## Toronto District School Board (TDSB) Permits

TDSB facilities are a vibrant part of the community that welcome hundreds of organizations and agencies into our classrooms, gyms and other spaces throughout the year when they are not being used for school activities. Permits are approved depending on the availability of space and resources and are issued on a first come, first served basis. Fees are charged according to an established schedule.

**Types of Spaces**

* [Schools](https://www.tdsb.on.ca/Community/Permits/Schools.aspx)
* [Sports Fields](https://www.tdsb.on.ca/Community/Permits/SportsFields.aspx)
* [Pools](https://www.tdsb.on.ca/Community/Permits/Pools.aspx)

### **Permit Unit – Contact Information:**

**Address:** 401 College Street, 3rd Floor, Toronto, ON, M5T 1S9.  
We are located within Kensington Community School, an operating elementary school.  All visitors must observe the routine security measures adopted in TDSB schools.  If there is a need to meet with a staff member, an appointment must be made in advance.  Please note that parking is not available.

**Phone:** 416-395-7666 (Monday to Friday, 9 a.m. to 12 noon, and 1 p.m. to 4 p.m.)  
**Fax:** 416-395-8062  
**E-mail:** [permits@tdsb.on.ca](mailto:permits@tdsb.on.ca)

[**https://www.tdsb.on.ca/Community/Permits**](https://www.tdsb.on.ca/Community/Permits)

## Applying for a TDSB Space Permit

All permit requests are made on the eBase permit  booking software

[**https://tdsb.ebasefm.com/rentals**](https://tdsb.ebasefm.com/rentals)

## Note: You will be asked to purchase insurance coverage through their insurance provider, AON, or through your own insurance provider.

**2019/2020 TDSB Local Neighbourhood Support Program (LNSP)**

During the most recent provincial funding announcements, funding for the Priority Schools Initiative (PSI) was eliminated. PSI funding provided no cost school permits to eligible community groups for eligible free or low cost programs. In recognition of the valuable services provided to our communities by the PSI program, the TDSB made a commitment to provide no cost permits to not-for-profit community groups at designated locations, provided that there is no additional costs to TDSB. The schools  that are available for free under the Local Neighbourhood Support Program (LNSP) are listed on the website and are attached.

LNSP is modelled on the former PSI program and permits at LNSP locations are reserved for eligible groups, provided space is available. Permit applications are submitted via eBase with the applicant selecting “LNSP” as the permit type to access the list of the 44 TDSB Schools.Permit staff review each application to ensure eligibility.

**Eligibility Criteria:**

* Not for profit community organizations offering recreational programs in priority neighbourhoods
* Programs will serve children, youth and seniors
* Program meets specific community need
* Priority will be given to groups who provide free or subsidized low cost programming
* Over 75% of the participants are from the school ward or neighbourhood improvement area

**Here is the criteria for non-profit agencies and groups to qualify for a subsidy or the LNSP.**

In order to benefit from subsidized permit rates, an organization must provide proof of non-profit status as follows:

-          A registered charity should provide the Charitable Registration Number and upload a copy of documentation issued

by the Canada Revenue Agency.  A letter of authorization may be required.

-          A registered not-for-profit group must provide the Corporation # and upload a copy of the Letters Patent together with a list of current office-bearers/directors.  A letter of authorization may be required.

-          A **group that is not incorporated** must make a sworn affidavit to verify its not-for-profit operation using an affidavit form.  The original of the signed affidavit form must be returned by mail, and a copy of this should be uploaded to expedite processing.  A list of office-bearers should also be uploaded.

Please note that until one of the above criteria is met, your User account is treated as private and will only be entitled to Category (C) permit rates.

**Availability:**

|  |  |  |
| --- | --- | --- |
| **Season** | **Duration** | **Hours** |
| School Year (Sept - June) | Monday to Friday | 6 p.m – 10 p.m |
| March Break | March 16 to 20 2020 | 9 a.m - 5 p.m |
| Summer | June 29 to August 21 2020 | 9 a.m - 5 p.m |

**Special Conditions:**

**No weekend hours are permitted under LNSP** as the TDSB cannot incur additional costs such as caretaking overtime etc.

[**https://www.tdsb.on.ca/Community/Permits/TDSB-Local-Neighbourhood-Support-Program**](https://www.tdsb.on.ca/Community/Permits/TDSB-Local-Neighbourhood-Support-Program)