

FORT SASKATCHEWAN PUBLIC LIBRARY



Title	Program Room Use		
Number	04/01	Date	Mar 10, 2004
Revised	Dec 2009; May 09, 2016		

Policy

The first priority for use of the Program Room is the accommodation of library business and programs. If the Program Room is not in use by library staff or trustees for library programs, meetings or co-sponsored programs, it may be available to not-for-profit groups on a first come, first served basis, only during the hours in which the Library is open to the public at the discretion of the Library Director. The Director or senior staff must approve any exceptions to this policy.

Priority for booking the Program Room shall be as follows:

1. Library Activities
2. Library Co-sponsored Activities
3. Not-for-profit Groups *

* **Non-profit organization** means a person (other than an individual, estate, trust, charity, public institution, municipality, or government) that meets the following conditions:

- It is organized and operated solely for non-profit purposes.
- It does not distribute or make available any of its income for the personal benefit of any proprietor, member, or shareholder, unless the proprietor, member, or shareholder is a club, a society, or an association which has, as its primary purpose and function, the promotion of amateur athletics in Canada.

Groups using the Program Room are responsible for setting up and putting away chairs, tables and equipment.

Meeting space in the Program Room may be made available to any not-for-profit group in accordance with the Canadian Library Association Statement on Intellectual Freedom unless the mandate and activities of the group are deemed unconstitutional by a court with appropriate jurisdiction. The Library Board does not necessarily support the views of individuals or organizations booking its rooms.

Typically, the Library program room or main floor is not available for use by non-employees except during the posted hours of opening. Occasional use is allowed at the discretion of the Library Director.

Approval

Signature

Morgan Northey
Board Chair