



Town of Whitby Policy

Policy Title:	Gymnasium Allocation Policy
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Category:	Facility Management and Operational Services
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Point of Contact:	Director of Recreation

Policy Statement

The Town of Whitby recognizes and promotes the value of an active and engaged community and encourages participation in gymnasium sports and activities. It is the policy of the Town to provide equitable, reasonable and fair allocation of facility usage time at Town of Whitby gymnasium facilities.

The Community Services Department is responsible for the operation and management of the Town's gymnasium facilities.

Purpose

The purpose of this policy is to outline the allocation process and responsibilities of the Town of Whitby with respect to the fair and equitable allocation of Town gymnasium facilities. This policy ensures that access to the Town's gymnasium facilities supports community needs, encourages active participation in sports and activities, and aligns with municipal priorities.

Scope

This policy applies to all gymnasium users, including but not limited to Town programs, affiliated organizations, private groups, and individual bookings at municipal gymnasium facilities.

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1. Definitions

- 1.1. **Allocation** means gymnasium time assigned to an organization.
- 1.2. **Gymnasium** means a large room used for various indoor sports and physical activities.
- 1.3. **Board of Education** means a publicly funded school or a not-for-profit school **recognized** by the Province of Ontario as an education institution located in the Town of Whitby.
- 1.4. **Cancellation** means cancelling one or more bookings from a permit.
- 1.5. **Commercial** means organizations or individuals that book facilities with the intent of generating positive net income (profit) and/or businesses providing recreational opportunities for their employees or registrants.
- 1.6. **In Good Standing** means any organization or person that is not involved in any legal proceeding (litigation or prosecution) with the Town or does not have any outstanding debts or payments owed to the Town.
- 1.7. **Local** means originates within the Town of Whitby.
- 1.8. **Non-Resident** means individuals, youth and adult user groups that are comprised of non-Whitby residents.
- 1.9. **Not-for-Profit Organization** means a local organization operated and controlled by a duly elected Board of Directors that does not make profit for its members and uses any surplus revenue to further the organization's mandate.

- 1.10. **Facility Rental Permit** means a legal contract issued by the Town for exclusive use of designated municipal spaces/property for an agreed upon date and time.
- 1.11. **Resident** means anyone who lives permanently in Whitby.
- 1.12. **Tournaments or Competitions** means a competitive indoor sporting event where participants from different teams play against each other in various gymnasium sporting events (e.g. Pickleball tournament).
- 1.13. **Town means** the Corporation of the Town of Whitby
- 1.14. **Town of Whitby Affiliated Sports Partners** means not-for-profit sports organizations that operate within the Town of Whitby. Groups must be in good **standing** and provide staff annually with a complete list of players, season schedules, Board executive lists, annual financial statements, copies of minutes from the most recent Annual General Meeting, proof of Commercial General Liability insurance and proof of not-for-profit status.

2. Responsibilities

- 2.1. The Community Services Department is responsible for the administration of this policy.
- 2.2. The Supervisor of Recreation and Community Programs is responsible for implementing and overseeing the procedures identified in this policy.
- 2.3. It is the responsibility of the Director of Recreation to regularly monitor the effectiveness of this policy.

3. Allocation Priorities

- 3.1. Gymnasium time will be allocated based on the following priority framework, listing in descending order:
 - 3.1.1. Town of Whitby Programs and Initiatives
 - 3.1.1.1. Town of Whitby children's, youth, 55+, and adult sports leagues and drop-in sport programs, fitness programs and active preschool programs.
 - 3.1.1.2. Learn to Play sports programs.
 - 3.1.1.3. Special events and municipally sponsored activities.
 - 3.1.2. Town of Whitby Affiliated Minor Sports Partners

- 3.1.2.1. This includes child/youth sports leagues where the players are under the age of eighteen.
- 3.1.3. Board of Education Programs
 - 3.1.3.1. Local schools requiring gymnasium access for curriculum-based physical education programs.
- 3.1.4. Town of Whitby Affiliated Adult Sports Partners
 - 3.1.4.1. This includes adult sports leagues where the players are over the age of eighteen.
- 3.1.5. Private Rentals
 - 3.1.5.1. Rentals for individual and recreational group use, such as birthday parties, family gatherings, and personal activities not tied to an organization. Priority will be given to residents.
 - 3.1.5.2. Rentals for community use, such as not-for-profit groups hosting sports activities, community events, fundraisers and workshops.
 - 3.1.5.3. Rentals for commercial purposed, including businesses and for-profit groups offering events or other activities.

4. Annual Allocation Process

- 4.1. Gymnasium time will be allocated on an annual basis, with applications opening each fall for the upcoming year.
- 4.2. Deadlines will be communicated via the Town of Whitby's website and through direct outreach to existing user groups. All requests shall be received by permit application by the deadlines set out.
- 4.3. Each organization shall assign a designate to represent their interests regarding facility needs. Community Services staff will work with the designate as the authority to confirm their organization's facility requirements.
- 4.4. Requests will be reviewed and confirmed by October 31 for the next year.
- 4.5. Once facility times have been allocated, the designate will be required to sign permits, provide proof of appropriate liability insurance, where required to make full payment by the respective deadlines. Failure to comply may result in loss of permit.
- 4.6. If scheduling conflicts arise, priority will be given based on the allocation framework. Efforts will be made to accommodate as many groups as possible, including exploring alternate times or shared-use scenarios.

- 4.7. The Town reserves the right to reallocate gymnasium time due to unforeseen circumstances, such as maintenance, emergency repairs, or municipal events.

5. Tournaments

- 5.1. Allocations for tournaments will follow the same deadlines as regular allocation applications, including the submission of a list of requested competition dates.
- 5.2. Requests made after the deadline will only be considered/accommodated if there is no impact to programming and other users.
- 5.3. Final decisions on tournament dates will rest with Community Services Staff to minimize disruption to regular season use.

6. Residency Requirements

- 6.1. The Town recognizes the tax-based contributions of Whitby residents toward the development, operation and ongoing capital maintenance of the Town's gymnasium facilities and as such Whitby residents have been identified with a higher priority for access to facility usage.
- 6.2. The Town reserves the right to impose residency requirements and/or limit the allocation of time to organizations whose member rosters reflect less than an 80% Whitby resident majority.
- 6.3. The Town will accommodate non-resident applications for use of gymnasium facilities when space is available and resident demand has been satisfied. Non-resident user group applications will be considered only on an "as available" basis and any accommodation will not form a historical precedence.

7. New Community Groups

- 7.1. The Town will make best efforts to assign gymnasium allocation based on past use, however, to ensure maximization of available gymnasium time the Town reserves the right to reduce, re-assign or reallocate time particularly when demand exceeds supply.
- 7.2. Requests from new community gymnasium users and additional requests from existing community groups will be accommodated as capacity allows or if new capacity is coming online.

8. Permitting Requirements

- 8.1. Insurance – All user groups must provide proof of insurance coverage with a minimum of \$2 million liability, naming the Town of Whitby as an additional insured. Additional insurance may be required based on the nature of the event, at the sole discretion of the Town.
- 8.2. Agreements - All user groups must sign a Facility Permit Agreement outlining responsibilities of permit users.
- 8.3. Permit Cancellations by User Groups – Cancellations must be submitted in writing at least 14 days in advance. Late cancellations may be subject to fees.
- 8.4. Permit Cancellations by the Town – The Town reserves the right to cancel permits due to unforeseen circumstances, such as maintenance, emergency repairs, or municipal events.
- 8.5. Permit cancellations may also occur if a user group or representative:
 - 8.5.1. Fails to make payment for permit bookings as per the payment policy;
 - 8.5.2. Fails to provide proof that they have obtained the insurance required by this Policy, or other agreement with the Town no later than fourteen (14) days prior to the date of the permit;
 - 8.5.3. Conducts themselves in a manner which is not considerate of other users within the facility, or violates the Town of Whitby [Public Code of Conduct](#);
 - 8.5.4. Causes damage to the facility and/or equipment therein;
 - 8.5.5. Fails to adhere to permit start and end times;
 - 8.5.6. Makes false representation of the user group's purpose, membership or affiliations;
 - 8.5.7. Sublets, sells and/or exchanges gym use to another organization without preauthorization from the Town.

9. Fee Structure

- 9.1. On an annual basis, Community Services staff will establish a schedule of rates and fees for all facilities and gyms as part of the Town budget process.
- 9.2. These rates and fees will be considerate of current market trends and budget requirements.
- 9.3. User groups will receive notification of the fee schedule upon approval by Council.

10. Audits

- 10.1. Regular audits will be conducted to ensure compliance with policies and efficient use of allocated time.

This Policy is hereby approved by Council Resolution # 183-25 on this 6th day of October, 2025.