

Policy Name:	Space Use Policy
Policy Number:	
Date Last Reviewed:	Currently under review by the Board of Management
Approval or Last Revision:	February 22, 2018
Approved By:	Board of Management

Preamble

Throughout this document, “*the Centre*” refers to Cecil Community Centre; “*the Board*” refers to the Board of Management for Cecil Community Centre.

This policy establishes the framework to make decisions on the allocation and management of space at the Centre. The Board is ultimately responsible for programming use of space at The Centre; the Board delegates the operational responsibility to staff. This policy is grounded in the mission statement, strategic plan and policies of the Centre.

From time to time the Board or its committees may review or amend this policy to reflect emerging community needs. The review process will respect and seek input from the community.

Our community commitment

Cecil Community Centre is committed to providing high quality community programs, services and accessible public space for the local community and the general public.

The Centre is committed to creating a place that fosters community and civic engagement and provides leadership and/or supports community opportunities that generate positive transformative social, recreational, and educational programs and services and improves the well being of our communities.

We embrace the principles of community volunteerism, social justice, human equality and we are committed to providing and maintaining an open, accessible welcoming space where all people have a right to feel safe and be treated with dignity and respect.

In our commitment to the Community, the Centre strives to:

- Promote a positive public profile
- Provide leadership to enhance our communities
- Create an equitable, supportive, welcoming environment for the community, general public, employees, volunteers and the board
- Successfully advocate on issues that are relevant to our communities
- Establish a broad stable resource base in order to be able to effectively support the community and meet our mandate

Objective of this policy

All persons are welcome and encouraged to make use of the Centre, its facilities and services, subject to applicable by-laws, The Cecil Community Centre Constitution, other Centre policies, and administrative guidance.

The Centre is community-oriented and community controlled and priority for use will be given to residents of the local neighbourhood. The local neighbourhood includes the catchment boundaries of Bloor Street to Queen Street, and Bathurst Street to University Avenue.

Responsibilities

Responsibilities of Cecil Community Centre to Organizations and Individuals using The Centre:

1. The Centre supplies the resources and opportunities to foster self-determination
2. The Centre has clear and transparent procedures for allocating space
3. The Centre provides space for programs which serve our priority communities, to the best of its ability, given competing demands and limited capacity. It also provides free organizational meeting space and provides space for rental activities and individuals
4. The Centre resolves disputes between groups regarding space, when conflicts arise
5. The Centre's anti harassment and anti discrimination policies, and their implementation, ensure that all users enjoy safe space, free from discrimination
6. The Centre has safety procedures in place, including procedures for fire safety. These procedures are posted and otherwise available to facilitators and program leaders
7. The Centre promotes programs that take place at The Centre through the web site, Newsletter and other means
8. The Centre communicates with program leadership and fosters communication between groups and throughout the community
9. The Centre has a co-operative working relationship with all partnership programs
10. The Centre may advise program leaders and facilitators regarding recommended meeting guidelines, leadership changeover, governance, and other issues

Responsibilities of Organizations and Individuals to Cecil Community Centre:

1. Activities taking place at The Centre enhance and promote the purposes of the Centre, as stated in the Mission Statement, Strategic Plan and Anti-Harassment/Discrimination Legislation & City Policy
2. All groups, including those which are chapters of larger organizations, remain fully subject to the Centre's policies, constitution and administrative guidelines
3. All users of the Centre co-operate with the staff in keeping the building clean and safe. This includes, stacking furniture and leaving a room neat and clean for the next user
4. The leadership in every organization using space at the Centre is encouraged to become familiar with safety issues, such as fire exit procedures, and communicate regularly with their members about safety
5. After each meeting, the number of attendees at the meeting should be reported to the front desk staff for the Centre's records
6. When there are leadership changes, the Director, Programs and Community Services must be notified of the contact information for the new facilitator or program leader
7. Program leaders and facilitators are asked to encourage participants to become members of the Centre and to participate in other Centre activities
8. All Cecil Community Centre programs and partnership programs are open to new members. Facilitators and leaders are asked to encourage people from the local community to join or participate in their program
9. Community Programs are non profit in organization and operation
10. Community Programs have an inclusive decision-making process, with members able to participate in activities as organizers and co-ordinators, not merely as participants
11. Partnership and community programs should demonstrate the ability to successfully administer their own affairs, including keeping accurate financial records. These records may be reviewed by the Centre staff on request

Priorities

The following types of groups and activities are given priority for use of space at the Centre:

- Priority 1:** Cecil Community Centre Programs and Partnership Programs, as defined in Appendix A, have the highest priority for use of space
- Priority 2:** Community programs have the next priority for use of space
- Priority 3:** Groups holding organizational meetings, rental groups and individuals have a lower priority for use of space

Once space is booked, a group is not cancelled to accommodate a group from a higher priority category, unless there are exceptional circumstances

In exceptional circumstances, the Centre may clear the building by moving scheduled programs off site or by canceling regularly scheduled programs and meetings

Restrictions

Restrictions are in place for both free use of space and rental use of space.

Religious Interests

The Centre is a secular organization. All organizations and groups may engage in religious activities only on an occasional and peripheral basis (up to two times per calendar year). Under no circumstances are groups using space at the Centre to be involved in recruiting new members for any religion, faith, belief system or spiritual organization.

Political Activities

58 Cecil Street is a City of Toronto building. As per City of Toronto policy, City facilities cannot be used for any election-related purposes by a candidate or political party during an election. An election period is defined as the official campaign period of an election. For a provincial or federal election, the election period commences the day the writ for the election is issued and ends on voting day.

Commercial Interests

The Centre is a community resource. Commercial rentals are restricted to company meetings or parties, and commercial film making. Commercial activity is strictly prohibited, including commercial advertising, promotional meetings and sale of goods.

Health Care and Health Education

The Centre is not equipped for the provision of health care. However, community based health service agencies may provide health education workshops on an occasional basis, as long as these activities complement the work of The Centre's programs.

Self Help and Peer Support Groups

Peer support groups may not hire a professional facilitator. Self help groups with a professional facilitator must show the Centre staff that arrangements for appropriate supervision are in place.

Counselling

All professional counselors operating as such in the Centre must have appropriate supervision through a recognized agency, even if they are volunteers. Fees will not be charged to users of any counseling service taking place inside the Centre.

Courses

Courses must meet a need in the community and may not serve a commercial interest. Therefore, courses serving people in the neighbourhood will be considered. Instructors' credentials will be examined by the Centre's staff to ensure the proposed course has educational merit.

Courses may be time limited or ongoing, and must strictly follow the policy on program fees.

Space use expectations

The Centre is committed to creating and fostering a space that is safe and welcoming for all people. We will not tolerate or condone behaviours that violate our Anti-Harassment and Discrimination or Workplace Violence Policy or create an unsafe/unwelcoming environment including behaviours such as the following:

- harassment, discrimination, verbal or physical abuse
- violent, aggressive, threatening and/or intimidating behaviours
- illegal activity including the illicit use of alcohol and restricted substances

All people who come to the Centre are expected to abide by this policy and strive to create a safe welcoming space for all. Where appropriate, the Centre will restrict access and take appropriate remedial, disciplinary and/or legal action according to the circumstances related to violations of these policies.

Compliance with Organizational Policy

As a condition of space use all organizations, community groups, renters, etc. must comply with the Centre's various related policies including but not limited to:

- Anti-Harassment and Discrimination Policy
- Health and Safety Policy
- Workplace Violence Policy
- Commitment to Creating an Accessible Community Centre Policy
- Crisis Intervention and Service Restriction Policy
- Complaints and Appeals Policy
- Space Use Policy

Safety and Security

Cecil Community Centre is governed by an independent Board of Management distinct from the City of Toronto. The Centre is responsible for the safety, security and management of the premises. This includes but is not limited to:

- Restricting access or services to the general public or community members who pose a risk to others including community participants, the general public, volunteers and staff
- Managing protests in and around the building

At no time should any space user group undertake security measures or assume security responsibilities on behalf of The Centre, without the express written consent of the Centre.

Any user group that suspects there may be a security or safety risk is required to report that risk to the Director, Programs and Community Services (or designate) and discuss the appropriate response strategies that mitigate risk of violence. A written safety plan may be developed and implemented.

Police Presence

The Centre does not permit police agencies to manage the safety, security or access to our premises without our express written consent. The Centre expects that members of the police service who are undertaking their duties as officers of the law will report and identify their presence in the building to the Front Desk staff whenever possible. The Centre recognizes that the police reserve the right to act according to legislative and regulatory law.

Public vs. Private Meetings

The Centre recognizes that there is a difference between public and private events. Public meetings are broadly accessible to the general public while private functions are restricted to invited or permitted guests as established by the space user.

Except in cases where such restriction is a violation of the policies noted above, all approved space users have a right to meet free from excessive disruption. The Centre acknowledges the right of space users to ask unwanted or uninvited guests to leave their event or meeting.

Complaints and Protests

The Centre recognizes that from time to time members of the community or general public may disagree with decisions we make as a Centre, or disagree with the content of meetings or events held in our space. We recognize that diverse opinions and perspectives exist within our communities and that groups using our space may not agree with each other including working at cross purposes. If requested, the Centre may, where and when possible, facilitate a dialogue between these groups in order to resolve issues/concerns.

Decisions regarding space allocation do not consider these differences rather applications for space use are based on the overall eligibility requirements outlined in the Space Use policy. At all times, the Centre reserves the right to determine who has access to our building and facilities. The Centre is committed to making decisions according to the Board approved Space Use policy and other related policies.

The Centre expects people to utilize the Centre's Complaints and Appeals Policy to identify and resolve complaints including those related to space use.

The Centre recognizes that peaceful protests do not necessarily constitute a threat and can be best managed by allowing protestors to voice their concerns and then end their protest. In the event that people chose to peacefully and respectfully protest our decisions regarding space use or individuals or organizations using space at the Centre, they are welcome to do so outside of the building. Protests may not impede or disrupt normal centre operations or block access to or egress from the building.

Scope

This policy governs the Management Team in relation to Community use of space at 58 Cecil Street and any other Cecil Community Centre locations.

Policy Name:	Space Use Policy (Appendix A)
Policy Number:	
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Definitions:
1. Cecil Community Centre Programs

- Are started by the Board to provide:
 - recreation
 - education
 - community service
- May include courses or workshops offered by the Centre's staff or contracted out by staff
- Serve the local community within the Centre's catchment
- Provide services to the community on site, and may provide outreach or education activities off site
- Are co-ordinated by program staff of the Centre
- Have volunteers who are recruited through The Centre's volunteer programme
- Are funded through The Centre's self-sustaining budget lines
- Receive administrative and communications (design) support from the front desk staff of the Centre
- The Centre's programs have free use of space at the Centre.

2. Cecil Community Centre Partnership Programs

- Are created by another agency or organization in partnership with the Centre to provide:
 - recreation
 - education
 - community service
 - professional support
- May include courses or workshops offered by partner agency staff
- Serve the local community within the Centre's catchment
- Provide activities at The Centre
- Activities are co-ordinated and provided by the partner agency's staff. The partner agency is a social service agency, non-governmental organization (NGO) or government department with staff expertise in the programme they are offering
- Volunteers are recruited through the partner agency
- Activities are funded by the partner agency

Relationship with the Centre:

- New partnership arrangements may address emerging issues, as identified by the Board
- New partnerships are negotiated by the Centre staff in consultation with the Executive Director
- Contract arrangements with partnership agencies are negotiated based on what the agency is offering the Centre, the agency's policies, and the Centre's requirements. These factors may vary widely in each case, and individual contracts reflect these differences
- Rental fees for ongoing space, if assessed, are based on the cost to provide the space and utilities, and not on market value rents
- Rental fees will be charged for fundraising events, LLBO permitted events, conferences, parties, and for space booked outside of regular Centre hours
- The partner organization is responsible for its own fundraising. This does not preclude the possibility of a joint funding application with the Centre
- A designated Centre staff liaises with agency staff to ensure smooth operations

3. Community Programs

- Are proposed to the Centre by volunteers in the community to provide:
 - recreation
 - education
 - community service
 - self help and mutual support
- May include courses or workshops offered by volunteer instructors. Volunteer instructors may receive an honorarium from fees collected
- Serve the local community within the Centre's catchment
- Core meetings and activities take place at the Centre
- Services are provided by volunteers who are peers and who have come together to form an independent group within the Centre's structure. Volunteers are therefore recruited within each group
- Have an inclusive decision making process, with participants involved as organizers and co-ordinators
- Are organized on a non-profit basis. Any fees charged are for expenses of the program offered on site. Fees are approved by Centre staff. Financial records are open to Centre staff if requested
- The Centre front desk staff liaise with volunteer leaders and may provide support to these independent volunteers depending on needs and available resources
- Space for Community Program is provided free of charge. Rental fees will be charged for fundraising events, LLBO permitted events, conferences, parties, and for space booked outside of regular Centre hours

4. Provision of space for Organizational Meetings

- Organizations in the following categories may book free meeting space at the Centre:
 - Off-site Recreation Planning Meetings
 - Social Activists
 - Professional Associations & Unions
 - Tenants' Groups & Housing Co-ops

- Political Parties
 - Community Fundraising Organizations
 - Community Based Research Projects
 - Social Service Agencies
 - Non Government Organizations (NGO's)
 - Government Departments
- Such meetings may serve either the local community or the broader community
 - Meeting space at the Centre is available to organizations whose major activities take place away from the Centre
 - Organizational meeting space is provided free of charge. Rental fees will be charged for fundraising events, LLBO permitted events, conferences, parties, and for space booked outside of regular Centre hours.

5. Arts, Commercial and Individual Rentals

Organizations not included in the categories above may rent space at the Centre, subject to availability and the Centre's policies, in the following circumstances:

- The organization will be charging admission or selling tickets for the event
- The organization or individual is using space for auditions or rehearsals
- The activity is taking place outside of regular Centre hours
- The organization is doing fundraising during the event
- The organization or individual has a Special Occasion Permit
- The organization is holding a conference where a fee will apply to participants or where a grant has been obtained to run the conference, or where the conference is otherwise funded to include a budget for room fees
- An organization or individual is holding a special event, such as a birthday party, anniversary or wedding
- The space is to be used by a commercial enterprise
- Sale of goods or services for personal or corporate profit is prohibited at the Centre

6. Use of space by individuals

When facilities are available, individuals who wish to use the Centre's public facilities, such as the piano, are welcome to do so, subject to the discretion of the staff.