

Fill out this form if you would like to use designated space inside City Hall, Metro Hall or the Civic Centres to conduct fundraising/commercial activities, which is permissible only for organizations partnered with a City of Toronto Division.

Designated Fundraising Areas in Civic Centres (CC)

City Hall	Ground floor -- east side of the Rotunda
Metro Hall	Ground floor -- south hallway in front of escalators
North York CC	Ground floor -- north/east end of main hallway
Etobicoke CC	Ground floor -- main entrance hallway across from Security Desk
Scarborough CC	Ground floor -- west Rotunda

***East York CC and York CC do not have designated fundraising areas at this time.**

If you are not currently partnered with the City of Toronto or a Division, consider approaching the following participating divisions to request a fundraising partnership if your mandates align. Please note that City of Toronto Divisions cannot guarantee that a partnership can be formed.

Environment & Energy Division

Nancy Ruscica, Manager, Outreach & Engagement
nancy.ruscica@toronto.ca

Shelter, Support and Housing Administration

Pat Anderson, Manager, Partnership and Community Outreach
Patricia.Anderson@toronto.ca

If you do not wish to partner with a City of Toronto Division you may also contact the City of Toronto United Way Corporate Campaign Office at (416) 397-4018 to arrange a booking partnership with their office.

Partnership Guidelines

1. The applicant organization must be based in the City of Toronto.
2. The proposed [purpose, mandate](#), initiative or event should directly align with those of the City of Toronto or Division.
3. The proposed use of the space is to openly and transparently inform, engage, and/or increase awareness about the City, its services and programs, and/or strategic initiatives that align with the City's strategic direction and core values.
4. Both parties must comply with City Policies, including but not limited to the [Corporate Facilities Display Policy](#), [Terms & Conditions](#), [Civic Centre Display Guidelines](#), and the [Human Rights and Anti-Harassment/Discrimination Policy](#).
5. Products and services will be reviewed to determine that they are handcrafted and/or locally produced. The products should not be generally available in large retail stores, with certain exceptions noted below. The City reserves the right to refuse or reject a request if the goods or services offered do not meet the City's standards or objectives. The partnering Division and Customer Support Services may request to inspect all products or items being offered for sale. While a decision will be made on a case-by-case basis, the following is list of generally acceptable merchandise:
 - a. Arts, Crafts and Jewellery - Items handmade and or of a unique nature not readily available in retail stores.
 - b. Specialty Products - Unique items generally not found in mass distribution.
 - c. Food & Beverage - Any food or beverage sold must complete a Temporary Food Establishment Application and secure written authorization from Public Health (416-392-7685). Please provide a copy of Public Health approval when submitting your booking request.
6. Organizations can book space directly with an active Civic Centre Public Space Booking Account and a signed and approved Partnership Form.

Civic Centre Public Space Partnership Form

7. Upon approval, all new account applicants will be granted a one-time permission to use space. Upon successful completion of your first booking, you may renew the account for the remainder of the current term of City Council, for a maximum of up to four years.
8. External organizations with an active Public Space Booking Account are entitled to two (2) advance bookings per year. Should your organization require additional meeting dates please contact 311 Facility Booking no earlier than 3 weeks prior to your date(s) of interest.
9. A sign clearly indicating the partnership and where proceeds go must be visibly placed as part of the display. This sign can be additional to your main banner or signage. A template can be found on the last page of this form. All signage must follow City of Toronto signage bylaws.
10. An approved partnership does not guarantee a space booking at the civic centres. Partnered organizations should have no expectation of minimal amount of sales, income, or work.

Divisional Accountability

Fundraising/commercial activity inside these buildings is limited to City of Toronto initiatives and partnerships. By signing this form, the City of Toronto Division acknowledges that the partnered organization aligns with divisional strategy and/or programs, and is providing approval for this partnered organization to use designated civic centre space for the purposes of conducting fundraising/commercial activities, following the [Corporate Facilities Display Policy](#). The City Division will ensure that displays are professional and adhere to City policies and guidelines. Should this organization violate the policies or guidelines, the divisional partner will cancel the event or partnership.

Please complete the following Sections.

Sections A, B, C, D, and E in the [Civic Centre Public Space Account Application form](#) should be completed before proceeding with sections F, G, and H below.

F. PROPOSED USE OF SPACE (to be completed by the partnering organization)

What City of Toronto Program/Initiative/Event does this align with?
Please list the desired dates and locations, in order of preference. (YYYY-MM-DD)
How will the space be used? (sale of items, promotion of event or cause, etc.)
List Items for Sale (Food, craft goods, jewellery, etc.). Can provide websites, if available. If more space is required, please attach a separate sheet.
Source of Items (Homemade, purchased)

Civic Centre Public Space Partnership Form

Regarding the Partnership Guideline #9, please provide a mock up of the signage for review. The template is found on the last page of this form.

G. CITY OF TORONTO DIVISION CONTACT INFORMATION (If your organization is partnering with a division to fundraise, this person should be a divisional lead or have the authority to approve partnerships on behalf of their division.)

City of Toronto Division*

Divisional Contact First Name*

Divisional Contact Last Name*

Title/Position*

Street Number

Street Name

Suite/Unit Number

Telephone Number (Ext)*

Email*

I have reviewed the applicant organization status to ensure their eligibility. My division is partnering with this organization to use interior civic centre space and they may conduct fundraising/commercial activities for:

Check one box.

☐ One (1) event. (If this is the first time this applicant organization is booking City of Toronto civic centre space, select this box.)

☐ The current City Council term of office. (Select this box only if the applicant organization has previously booked City of Toronto civic centre space.)

If any concerns arise during the planning of the event, the divisional partner is willing to assist as required.

City of Toronto Division Contact Signature*

Date (yyyy-mm-dd)*

H. CITY OF TORONTO DIVISION HEAD SIGNATURE

Title/Position*

City of Toronto Division Lead Signature*

Date (yyyy-mm-dd)*

Submit Partnership Form and Civic Centre Public Space Application together as per the instructions on page 3 of the Civic Centre Public Space Application.

Questions?

Please contact Civic Centre Accounts at Civic_Centre_Accounts@toronto.ca or by calling 416-397-7199.



(City of Toronto Event/Program/Initiative)

This is a partnership with

(City of Toronto Division)

and

(Organization)

Proceeds will go to support

(Cause)