Toronto Community Housing: Accessing Common Spaces

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Toronto Community Housing

• Toronto Community Housing provides subsidized and affordable rental housing to 110,000 citizens in 2,100 buildings throughout Toronto.

• TCHC has non-residential spaces that are available for agencies and tenant-led groups to use for an event or on a recurring basis to provide TCHC tenants with programs and services.

• These spaces include meeting rooms, recreation rooms, computer labs and conference halls.
Common uses of space

• Social and recreation programs (e.g. knitting clubs)
• Health and fitness programs (e.g. Zumba classes)
• Seniors and youth programming (e.g. homework clubs)
• Resource centres (e.g. tax clinics, food banks)
Who can request space?

• TCHC Tenants
• Agencies and tenant-led groups who:
  • can provide services that meet tenant needs and support Toronto Community Housing’s strategic priority of creating vibrant communities;
  • conduct activities that do not conflict with Toronto Community Housing’s mission or policies, or with applicable legislation, and;
  • can obtain insurance for the intended use of space
    o TCHC tenants are eligible for insurance coverage under TCHC’s insurer
    o Agencies must provide their own insurance
How much does it cost?

• $0 for eligible agencies/tenant-led groups that:
  • do not charge program fees
  • do not require exclusive access to the space

• Tenants wanting private use of space for an event pay a fee

<table>
<thead>
<tr>
<th>One-Time Use Examples</th>
<th>Fee</th>
<th>Damage deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community event/program</td>
<td>Free</td>
<td>$50</td>
</tr>
<tr>
<td>Private event (less than 50 guests)</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Private event (more than 50 guests)</td>
<td>$250</td>
<td>$300</td>
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How do you request space?

• Contact your local Community Service Coordinator
• Send your application along with your insurance information to TCS-UseofSpace@torontohousing.ca
• Your request should be processed within 4-6 weeks.
Who will be reviewing your application?

<table>
<thead>
<tr>
<th>TCHC Staff Area</th>
<th>Responsibility</th>
</tr>
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<tbody>
<tr>
<td>Operations</td>
<td>Intake, Review, Sign-off</td>
</tr>
<tr>
<td>Strategic Planning and Stakeholder Relations</td>
<td>Drafting the Agreement, Tracking</td>
</tr>
<tr>
<td>Risk Management and Insurance</td>
<td>Review</td>
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</tbody>
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What is in the Use of Space agreement?

- Details of the space and hours of use
- A scope of services
- How to access your space
- Use of Space restrictions
- Reporting requirements (for agency agreements)
What if you want to renew your agreement?

• If your agreement is near expiry, review the Option to Renew section of your agreement.

• Please send a copy of the previous agreement, an updated application form (if necessary), and proof of insurance to your Community Service Coordinator or to TCS-UseofSpace@torontohousing.ca
Contact Information

• Requesting space
  • Contact your local Community Service Coordinator by calling the help desk at 416.981.5500 or emailing TCS-UseofSpace@torontohousing.ca

• Issues regarding your space (including Maintenance and Repairs)
  • Client Care Centre at 416-981-5500 or help@torontohousing.ca

• Safety concerns
  • TCHC’s Community Safety Unit at 416-921-2323

• General inquiries
  • Laura Young, Business Planner, SPSR at 416.981.5598 or TCS-UseofSpace@torontohousing.ca