

## Policy on Reserving Space in the Library for Special Events

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### 1. Preamble

The Patrick Power Library endeavours to contribute to and enhance both the academic and social environment at Saint Mary's University. The Library acknowledges the university community's need for event and programming space to further these aims, and will consider requests for the use of library space that align with this policy.

### 2. Purpose

2.1. This policy outlines eligibility, suitable locations, Event Organizer responsibilities and appropriate use of Library space, and general conditions for hosting an event in the Patrick Power Library.

### 3. Scope

3.1. This policy covers spaces within the Patrick Power Library and applies to members of the university community and members of the public requesting Library space to host an event.

### 4. Definitions

4.1. **Event:** Refers to a wide variety of planned public, academic or social occasions. This definition includes temporary pop-up initiatives.

4.2. **Event Organizer:** Refers to the person responsible for the general coordination, planning and organization of the event.

4.3. **Library Classroom:** Refers to Room LI #135, located on the Library ground floor. The features of this room include:

- Maximum occupancy: 48
- 15 square tables, each seating 4
- Two wall-mounted whiteboards
- One desktop computer with a webcam, and projector connected to two drop down screens

## 5. Policy

### 5.1. Eligibility

5.1.1. Events held in the Library will promote learning and engagement in diverse topics of a social, cultural, historic, scientific, or civic nature. They must reflect the spirit of Saint Mary's University's mission and values.

5.1.2. Events endorsed or sponsored by organizations or individuals that practice or promote discrimination based on any grounds, including but not limited to, race, ethnicity, creed, sex, age, national or ethnic origin, sexual orientation, or mental or physical disability, are prohibited.

5.1.3. Groups and individuals eligible to host events in the Library include:

- Saint Mary's University students and student groups
- Faculty, staff and units within Saint Mary's University
- Organizations affiliated with Saint Mary's University
- Non-university affiliated groups whose mission and intended event contribute to or enhance the academic or cultural life at Saint Mary's University

5.1.4. External commercial vendors and businesses are not normally permitted to use library space for promotional or marketing purposes.

### 5.2. Locations Suitable for Events

5.2.1. The Library Classroom is the primary area suitable for events in the Patrick Power Library. The priority use of the Library Classroom is for Library instruction and programming. When not being used for Library

purposes, the Classroom is available to students as a study space and may also be used for community events.

5.2.2. The primary area suitable for pop-up tables is on the Library ground floor, in front of the Reference books section and adjacent to the digital monitor.

### **5.3. Responsibilities of Event Organizers & Appropriate Use of Library Space**

5.3.1. Event Organizers are responsible for all set-up and clean-up associated with the event.

5.3.2. Event Organizers must supply all equipment and materials needed to host the event and are responsible for all costs incurred by the event.

5.3.3. For events held in the Library Classroom, rearranging existing furniture is permitted. Removal of furniture and placement of additional furniture is not permitted.

5.3.4. During pop-up events, solicitation of patrons using the Library is not permitted.

5.3.5. Event Organizers must ensure the space used for the event is left as it was originally set up.

5.3.6. Event Organizers are responsible for ensuring the event space meets their audiovisual and technology requirements. The university's Classroom Support service is available to provide assistance with the use of Library Classroom technology. Support should be requested in advance of the event.

5.3.7. Event Organizers must alert Library staff to any concerns with the event space and damage incurred to Library space as a result of the event.

5.3.8. At the time of reservation, Event Organizers must acknowledge that they have read and agree to abide by the terms of this policy, as well as related policies, procedures and documents outlined in Section 6.

5.4. Requests to host an event in the Library must be submitted at least 7 days in advance. Library space may not be reserved for events more than one month in advance.

5.5. Food and drink are permitted during events, within reasonable limits. Alcoholic beverages may be permitted. Event Organizers must come to an agreement with the Library and with the SMU Student's Association's Liquor Service regarding alcoholic beverages.

5.6. Library space may be reserved for events only when the Library is open.

5.7. Library space cannot be reserved for events during formal examination periods or university study days.

5.8. The Library is not responsible for any personal injury, theft or damage to personal property.

### **5.9. Exceptions**

5.9.1. The University Librarian has discretion over all event requests and reserves the right to approve or reject all requests.

## **6. Related Policies, Procedures and Documents**

### 6.1. Policies

- [Patrick Power Library Noise Policy](#)
- [Student Code of Conduct](#)

### 6.2. Procedures

- To request use of Library space, please contact Patrick Power Library Administrative Assistant, Lisa Billard. A Library staff member will follow up with Event Organizers to confirm the request.
- Questions regarding this policy should be directed to Patrick Power Library Administrative Assistant, Lisa Billard.
- Contact information: 902-420-5534 or [Lisa.Billard@smu.ca](mailto:Lisa.Billard@smu.ca)

### 6.3. Guidelines

- [Saint Mary's University Classroom Support service](#)
- [SMU Student's Association Liquor Service](#)

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## General Information

- **Approving Authority:** University Librarian
- **Approved:** November 2017
- **Responsible Office:** Patrick Power Library
- **Responsibility:** University Librarian, Outreach & Engagement Librarian, Manager of Access Services
- **Revision Dates:** May 2025, December 2019
- **Supersedes:** Policy Regarding Special Events in the Library
- **Next Required Review:** Every two years, or as required