

# FORT SASKATCHEWAN PUBLIC LIBRARY



<b>Title</b>	Library Room Use		
<b>Number</b>	04/01	<b>Date</b>	Mar 10, 2004
<b>Revised</b>	Dec 2009; May 09, 2016; May 15, 2023		

## Policy

The first priority for use of the Library is the accommodation of library business and programs. If a Library room/area is not in use by library staff or trustees for library programs, meetings or co-sponsored programs, it may be available to non-profit/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 a Library room/area shall be as follows:

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

\* **Non-profit/Not-for-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.

Meeting space in the Library may be made available to any non-profit/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 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**

*Norma J Leader*

Norma Leader  
Board Chair