



Use of Space FAQ

Commonly asked questions about common space bookings at Toronto Community Housing (TCHC) and available common spaces.

What is a common space?

Common areas are shared spaces within a Toronto Community Housing building. These spaces include entrances, lobbies, hallways, stairwells, elevators, parking garages, laundry rooms, garbage or recycling rooms, community rooms, recreation rooms, craft rooms, multi-faith rooms, gyms, libraries, and meeting rooms.

Which common areas are available for tenant use?

Tenants can speak to their Community Services Coordinator (CSC) about available spaces in your community.

How can tenants use common spaces at TCHC?

Some common areas (like lobbies, gyms, or libraries) can be used casually by tenants if the space hasn't been booked by someone else. Other spaces (like community or recreation rooms) have to be booked ahead of time. If you plan on hosting an event or program in a TCHC common area, you have to apply to use the space.

You can ask your building staff about common spaces in your building, or your Community Services Coordinator (CSC) about spaces in your community.

What is the difference between the different types of use of space bookings?

Private event: A private booking is when you want to use a TCHC common space for an event where you have full control over who attends. For example, birthday parties or graduation celebrations.



One-time use: A community event, open to other tenants or members of the community on a single occasion. This can include meal distribution programs or a community BBQ.

Recurring use: A community program that runs on a repeating basis, open to other tenants or members of the community. For example, a support group that meets weekly or a summer-long after-school program.

The Use of Space program only covers event and program use. If you're interested in leasing a TCHC space for commercial use (i.e., to run a business), please get in touch with our Commercial Business Unit.

Does it cost anything to book a space?

There is a fee to book a space for a private event.

Where do I apply?

For private events, please contact your building staff or local Tenant Service Hub.

Or, you can contact the Client Care Centre at **416-981-5500** and one of our staff will get back to you about space availability, the costs, and how to submit your private booking request.

For one-time or recurring use (community events and programs), please get in touch with your CSC. Your CSC can give you information about the types of spaces available, the application process, and the programs already running in your area. You can also find information and the online application on our website torontohousing.ca/useofspace.

What do I need to include with my application?

Please fill out all the fields in the application, as incomplete applications can cause delays. Tenants also need to fill out the Tenant-Led Insurance form which is linked in the online application.



How long does it take for my application to be approved?

One-time use can be approved in five business days if the application is complete. Recurring use can take anywhere from four to six weeks, because we have to work with our legal team to draft an agreement.

Incomplete applications can cause delays in your application being approved. Make sure you fill out all the fields in the application and the tenant insurance form before you submit your application. If you are not sure how to fill the forms out or what information to include, you can ask your CSC.

Can I cook in a common space?

Cooking that involves combustible materials (vegetable oil, animal fats), or any cooking that creates grease or smoke are not allowed. In Licensed Areas (areas with a kitchen space), you can:

- Boil water
- Re-heat pre-made meals or soups
- Heat beverages
- Melt chocolate

Any other types of cooking in Licensed Areas are not allowed.

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