

Community Services Policy for Facility Allocations

GOAL

The City of Vaughan, Department of Recreation & Culture recognizes that municipal recreation facilities are intended to be used by the public and encourages the community members to permit these facilities. The Department of Recreation & Culture will process all permit requests *after* the facility needs for City programs have been met and in accordance with this policy.

OBJECTIVES

The objectives of this policy are to:

1. define the Category of Users and the priority schedule for allocation of facilities;
2. outline timing, procedures and conditions unique to certain facilities and/or uses and associated permit rules.

CATEGORY OF USERS

Facility permits will be granted in a fair and equitable manner based on the following priority schedule:

Priority 1A: Children & Youth Community Service Organizations

Definition: Recognized Community Service Organizations (CSO's) offering non-profit programs for children and youth up to the age of 20. Vaughan residents must form at least 75% of the membership (90 % for minor houseleague) .

Groups in this category are entitled to the CSO rental rates.

In order to be recognized as a CSO*, groups must have a volunteer Board of Directors and file the following annually :

- most recent membership list (including full addresses and telephone numbers);
- season schedules, where applicable (eg games and practices);
- list of elected executives;
- constitution or statement of purpose;
- most recent financial statements.

Failure to submit any or all of the requirements may result in the revoking of the CSO status.

***Groups applying for CSO status intending to offer a similar or duplicate service to an existing one will not be approved if the existing group is not in agreement and can meet the overall demand for the service.**

Priority 1B: Social Service Organizations

Definition: Groups not necessarily based in Vaughan offering non-profit services to the Vaughan community. These organizations are required to substantiate that the service is needed in the Vaughan community.

Groups in this category are entitled to the CSO rental rates.

* See Priority 1A for annual submission requirements.

Priority 1C: Adult Community Service Organizations

Definition: Recognized CSO's* offering non-profit programs for adults 21 years of age and over. Vaughan residents must form at least 75% of the membership.

Groups in this category are entitled to the CSO rental rate for meetings only. All other uses are subject to the Vaughan Resident rental rates.

* See Priority 1A for annual submission requirements.

Priority 2: Vaughan Residents

Definition: Individuals residing in Vaughan requesting a facility for private functions and groups operating a semi-professional sport organization.

Individuals in this category are required to pay the Vaughan Resident rental rates.

Priority 3: Vaughan Commercial Organizations

Definition: Vaughan-based corporations or industries offering programs for their employees. All of the members must be employed or reside in the City of Vaughan. Groups may be required to validate employment and/or residency.

Groups in this category are required to pay the Vaughan Commercial rental rates.

Priority 4: Non-Vaughan Organizations

Definition: Non community-sponsored activities of any type.

Groups in this category are required to pay the Non-Vaughan rental rates.

TIMING

Deadline dates for seasonal requests are established annually by the Department of Recreation & Culture. Past customers are invited to submit a request for the following year. Requests received by the deadline dates are allocated according to the priority schedule.

Requests received after the deadline dates will be processed on a first come first served basis.

PROCEDURES/CONDITIONS

1. Facilities will be granted based on the previous year's actual use within the same category of users (i.e., houseleague, rep, etc). Groups requiring additional times for new initiatives or increases in membership must receive approval for supplementary times prior to the development of the program.
2. Analysis based on player/facility ratios may be utilized where equally qualifying groups for a like sport are applying for the same facility/times. If required alternative quantitative methods may be used to support the allocations.
3. Prior to general allocations the Department of Recreation & Culture will make every effort to respect the territories sanctioned by their governing bodies.
4. Where **demand exceeds supply** (eg Doctor's McLean Park)) a random selection process may be used to allocate facilities.
5. In the case of soccer fields, groups will be restricted from practicing on premium fields Monday to Thursday evenings. Refer to the Wet Field and Managing Use on Premium Fields Policies for additional conditions for outdoor facilities.

6. Pre-season soccer fields will be identified by the Parks Department annually based on maintenance and weather conditions. **Premium and Senior soccer fields are prohibited from use during the pre-season.**
7. The Department of Recreation and Culture reserves the right to designate passive community use as required.
8. In the case of outdoor tennis and outdoor bocce courts permits will not be issued to individuals for private time.
9. In the event a group is not utilizing the permitted facility ("no show") the Department of Recreation and Culture will issue an alert. Subsequent occurrences may result in progressive action.
10. The Council approved rental rates will be applied for all tournaments.

PERMIT RULES

1. Rules, regulations and payment schedules outlined on the permit must be strictly adhered to by permit holders. Refer to the Rental Contract Conditions and Regulations for further details.
2. The falsification of any information or disregard of the rules and regulations may result in the immediate cancellation of the permit.
3. Unless prior arrangements have been confirmed, any permit holder with an outstanding account will not be eligible for a permit.
4. Users of outdoor facilities must be familiar with and abide by the Parks By-Law number 134-95 including but not limited to the Wet Field Policy and the Managing Use on Premium Fields Policy.
5. Where the use includes alcohol consumption the permit holder must be familiar with and abide by the Municipal Alcohol Policy. Permit holders will be held responsible for any illegal use of alcohol and any contravention of the Municipal Alcohol Policy.
6. Permit Holders are responsible for their own liability insurance unless they are affiliated with the City of Vaughan's Insurance Policy. Groups may be asked to provide proof of insurance and to name the City of Vaughan as co-insured to a minimum of two million dollars of liability for major events.
7. Children & Youth CSO's offering sports programs with representative teams must be affiliated with a regional or provincial sport body.
8. Permit holders are responsible for ensuring that all parking regulations are abided by all members of their group.
9. The Commissioner of Community Services reserves the right to grant exemptions to the Facilities Allocation Policy based on requests demonstrating a substantiated special circumstance.

Approved by City of Vaughan Council on Tuesday, October 15, 2002.