



Application to use the Legislative Assembly of Ontario grounds

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Date Requested:

Set-up Time: From To

Event Time: From To

Name of Event:

Organization:

Event Organizer (name and role):

Organizer Date of Birth:

Co-Organizer name and role:
(If applicable)

Telephone:	Business:	<input type="text"/>	Cell:	<input type="text"/>
	Residence:	<input type="text"/>	Fax:	<input type="text"/>

Address:

E-mail:

Adult Sponsor (if organizer is under 18 years of age):

Name:	<input type="text"/>	Date of Birth:	<input type="text"/>
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Address:	<input type="text"/>	Email:	<input type="text"/>
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Estimated Attendance:	<input type="text"/>	Number of Speakers/Performers:	<input type="text"/>
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What is the purpose of this event?

Please provide a detailed outline of the activities you plan to present (attach an additional sheet if more space is required). Include names/types of performers, speakers and all activities.

Will you require electrical power? ☐ Yes ☐ No

Do you have liability insurance to cover this event? ☐ Yes ☐ No

If yes, please specify amount of coverage:

Policy Provider:

Will you be providing any marshals for your event? ☐ Yes ☐ No

If yes, please specify how many marshals:

Have you read the attached policy and procedures?

I have read, understand and agree to adhere to the policy and procedures.

Please note that any group or organization using the grounds of the Legislative Building will be responsible for any damages that may be incurred. All organizations holding demonstrations or special events in the Legislative Building or on the grounds must agree to hold the Legislative Assembly of Ontario harmless of any liability or loss, which the Office of the Assembly may suffer or incur by reason of any injury to any person or damage to any property caused by the organization, any of its employees or equipment, or any other persons introduced to the premises by reason of such events. All groups are responsible for the clean-up of the grounds after the event.

Event organizers will be responsible for the costs of paid duty officers of the Legislative Protective Service as required based on the nature, size, and/or time of the event.

Permission to use the facilities does not indicate in any way that the Legislative Assembly of Ontario endorses or supports the organization, stakeholder or client or its policies, activities or views. No public notice or media release made by an organization, stakeholder or client granted permission to use the facilities of the Legislative Assembly of Ontario may state or imply that such support or endorsement exists.

To submit form, send as an attachment to lpsgr@ola.org, or print completed form and mail or fax to:

Legislative Protective Service
Public Engagement and Liaison Unit
Room NB01, North Wing, Legislative Building, Queen's Park, Toronto, ON M7A 1A2
Tel: 416-325-1114
Fax: 416-235-9912

Please note: Application must be received by the Legislative Assembly at least 10 business days prior to the date of the event.

Applicant signature: Date:

Adult Sponsor Signature
(if applicant is under 18 years of age): Date:

Sergeant-at-Arms and Executive Director
Precinct Properties Division: Date:

Sergeant-at-Arms Remarks:

Legislative Building Grounds

The grounds of the Legislative Building are bounded in the north by Wellesley Street West and in the south, east and west by Queen's Park Crescent East and Queen's Park Crescent West in the City of Toronto.

The following policy outlines the rules for Use of the Legislative Building and its grounds. Although the Legislative Assembly of Ontario (LAO) permits various activities on the Legislative Building grounds (such as demonstrations, protests, rallies, and vigils), signs, displays, speeches or activities that contain or promote obscenity, hate propaganda, or symbols associated with a terrorist organization are strictly prohibited.

Any action that contravenes this policy, a provincial or federal statute, or a municipal by-law may result in the immediate termination and/or cancellation of the activity, prohibition from future use of the grounds, and/or legal ramifications. The use of the Legislative Building grounds is not exclusive to any group or organization using the grounds. Activities/events must remain in designated areas as directed by the Legislative Protective Service (LPS) and are strictly prohibited from impeding access to the grounds or Legislative Building.

Legislative Building

The Legislative Building is located at 111 Wellesley Street West in the City of Toronto. No form of demonstration (including protests, rallies, and vigils as defined in the Definition section) are permitted in any space within the Legislative Building. Persons actively participating in demonstrations, protests, rallies, or vigils occurring on the Legislative Building grounds cannot enter the Legislative Building on the day of the event.

All persons entering the Legislative Building must act in an orderly and lawful manner, so not to disrupt any proceeding, event, meeting, or business that is taking place. All persons entering the Legislative Building must always follow the directions of the Speaker, the Clerk, the Sergeant-at-Arms, or members of the LPS.

Activities on the Legislative Building Grounds

Definitions

The following terminology was developed to describe the types of activities that take place on the Legislative Building grounds and are intended to provide some understanding of how events are managed:

Demonstration: a lawful assembly of persons gathered primarily to engage in free speech

activity (e.g., vigil, protest, rally).

Incendiary device: any material, substance, device, or combination thereof which is capable of supplying the initial ignition and/or fuel and is designed to be used as an instrument of willful destruction.

Legislative Building: includes the interior spaces of the main Legislative Assembly building, located at 111 Wellesley Street West. Also referred to as “the Legislature.”

Legislative Precinct: includes the Legislative Assembly building, both main and Whitney Block as defined in the *Legislative Assembly Act*, RSO 1990, c L.10, s 102.1, as well as the exterior grounds, bounded in the north by Wellesley Street West and in the south, east, and west by Queen’s Park Crescent East and Queen’s Park Crescent West in the City of Toronto.

Legislative Building grounds: includes the exterior spaces surrounding the Legislative Building, bounded in the north by Wellesley Street West and in the south, east, and west by Queen’s Park Crescent East and Queen’s Park Crescent West in the City of Toronto.

Marshals: are volunteers who help their organizations host a safe and successful event and assist with ensuring the policy guidelines of the Legislative Assembly are followed.

Memorial: a commemorative event organized for people who share a common loss. A statue or structure may serve as the focus of the ceremony (e.g., Remembrance Day).

Non-partisan: free from party affiliation, bias or designation. Activities and materials that are non- partisan do not promote or support the activities of a particular political party over another.

Partisan: demonstrating affiliation, promotion, or support of a particular political party over another.

Protest: a public expression of disapproval or objection to an idea or action (may be considered a demonstration when held on the grounds).

Rally: a large public meeting or gathering to show support or solidarity for political issue or party, (may be considered a demonstration when held on the grounds).

Special event: an activity, ceremony, or celebration organized around a theme, event, culture, etc. (e.g., flag-raising ceremony, Canada Day celebration, coronation events, etc.).

Vigil: an outdoor assembly, usually taking place after dark, which is organized for people and communities to come together as one to show support for a specific cause or occasion and which offers an opportunity for prayer, observance or spirituality. (e.g., vigils are sometimes held as a way to memorialize and honour someone’s life and/or bring attention to issues such

as social injustices. Vigils are seen as a non-violent way to demonstrate in order to raise awareness of a cause and motivate change).

Weapon: means any thing used, designed to be used or intended for use

- a) in causing death or injury to any person, or
- b) for the purpose of threatening or intimidating any person as defined by the *Criminal Code*, RSC, 1985, c C-46, s 2.

Overview

The Legislative Assembly of Ontario is a seat of democracy where citizens can express their views. It is the desire of the Legislative Assembly of Ontario to assist individuals/organizations with hosting a safe and lawful event.

The Legislative Building grounds are frequently used by the public for a range of activity. To assist with the successfully planning of events, an application should be submitted **ten business days** before the event. Submitting an application does not imply that the event is approved or that the proposed location or date is confirmed. Requests for use of the Legislative Building grounds are needed for all events, functions, or activities. In order to promote fairness, the Legislative Building grounds are booked on a first-come, first-served basis. On-site preparatory meetings are necessary to schedule use of the grounds for all events (including demonstrations, protests, rallies, etc.). Please note that short notice events may be given consideration and are subject to availability. Approval for use of the Legislative Building grounds is non-transferrable.

Permission to use the Legislative Building grounds does not indicate that the Legislative Assembly endorses or supports the organization, sponsor the client or its policies, activities, or views. No public notice or media release made by an organization sponsor or client, granted permission to use the Legislative Building grounds, may state or imply that such support or endorsement exists.

Unscheduled or impromptu activities shall yield to groups or organizations who have a scheduled event.

Persons actively participating in a demonstration on the grounds are restricted from entering the Legislative Building on the day of their event.

The display of signs, banners, buttons, clothing with partisan/political messages or obscenities, props, or other materials related to a demonstration is prohibited inside the public spaces of the Legislative Building. Some materials may be permitted in the Media Studio.

Demonstration materials (including audiovisual materials) that display or promote obscenities,

hatred or are otherwise deemed inappropriate by the Speaker are prohibited on the Legislative Building grounds.

Individuals or groups request that a member of the Legislative Protective Service provide contact information for a caucus office or a Member of Provincial Parliament to facilitate scheduling of a meeting or the delivery of a petition, where possible.

All individuals or groups using the Legislative Building grounds shall:

1. Act in an orderly, lawful manner so as not to disrupt the proceedings and business of the Legislature or disturb those working at or visiting the Legislative Building and/or its grounds.
2. Follow written or verbal directions from authorized officials (including, but not limited to, the Speaker, Clerk, Deputy Clerk, Sergeant-at-Arms, or members of the Legislative Protective Service, or their designate).
3. Be responsible for cleaning up the grounds at the conclusion of the event.

Organizers are advised that under unusual circumstances and/or emergencies, scheduled events may be rescheduled, delayed, or asked to relocate to another part of the Legislative Building grounds.

The Legislative Assembly of Ontario reserves the right to terminate any activity, authorized or otherwise, which contravenes any of the policies herein or which impedes or interferes with the function of Parliament and the business of the Legislative Assembly of Ontario. In the event that an activity is terminated, the LPS will provide a reason for the termination of the activity to the event organizer where feasible and where an event organizer has been identified.

In consideration of public safety, the Legislative Protective Service works closely with its community partners and organizers to promote safe, lawful activity within the Legislative Precinct.

Legislative Building Grounds Guidelines

Access	Events/activities cannot impede the business of the Legislative Assembly, access to the Legislative Building or hinder the passage of pedestrians and/or emergency vehicles.
Admission/Fees	Admission fees are strictly prohibited. The sale of items or services, or the solicitation of donations for any purpose is prohibited.
Advertising	Commercial advertising or displaying promotional material are prohibited.

Alcohol	The sale, service or consumption of alcoholic beverages is strictly prohibited.
Animals/Livestock	Animals (other than service animals) that are prohibited under Chapter 349 of the City of Toronto Municipal Code are restricted from being on the Legislative Building grounds and are only allowed with prior written authorization.
Balloons	Balloons are strictly prohibited.
Barbecues	The use of barbecues is restricted.
Buses (see also Parking/Vehicles)	<p>Unauthorized buses are strictly prohibited from entering on the Legislative Building grounds. To request authorization to bring a bus onto the Legislative Building grounds, please contact the Public Engagement and Liaison Unit of the Legislative Protective Service at liaison_unit@ola.org or 416-325-1114.</p> <p>Independent tour operators are not permitted to bring their bus groups on a tour of the Legislative Building without a reservation. Operators must have a booking confirmation prior to entering the Legislative Building grounds.</p> <p>Buses carrying visitors to the Legislative Assembly for the purposes of a demonstration or event, may request authorization to enter the Legislative Building grounds solely for the purposes of dropping off and picking up passengers.</p> <p>Bus access to the grounds may be restricted at the discretion of the Sergeant-at-Arms or designate.</p> <p>Patrons on private tours who walk on the grounds from an off-site drop-off location are permitted to tour the grounds without a prior booking.</p>
Camping	No one shall reside, camp or sleep on the Legislative Building grounds.
Candles	Candles are strictly prohibited. Battery-operated illuminating devices are acceptable.
Damages	Defacing or damaging the Legislative Building, its grounds and/or its contents (either temporarily or permanently) is prohibited and illegal. In the event of damage, the cost of repair, replacement or cleaning (including the removal of excessive garbage) shall be the responsibility of the individual or event organizer using the grounds, or who caused the damage and persons responsible may be subject to prosecution.
Deliveries	Deliveries of petitions, catering, or any other items related to an event held on the Legislative Building grounds must be pre-arranged with the

	Public Engagement and Liaison Unit of the Legislative Protective Service (contact: liaison_unit@ola.org or 416-325-1114). Upon check-in at the pre-arranged location of the Legislative Precinct, deliveries will be directed to the appropriate location to complete the delivery.
Drones	<p>The use of drones (including those with exemptions from Transport Canada) within the Legislative Precinct is prohibited without the written permission of the Sergeant-at-Arms or designate.</p> <p>See Drone Application (Appendix B) for the process.</p>
Elections/Campaigning (see also Press Conferences; Props)	<p>During a provincial election campaign, each registered party may book and utilize the Media Studio facilities only once.</p> <p>Campaign buses accessing the Legislative Building grounds for the purposes of pick-up/drop-off must remain in an area designated by the LAO and may stay on the grounds for no more than 30 minutes at a time (see also Buses).</p>
Equipment (see also Structures, Stages, and Canopies; Props).	<p>A sound system may be made available to organizers of approved scheduled events that take place during regular business hours. Groups may set up their own sound equipment, provided the volume is not deemed excessive and does not interfere with an authorized event or the proceedings of the Legislative Assembly of Ontario. Access to power is dependent on weather conditions and is at the discretion of the LAO.</p>
Filming	Filming for commercial or partisan purposes is restricted. For approval contact Parliamentary Protocol and Public Relations at 416-325-7500.
Fire/Fireworks (see also Generators)	Fires, fireworks, fuel canisters and other incendiary devices are prohibited on the Legislative Building grounds. The use of fuel on the grounds is restricted.
Fixtures	Affixing, hanging, or attaching any item to the Legislative Building, Legislative Building grounds, walkways, pillars, statues, monuments, barricades, trees or other permanent structures or piercing the grounds is strictly prohibited. In addition, prior authorization is required to erect or construct any temporary structure, material or object.
Flags	Flags affiliated with a known terrorist entity (as per the Public Safety Canada Listed Terrorist Entities) are prohibited.
Food/Beverages	<p>The sale or commercial service of food/beverages is strictly prohibited. Any food/beverages distributed free as part of an event must be available to anyone visiting the Legislative Building grounds. Delivery of food or beverages must be scheduled in advance with the Public Engagement and Liaison Unit of the LPS (liaison_unit@ola.org or 416-325-1114) and will be coordinated in accordance with the “Deliveries” section of this policy.</p>

Generators	The use of generators must have prior written approval from the Sergeant-at-Arms or designate. Any generators to be used must be fueled offsite and no fuel canisters are permitted on the Legislative Building grounds.
Insurance (see also Structures, Stages, and Canopies)	A certificate of General Liability Insurance is required when erecting structures over 8 inches in height, staging, platforms and/or bleachers. Insurance, including automobile liability insurance where applicable, may also be required for other events or demonstrations as indicated by the LAO, depending on the nature/size of the event, event activities and/or type of structures used related to the event (if applicable). (See Appendix A for full insurance guidelines)
Lighting	The use of spotlights or projections onto the Legislative Building, monuments, or statues is not permitted.
Marshals	Marshals are recommended for all demonstrations on the Legislative Building grounds. The number of marshals may vary depending on the size of the event. All marshals must be clearly identifiable.
Memorials	Upon conclusion of a memorial, all commemorative items (e.g., wreaths) may be permitted to remain for up to a 24-hour period provided the items do not pose a safety risk. Nothing may be affixed to Legislative Building or its grounds. In situations where the organizer wishes items to remain longer than 24 hours, prior written approval from the Speaker is required. The LAO (Parliamentary Protocol and Public Relations and the Speaker) will determine the disposition of any items that remain. For information, contact Public Engagement and Liaison Unit of the LPS at liaison_unit@ola.org or 416-325- 1114.
Outside Agencies	Any outside agencies (including first aid and/or emergency medical services) that are attending the Legislative Building grounds in conjunction with a demonstration or special event should attend a planning meeting with the LPS to discuss objectives. On the date of the event, any attending outside agencies must report in with the LPS upon arrival.
Photography	Photos on the Legislative Building grounds are permitted provided it is for non-partisan (i.e., not an open display of partisan materials) and non-commercial purpose and it does not interfere with the business of the Assembly. Photography on exterior stairways is restricted and requires prior approval. For approval contact Parliamentary Protocol and Public Relations at 416-325-7500. The Legislative Assembly of Ontario will not grant exclusivity rights to photographers.
Parking/Vehicles (see also Buses)	Public parking is not available on the Legislative Building grounds. All unauthorized vehicle access to the Legislative Building grounds is strictly prohibited. All unauthorized vehicles will be tagged and towed at the owner's expense. No vehicles are allowed on the Legislative

	<p>Precinct lawn without prior written authorization. All vehicles that are permitted to enter onto the Legislative Building grounds are subject to search by the LPS.</p> <p>Limited wheelchair-accessible parking is available in the northeast parking lot and in the south drive. The spots are available on a first-come, first-served basis for visitors with accessible parking permits.</p> <p>Deliveries may be arranged via temporary parking privileges in accordance with the “Deliveries” section of this policy; however, all vehicles must be removed promptly after loading and/or unloading. To arrange temporary parking privileges for the purposes of making a delivery, please contact the Public Engagement and Liaison Unit of the LPS at liaison_unit@ola.org or 416-325- 1114.</p>
Petitions (see also Deliveries)	<p>Delivery of petitions and/or correspondence to be delivered to the mailroom shall be pre-scheduled with the Public Engagement and Liaison Unit (liaison_unit@ola.org or 416-325-1114) to facilitate screening by the LPS prior to drop off at the mailroom receiving area. Upon check-in at the pre- arranged location of the Legislative Precinct, deliveries will be directed to the mailroom receiving area to complete the delivery.</p> <p>Delivery of petitions and/or correspondence will only be scheduled Monday to Friday from 8:30am to 5pm.</p> <p>Purchasing & Operations will scan any petitions before delivery to the corresponding Member’s office. Only petitions that have a completed mailing and return address will be accepted. Demonstrators are encouraged to seek the guidance of a Member of Provincial Parliament to have their petition formally presented in the Chamber.</p>
Press Conferences (see also Elections/Campaigning; Props)	<p>Press conferences in the Legislative Building may only take place in the Media Studio or in private spaces, such as caucus rooms. This includes briefings taking place before or after a press conference or media event.</p> <p>Press conferences are not permitted on the Legislative Building grounds.</p>
Props (see also Damages; Elections/Campaigning; Equipment)	<p>The use of any props or other items that pierce/damage the Legislative Building grounds is prohibited. Props brought onto the grounds as part of a demonstration must not present a safety hazard or danger to the building, property, or occupants of the Legislative Precinct. Individuals or groups who have booked the Media Studio for a press conference may be permitted to bring props into the Media Studio, but all props/demonstration materials are subject to security</p>

	screening and must remain covered in all common areas of the Legislative Building (see also: Signs/Speeches/Symbols).
Sales/Donations	The sale of any items or services, or the solicitation of donations for any purpose is strictly prohibited unless authorized by the Speaker.
Security	<p>All law enforcement activities for an event are the responsibility of the Legislative Protective Service. Event organizers may be charged paid duty fees where additional officers must be scheduled to assist with the event.</p> <p>The Legislative Assembly is not responsible for any damage to displays or equipment left on the Legislative Building grounds prior to, during or after any event. Where organizers request security for displays or equipment prior to, during, or after an event, they may be charged a paid duty fee to engage LPS officers to provide this security. Please contact the Public Engagement and Liaison Unit of the LPS at liaison_unit@ola.org or 416-325-1114 for more information. Outside private security personnel cannot be utilized for events within the Legislative Precinct.</p>
Signs/Speeches/Symbols (see also Flags; Props)	Signs, speeches or symbols (including props) that contain obscenities, hate propaganda, graphic language/imagery, or are otherwise deemed inappropriate by the Speaker, is strictly prohibited. Consideration must be shown for others on the premises, including schoolchildren.
Sound Equipment (includes but is not limited to music, bull horns, sirens, microphones speakers)	Sound equipment is permitted if the sound emitted does not interfere with any parliamentary process, or promote hatred and it is not obscene.
Structures, Stages, and Canopies	<p>Structures, stages, and canopies are permitted with written approval from the Sergeant-at-Arms or designate.</p> <p>Structures, stages, and canopies with 4 feet or more clearance of the ground must be weighted or anchored down and must not pose a public safety concern.</p> <p>Structures, stages, and canopies must not be enclosed in such a way that impedes visual sightlines of the Legislative Building or the general Legislative Building grounds.</p> <p>Any temporary structures or props used are subject to review and may be prohibited for public safety reasons.</p>

Vigils	Upon conclusion of a vigil, items may be permitted to remain for up to a 24- hour period provided the items do not pose a safety risk or interfere with the normal use of the property. Nothing may be affixed to Legislative Building or its grounds. In situations where the organizer wishes items to remain longer than 24 hours, prior written approval from the Speaker is required. The LAO (Parliamentary Protocol and Public Relations and the Speaker) will determine the disposition of any items that remain. For information, contact Public Engagement and Liaison Unit of the LPS at liaison_unit@ola.org or 416-325-1114.
Washrooms	Subject to approval by the Sergeant-at-Arms or designate, portable washrooms are permitted in designated areas. The LAO must approve providers of portable washrooms, and portable washrooms may not be left on the Legislative Building grounds overnight without prior authorization from the Sergeant-at-Arms or designate. Costs for the removal of washrooms not collected after an event will be billed to the event organizer. General public washroom access inside the Legislative Building is not available.
Weddings	Wedding ceremonies are not permitted on the Legislative Building grounds. Wedding photography is permitted subject to the conditions outlined under “ Photography ” section of this policy. Wedding photography inside the Legislative Building is strictly prohibited.

Appendix A: Insurance Requirements and Guidelines for Demonstrations and Special Events on the Legislative Building Grounds

Before structures (e.g. staging, platforms, bleachers) and automobiles are placed on the Legislative Building grounds, organizers are required to provide a certificate of comprehensive general liability insurance and a certificate of automobile liability insurance respectively that complies with the following:

1. The certificate(s) shall:
 - a. be issued by an insurance company licensed to transact business in Ontario,
 - b. cover any person, group and organization - and any agent, contractor and subcontractor of such person, group and organization - using or occupying the Legislative Building grounds,
 - c. cover the entire period in which the Legislative Building grounds is used or occupied,
 - d. provide that coverage will not be cancelled or materially altered before the end of such use or occupancy, and
 - e. be in a form that is satisfactory to the LAO.
2. Comprehensive general liability insurance shall:
 - a. comply with all requirements in #1 above,
 - b. have a minimum limit of liability of two million dollars (\$2,000,000) for bodily injury and/or property damage in any one occurrence,
 - c. name as additional insureds the LAO, its Members, the Office of the Assembly, and the officers and employees of such persons, and
 - d. have a cross-liability clause.
3. Automobile liability insurance shall:
 - a. comply with all requirements in #1 above, and
 - b. provide third party liability insurance with a minimum limit of two million dollars (\$2,000,000).

Additionally, the LAO may require an insurance certificate for an event not involving structures or automobiles.

Appendix B: [Drone application](#)

Drone flights are prohibited on the grounds without the written permission of the Sergeant-at-Arms or designate.

Contact

Legislative Protective Service

Public Engagement and Liaison Unit

Room NB01, North Wing Legislative Building, Queen's Park, Toronto, ON M7A 1A2

Tel: 416-325-1114

Fax: 416-235-9912