ phone: \_\_\_\_\_  
3. name: \_\_\_\_\_ phone: \_\_\_\_\_

(Assigning this responsibility to someone often makes events run more smoothly, but it does not relieve the Applicant of his/her liability.)

\_\_\_\_\_ read, understood and signed by

\_\_\_\_\_ date

# Storage Policy

## **1. Purpose of Policy**

It is the policy of the Swansea Town Hall to apply fair and equitable and transparent rules about the storage of materials on the premises in order to support on-going space uses and to maximize limited storage space.

## **2. Storage guidelines**

Should contain very clear and highlighted rules and regulations regarding storage of materials on the premises and reinforce and not conflict with the contractual conditions on the Space Use application / Agreement.

## **3. Short term storage of materials**

Staff can give verbal permission for the storage of materials for a matter of days (24 – 48 hours prior to or after the event), e.g. caterers supplies, refreshments, special equipment. Staff should indicate that this is being left at the risk of the client and that any material left here should be clearly labeled. Clear, verbal reference should be made to the formal terms and conditions of the Application / Agreement and if possible, a note made on the Application / Agreement. This is in the absolute discretion of the staff, subject to the direction of the board.

## **4. Space Use related, long-term storage**

For applicants who are planning regular, repeat use of space at the Swansea Town Hall under a Space Use Application / Agreement, staff will provide a copy of the Storage Guidelines and Request for Storage of Materials. The completed “Request” will be forwarded to the Space Use Committee for review and approval and a copy of the approved request attached to the Space Use Application / Agreement. This procedure doesn’t extend to include requests for long-term storage of materials in activity rooms.

## **5. Continuation of approved storage for Community Groups**

The community groups that have existing approved storage, shall have that storage continued. For the purpose of clarity, as of the date of adoption of this policy TPL, SASA and the Dental Clinic do not have any storage at the Swansea Town Hall outside of their current area.

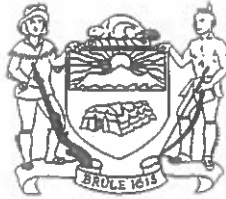
## **6. Other storage**

For any other requests for long-term storage of materials, staff will provide a copy of the Storage Guidelines and Request for Storage of Materials. The completed “Request” will be forwarded to the Space Use Committee for review and forwarding to the BOM for approval.

## **7. Storage in the Kitchen cabinets**

One kitchen cupboard will be kept available for short term use as in 3 above and the remaining ones will be dealt with as set out in 4 and 5 above.





## Storage Guidelines

1. Storage of materials at the Swansea Town Hall is permitted only when the materials are used for events covered by a Space Use Application / Agreement and only for the duration of that agreement.
2. Long term storage of materials at the Swansea Town Hall is permitted only when a formal request has been approved by the Space Use Committee and in accordance with the Board of Management approved policy.
3. All material stored must be clearly labeled or stored in a clearly labeled container.
4. Material to be stored must be kept in the designated area.
5. No storage of hazardous materials, or materials that could negate insurance coverage, is permitted under any circumstances.
- 6. The Board and staff accept no liability for stored material and users of space are bound by the terms of the Space Use Application / Agreement.**
7. Applicants preparing a request for storage of material should especially review items 7, 10, 12, 13 and 15 of the Space Use Application / Agreement.
8. At the end of the term of the Space Use Application / Agreement, the client must remove all stored materials from the premises or for cause upon 14 days notice.
9. If any materials, deemed hazardous, or not otherwise permitted by these guidelines, are found on the premises, the staff have the right to move or remove them to a safe location without notice. Then the staff shall provide best efforts to notify the space user of the removal.

# Request for Storage Space

Storage space at the Swansea Town Hall is limited. In order to store any materials in relation to use of space under an Application / Agreement, the following information is required. Staff will forward this request to the Board of Management's Space Use Committee for consideration. Before filling this form out, please read the Storage Guidelines on the reverse of this form.

Name of applicant \_\_\_\_\_

Type of activity \_\_\_\_\_

Application / Agreement # \_\_\_\_\_ Duration of space use \_\_\_\_\_

Description of materials to be stored \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Space Required

\_\_\_\_\_  
\_\_\_\_\_

Name and policy # of insurance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

**I acknowledge that the above information is true, and that I have read, understand and agree to be bound by the Swansea Town Hall Storage Guidelines.**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Date)

## **Swansea Town Hall Anti-Racism, Access and Equity Policy & Guidelines**

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### **Policy Statement:**

The population of the City of Toronto is made up of people from diverse communities and equity-seeking groups, e.g., women, people with disabilities, ethno-cultural and racial minorities, immigrants and refugees, faiths, the socio-economically disadvantaged, Aboriginal peoples, lesbian, gay, bisexual, transgendered persons. In recognition and support of this diversity, the Swansea Town Hall will ensure that:

- (1) it provides access to space for organizations representing these communities to the Swansea Town Hall; and
- (2) the services, programs and decision-making provided by organizations receiving space are accessible to all residents of Toronto and that organizations receiving space are free from discrimination.

This policy recognizes that the changing nature of the population has implications for the operation of the Swansea Town Hall. In this context, the Swansea Town Hall recognizes that:

- (1) barriers to services exist for members of the City's diverse communities, particularly for equity-seeking groups;
- (2) organizations representing equity-seeking groups (e.g., women's organizations, Aboriginal organizations, ethno-specific and disability organizations) must continue to play a critical role in service delivery; and
- (3) the Swansea Town Hall as a space provider, must act as a positive force in assisting the elimination of these barriers by providing support to both mainstream and equity-seeking organizations through the change process.

Access to space is the ability by which communities or residents can attain needed services. Access will include consumer/client/organizational access.

To achieve this:

- (1) The Swansea Town Hall will ensure its diverse communities, particularly those facing barriers and other forms of discrimination and disadvantage, have equitable access to its own services, resources and decision-making in order that all communities can have full access to space. The Swansea Town Hall will also require organizations accessing space to undertake planned and coordinated activities aimed at enabling diverse communities, particularly those facing barriers and other forms of discrimination and

disadvantage, to participate fully in their services, programs and decision-making.

- (2) The Swansea Town Hall undertakes this because it believes that when every individual makes a conscious effort to bring about equality and to engage in egalitarian practices, the Swansea Town Hall will be able to effect the systemic and social changes needed to create a community where all people live with dignity and peace. The Swansea Town Hall also believes that its diverse communities need to partner with and assist each other in developing actions to eradicate discrimination and attain equality in our society and that the Swansea Town Hall can play a proactive and supportive role in this process.

### **Implementation**

To implement these principles, the Swansea Town Hall will ensure that:

- (1) all organizations receiving space are non-discriminatory and promote the goals of anti-racism, access and equity; and
- (2) all organizations receiving space, take reasonable steps to ensure their services, programs and decision-making reflect the community they serve;

Actions required to do this are described below.

### **Declaration of Non-discrimination**

Every person has the right to live, work and serve in an environment free of individual as well as systemic harassment and discrimination. Regarding the provision of space, the Swansea Town Hall requires that all individuals and organizations adopt or apply a policy of access and non-discrimination based on the City's Human Rights Policy as a condition of receiving space. Discrimination means someone is being treated unfairly because of her/his status. In some cases, discrimination also means someone is being treated unfairly because he or she receives welfare, or if the person has been pardoned for a criminal offence. The Declaration of Non-Discrimination is part of the rules and regulations on applying for space at the Swansea Town Hall.

Discrimination is prohibited on the grounds of Age, Ancestry, Citizenship, Creed (religion), Colour, Disability, Ethnic Origin, Family Status, Gender Identity, Level of Literacy, Marital Status, Membership in a union or staff association, Place of Origin, Political Affiliation, Race, Receipt of Public Assistance, Record of Offences, Sex, Sexual Orientation or any other personal characteristic. (The City of Toronto's Human Rights & Harassment policy protects grounds which are in addition to those protected under the Ontario Human Rights Code. These grounds are: gender identity, level of literacy,

political affiliation. The Human Rights & Harassment policy has been approved by City of Toronto Council at its meeting on December 16-17, 1998 as embodied in Clause 2 in Report No. 19 of the Corporate Services Committee).

Discrimination could occur on the basis of employment, services, contractual arrangements, or membership in unions. It is essential to develop complaint/mediation policies for incidents that could occur between employees, employees and management, employees and volunteers, employees and consumers, as well as between agencies.

(2) Anti-Racism, Access and Equity Components:

The following components are provided as guidelines to assist organizations being provided space in their efforts to integrate anti-racism, access and equity throughout their operations. The components address anti-racism, access and equity in the following areas: (a) Governance; (b) Employment; (c) Services; (d) Choice; (e) Training and Education; and (f) Information and Communications.

- (a) Access to Governance - Organizations being provided space will ensure that members of the City's diverse communities have equitable access to the organization's decision-making process. This includes decision-making, policymaking, budgeting and allocations. The Board of Directors, its volunteer committees and staff need to be representative of the diversity of the community it serves, as well as be responsive to the changing demographics. New board members should be educated and trained to effectively govern the organization. The Board has to be accountable to its members and communities.
- (b) Access to Employment - Organizations being provided space will ensure that members of the City's diverse communities have equitable access to employment. This includes recruitment, selection, staff development, performance evaluation, retention, promotion, termination. It also requires the identification and removal of systemic barriers so that the organization's staff are representative of diverse communities and are able to serve the needs of the changing population.
- (c) Access to Services - Organizations being provided space will ensure that they undertake planned and co-ordinated activities aimed at making their services and programs accessible to diverse communities. This includes examining and making appropriate changes to those who provide the organization's services, those who are receiving services and the way in which services are provided to ensure

they are non-discriminatory and promote the goals of anti-racism, access and equity. In this context, the organization's outreach, communications, and structures for intake, referral, needs assessment, program planning, monitoring and evaluation must be examined and appropriately changed.

In addition, the Swansea Town Hall will take into consideration provision of space to disadvantaged individuals, low-income persons, families in poverty, and equity-seeking communities.

- (d) Access to Choice – the Swansea Town Hall will ensure that its services and decision-making provide a range of service options that enable the consumer or the community to make their own decisions about their lives and their community issues.
  
- (e) Access to Training and Education – the Swansea Town Hall will ensure that those involved in the delivery of services and programs are able to participate in appropriate education and training aimed at improving their knowledge, understanding and skills in order to work with and provide services to members of diverse communities, particularly equity-seeking communities.

Such training and education may involve Board members, staff and volunteers and include orientation and development in the areas of anti-racism, human rights, accommodation for people with disabilities, sexual orientation in the workplace and the community, etc.

- (f) Information and Communications – the Swansea Town Hall will ensure that information on its services, programs and decision-making and how they can be accessed as well as all of the organization's communications appropriately portray and are accessible to diverse communities. This includes external and internal communication and must address multilingual requirements as well as accommodate those who are sight and hearing impaired.

It is essential that the components listed above are implemented with an anti-racist approach. In this context, the Swansea Town Hall will be involved in the development and promotion of unbiased attitudes, beliefs, policies and procedures as well as the identification and elimination of derogatory behaviours, actions, and practices of Board members, staff, volunteers, community members, residents and the organization's policies and procedures that have a direct or adverse impact on Aboriginal, ethno-racial and linguistic minority communities.

**Policy Implementation:**

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**Swansea Town Hall Anti-Racism, Access and Equity Policy & Guidelines**

*March 6, 2007*

*Page 4 of 5*

Organizations receiving community space:

- (1) all organizations will be required to file a Declaration of Non-Discrimination;
- (2) organizations with total annual operating budgets greater than \$25,000.00 will be required to submit documentation regarding their anti-racism, access and equity policies or include in their space request how they intend to address the City's policy principles.

The Swansea Town Hall recognizes that inequities, discrimination and disadvantage are generated and maintained through various means, including individual and systemic practices. To address this, the Swansea Town Hall recognizes that it, as well as organizations seeking and receiving space, needs to support the creation of an equitable society. Failure or unwillingness to engage in such activities could result in refusal of space

## **Swansea Town Hall Interior and Exterior Display Boards and Literature Display**

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### **Exterior Display Board**

The Exterior Display Board provides approximately 48 X 96 inches of display area.

1. Each of the following Swansea Town Hall community user groups has been allocated approximately 17 X 24 inches of space for their exclusive use in the areas indicated in parentheses:

- Swansea Historical Society (upper left)
- Swansea Area Ratepayers Association (lower left)
- Swansea Horticultural Society (upper right)
- Swansea Area Seniors Association (lower right)

2. The remaining centre space of approximately 62 X 48 inches is available to any user organization or individual for a notice of approximately 8 1/2 X 11 inches for approximately two weeks prior to their event or the commencement of their booking. At the discretion of the staff, larger notices may be posted when space is available.

### **Interior Bulletin Boards and Literature Tables and Displays**

Throughout the building there are various bulletin boards and literature tables and displays.

The bulletin board on the first floor on the wall dividing the Swansea Memorial Library and the lobby is for the use of the Swansea Town Hall and the following community groups; Swansea Seniors Association, Swansea Historical Society, Swansea Horticultural Society and the Swansea Town Hall Association.

Each community group is responsible for maintaining their board space.

The other bulletin boards and literature tables and displays including the board on the outside wall of Swansea Area Seniors Association's R-03 wall, are for the use of community groups and supporters of the Town Hall. We may accommodate other notices as space permits. The first floor boards and literature space will be for the exclusive use of supporters actively using space in the building.

Staff will scan daily to remove outdated and inappropriate postings

This policy does not apply to the Swansea Area Seniors Association board in front of their office. Maintenance and scanning of their board is Swansea Area Seniors Association's responsibility.





**INCIDENT REPORT**

Date of Report \_\_\_\_\_ Date of Incident \_\_\_\_\_

**ACCIDENT  THEFT  VANDALISM  OTHER**

Location in Building or on grounds, Time of incident and name of Complainant \_\_\_\_\_

Name(s) of individuals involved including (age, address & phone numbers) \_\_\_\_\_

Nature of Incident (what happened)? \_\_\_\_\_

Detailed Statement of Incident (how did it happen) including any affiliation with an event or activity at STH if applicable? \_\_\_\_\_

**(Please attach additional pages, reports or information)**

First Aid given by: \_\_\_\_\_ Type of First Aid: \_\_\_\_\_

Name, Address and Phone Number of Witness: \_\_\_\_\_

Ambulance Called (Y/N) \_\_\_\_\_ Paramedic Name/ Ambulance Number \_\_\_\_\_

Transported to Hospital Name: \_\_\_\_\_ Family Notified (Y/N) \_\_\_\_\_ Name: \_\_\_\_\_

Police Called (Y/N) \_\_\_\_\_ Name(s), Badge Number, Division Number \_\_\_\_\_

Description of Items Stolen, Vandalism Done: \_\_\_\_\_

Estimated Cost to Repair or Replace \$ \_\_\_\_\_ Action Taken to Repair or Replace \_\_\_\_\_

Additional Comments/ Background/ Instructions \_\_\_\_\_

Supervisor Notified (Y/N) \_\_\_\_\_ Name and Time \_\_\_\_\_

Staff Name & Signature \_\_\_\_\_

Executive Director Name & Signature \_\_\_\_\_

**One Copy in File Second Copy to Executive Director**

## User Form

Fill in only what is applicable, disregard the balance

Name of Individual/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

Bank Account at? \_\_\_\_\_ Branch? \_\_\_\_\_

Signing Officers \_\_\_\_\_

\_\_\_\_\_ (Name, Title)

Purpose or objects of organization \_\_\_\_\_

ByLaw(s) Y N , Constitution Y N , Incorporated Y N , Registered charity Y N , Charitable# \_\_\_\_\_

Community served, geographical \_\_\_\_\_ focus of interest \_\_\_\_\_

Cost of membership \_\_\_\_\_ Are meetings open to the public? Y N

Reason for Booking space at Swansea Town Hall \_\_\_\_\_

Instructor(s) \_\_\_\_\_

Requirements /Qualification for membership or registration \_\_\_\_\_

Does the group follow the City of Toronto's non-discrimination policy? Y N  
(non-discrimination on the basis of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship, and disability)

I acknowledge that the above information is true.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Date)

## Community / Not-for-Profit

Under Section 7.3.2 of the Space Use guidelines, community groups and not-for-profit organizations are eligible for use of space at the community rate. Payment is required in advance.

The characteristics of community user groups are: a) they provide services to the community, and may operate on a yearly or seasonal basis; b) they will have an administrative and activity structure independent of the Town Hall but use the Town Hall for the presentation of their programmes and activities; c) they are open to the public; d) they have a strong connection to the community; and e) they are of a not-for-profit basis.

To receive the community rate, applicants are required to provide the following information :

Name of Organization \_\_\_\_\_

Purpose or objects of organization  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Founded (started) \_\_\_\_\_ Constitution? No \_\_\_ Yes \_\_\_ Since \_\_\_\_\_

Incorporated? No \_\_\_ Yes \_\_\_ Since \_\_\_\_\_

Registered charity? No \_\_\_ Yes \_\_\_ Charitable # \_\_\_\_\_

Community served ?

geographical \_\_\_\_\_

focus of interest \_\_\_\_\_

Qualification / Requirements of membership?  
\_\_\_\_\_  
\_\_\_\_\_

Cost of membership? \_\_\_\_\_

Are meetings open to the public? \_\_\_\_\_

Does the group follow the City of Toronto's non-discrimination policy? \_\_\_\_\_

(non-discrimination on the basis of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship, and disability)

If not, please explain \_\_\_\_\_

## Course

Under Section 7.3.2 of the space Use Guidelines, a course is defined as "a time limited educational programme that involves classes taught by an instructor who may be paid and tuition may be paid by the participants". Courses are offered a special rate for the use of space. Payment must be made in advance.

To receive the course rate, applicants are required to provide the following information:

Name of course \_\_\_\_\_

Instructor \_\_\_\_\_

Purpose \_\_\_\_\_

Cost \_\_\_\_\_

Capacity \_\_\_\_\_

Requirements / Qualifications for registration  
\_\_\_\_\_  
\_\_\_\_\_

Name of organization / individual providing course \_\_\_\_\_  
\_\_\_\_\_

Status? Commercial \_\_\_ Not-for-profit \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

I acknowledge that the above information is true.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Date)

### Application Timetable

#### D) FOR OCCASIONAL USE OF SPACE

Applications may be submitted at any time and, in most instances can be approved within one week;

Applicants are urged to book well in advance for the use of the building. It is recommend to book space at least three months in advance of the date required.

#### E) FOR SEASONAL (OR ANNUAL) SPACE USE

Applications for:

Winter & Spring activities should be submitted by October 15;

Summer activities should be submitted by May 15;

Fall activities should be submitted by July 15:

Review process by staff, Space Use Committee and Board may take approximately four weeks.

#### F) FOR COMMUNITY ACCESS SPACE

Applications should be submitted in advance. Where applications are for an approved Community User Group. The time frames for occasional use of such space shall generally follow those applied to occasional permits. The time frames for seasonal or annual permits for such space will follow those used for seasonal or annual permits. Longer time frames will be needed for approval of new group as a Community User Group.

