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Town of Aurora

Attachment 7

# Room Allocation Procedure

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

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## Procedure for Facility Allocation Policy

The purpose of this procedure is to outline the room-specific considerations of the allocation policy.

### Allocation Procedures

Seasonal requests are due on or before the following dates:

- Fall/Winter: April 1
- Special Events (following year): April 1
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

The following allocation priority will be utilized for all annual and seasonal requests submitted in accordance with annual/seasonal permitting request procedures. In all other cases, permits will be issued on a first come first serve basis with the established priority ranking applied when deemed necessary by the Director.

1. Town Council and Council Committees.
2. Town of Aurora special events and recreation programming, including programming/events operated by third parties on behalf of the Town of Aurora.
3. Town of Aurora departmental meetings, open houses, training programs and other Town activities.
4. Non-Town groups as outlined in the Facility Allocation Policy

### Submission of Town-run recreation program requests

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

For Town use requests, this policy does not apply to:

- Tannery Room
- Department meeting rooms at Town Hall and the Joint Operations Centre

## **Fees and Charges**

There will be no charge for room reservation or coffee service (where coffee service is available) when Department staff or Council members are in attendance conducting Town business or acting as representatives of the Town, or where an organization wishes to hold a Federal or Provincial All Candidates event.

Aurora based non-profit groups, excluding other levels of government, agencies, boards and commissions, may permit the following rooms free of charge during the normal operating hours of the facility:

- Meeting Room #1 and Meeting Room #2, Aurora Community Centre
- Meeting Room, Aurora Family Leisure Complex
- Meeting Room, Stronach Aurora Recreation Complex

Any organization requesting to have fees waived for a meeting room booking may be required to submit supporting documentation satisfactory to the Director at the time of submission.

## **Facility Use Regulations**

1. No open flame is permitted inside any Town facility without the approval of the Director.
2. No food preparation equipment is permitted in Town facilities without the approval of the Director, and from Public Health and/or York Central Fire Services where applicable.
3. For youth events (i.e.: band competitions) and other events as determined by the Director, paid duty police officers must be present for the duration of the event, with a minimum adult: youth supervision ratio of 1:10.
4. Alcohol is not permitted at any event specific to children/youth or where children/youth are anticipated to make up the majority of the participants.
5. All permit holders must supply their own dishes, glasses and other food/beverage service supplies. Catering is permitted in Town facilities.
6. Permits issued are for use of the permitted space only, and do not include use of Town owned equipment or materials, unless otherwise specified in the permit.

7. Requests for use of Town owned equipment or materials, including but not limited to use of tables and chairs, and any set-up requirements must be submitted in writing no later than 14 days prior to the permit date.
8. All permits shall start and end promptly at the time specified on the permit. Any additional time required by the permit holder for set-up and clean-up, must be included in the permit request and shall form part of the permit, and is subject to all fees in accordance with this policy.
9. No permits shall be issued beyond 12 a.m., or prior to the normal scheduled opening time of any facility unless authorized by the Director. All permits for Victoria Hall shall end no later than 11 p.m.

## **References / Codes**

- Facility Allocation Policy