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Town of Aurora

Aurora Town Square Space Usage and Permitting Policy

Community Services Department

Contact: Manager of Aurora Town Square

Approval Authority: Council

Effective:

Background

Aurora Town Square (ATS) is an investment in sustainable infrastructure that supports an exceptional quality of life by celebrating and promoting our culture, encouraging an active and healthy lifestyle, strengthening the fabric of our community, and promoting economic opportunities that facilitate the growth of Aurora as a desirable place to do business. This Policy provides transparency and structure for user groups and individuals pertaining to the fair allotment and use of interior and exterior space at ATS.

Objectives

- Ensure consistency in the programming and ongoing use of space at ATS
- Ensure that the highest quality facility is maintained and available for all permitted user groups
- Provide a framework and consistent approach to the ongoing use of space at ATS in a fair and equitable manner
- Ensure that the Town's investment in ATS is managed in the best interest of all users and the citizens of Aurora
- Establish clear guidelines and communication between the Business Support Services Division, the Cultural Services Division, the Facilities Division, other internal stakeholders, and/or the user group contacts
- Clearly define the rules of use in maintaining compliance

Scope

This Policy applies to all facility permit holders and all individuals and/or user groups requesting use of Town owned and/or operated space at ATS, as well as Town staff responsible for the use and/or operation of this facility.

Definitions

Aurora based: Refers to a group that conducts business from a location in Aurora or demonstrates that the majority (50% or greater) of its members or those served by the group are residents of Aurora.

Aurora Museum & Archives: Refers to the artifacts, photographs, textiles, books, documents, and other loaned or owned material culture that is cared for by the Community Services Department of the Town of Aurora.

Aurora Town Square: Refers to the municipally owned facility located on Church Street, between Yonge Street and Victoria Street, that includes an outdoor public square, a performance hall, a variety of programming spaces, archival and museum collection space, a café, an enclosed pedestrian bridge, reading garden, and meeting space adjoining the Aurora Public Library.

Cultural Partners: Refers to the nine (9) local and regional cultural organizations, as approved by Council, that assists the Town with implementation of cultural planning initiatives and receives either in-kind or financial support from the Town, including the following: Aurora Cultural Centre, Aurora Farmers' Market, Aurora Historical Society, Aurora Public Library, Aurora Seniors Centre, Aurora Sports Hall of Fame, Pine Tree Potters' Guild, Society of York Region Artists, and Theatre Aurora.

Director: Refers to the Director of Community Services or their designate or successor.

Facility: Refers to any Town owned and/or operated permissible space.

Not-for-profit: Refers to any incorporated not-for-profit organization or registered charitable organization. Proof of status may be required at the discretion of the Director.

Normal operating hours: Refers to the hours in which the facility is usually staffed and available for permitting. This may not coincide with normal business hours for Town operations within the facility.

Permit holder: Refers to the organization, group, or individual to which a facility rental permit has been issued, including all participants, volunteers, guests and invitees of the permit holder and their participants, volunteers, guests, and invitees.

Representative organization: Refers to an organization that does not meet the criteria required to be deemed "Aurora Based" but is the only organization that offers a particular program to Aurora residents.

Town: Refers to the Town of Aurora, including Council, Committees of Council and Town departments, unless otherwise specified.

York Region based: Refers to a group that conducts business from a location in York Region and provides a service for residents of Aurora.

Policy

That the Policy be followed when determining how to allocate interior and exterior space at ATS.

Responsibilities

Management

The Manager of Aurora Town Square is responsible for reviewing and recommending updates to the Policy as required from time to time.

The Manager of Business Support Services is responsible for supervising the staff that process facility permits and communicate with staff, individuals and user groups regarding use of space and related equipment at ATS.

The Manager of Facilities is responsible for ensuring individuals and user groups receive all facility-related support as stipulated in facility permits.

The Manager of IT is responsible for ensuring individuals and user groups receive all IT-related support as stipulated in facility permits.

Executive Leadership

The Director of Community Services is responsible for consider any exceptions to the Policy as it relates to submission deadlines, grandfathering, allocation priority, conflicting requests, waiving of fees, cancellation notices, and facility use regulations.

Specific Department(s)

The Business Support Services Division of the Community Services Department is responsible for processing facility permits for space and related equipment at ATS in accordance with the Policy.

Grandfathering

The actual number of hours allocated to each client is reviewed annually. Before any expansion of programming is considered, please consult with the Facility Booking Administrator.

All seasonal permit holders with grandfathering rights will maintain their existing times on an annual basis, until such time as the permit holder surrenders that time. The following allocation apply only to new requests, time surrendered by an existing permit holder, or if new space is made available.

Exceptions may be made at the mutual agreement of an existing permit holder and the Director for the release of permitted time on a one-time basis to accommodate the needs of another organization or for space re-allocated at the discretion of the Director.

Grandfathering provisions only apply to permits issued to the following groups:

- Town of Aurora
- Aurora Cultural Centre
- Aurora Public Library
- Cultural Partners, as defined in this Policy
- Aurora based groups, as defined in this Policy
- Representative groups, as defined in this Policy

Allocation Priority

All annual, seasonal, and new requests not subject to the grandfathering provisions shall be subject to the following allocation priority. 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.

Space will be allocated in the following priority order:

- Town of Aurora (including Aurora Museum & Archives)
- Aurora Cultural Centre (ACC) and Aurora Public Library (APL)
- Cultural Partners as defined in this Policy
- Aurora-based non-for-profit groups
- District School Boards
- Aurora-based commercial groups/individuals
- Other groups and individuals

In the event of conflicting requests between the ACC and APL, first priority will be given to the ACC for space at 22 Church Street, including the addition to the heritage schoolhouse, and first priority will be given to the APL for space near or adjacent to the Library. Additional conflicting requests within the same allocation priority group, or not otherwise clearly resolved by this Policy, shall be resolved at the sole discretion of the Director.

Town Authority

The Town reserves the right to cancel or alter permits, including waiving grandfathering rights, at the discretion of the Director, where it is deemed in the best interest of the Town.

Monitoring and Compliance

To ensure its effectiveness, this Policy will be reviewed two (2) years after the initial approval date. The Manager of Aurora Town Square is responsible for reviewing and recommending updates to the Policy as required from time to time.

References/Codes

Other regulations, policies, and procedures applicable to facility permits, include but are not limited to:

- Fees and Charges By-law
- Municipal Alcohol Policy
- Third Party Events in Outdoor Town Facilities Policy
- Health Protection and Promotion Act, R.S.O. 1990, c. H.7
- Liquor Licence Act, R.S.O. 1990, c. L.19
- Liquor Control Act, R.S.O. 1990, c. L.18
- Gaming Control Act, S.O. 1992, c. 24
- Council Chambers and Holland Room Use Policy
- *Smoke-Free Ontario Act*, S.O. 1994, c. 10
- Noise By-law
- Room/Hall Allocation Policy
- Fees and Charges By-law
- Municipal Alcohol Policy
- Third Party Events in Outdoor Town Facilities Policy