

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: LIBRARY USE BY NON-EMPLOYEES WHEN CLOSED TO THE
PUBLIC AND ALLOWABLE POLITICAL, RELIGIOUS OR
OTHER NON-LIBRARY RELATED ACTIVITIES

REFERENCE #: 86/01 DATE APPROVED: Feb. 12, 1986

REVISED: Oct. 9, 1996, March 12, 2003

1. The Library is not available for use by non-employees except during the posted hours of opening. Occasional use for specific library related activities is allowed at the discretion of the Director.
2. Individuals or groups seeking use of the Library facilities when they are closed to the public shall submit a written request to the Library Director.

Any request must state as a minimum:

- a) the name of the individual or group
 - b) the purpose of such use of the facilities
 - c) the date(s) and time(s) for which use is requested.
 - d) the approximate number of persons to be accommodated.
3. The Director reserves the right to request further information before ruling on any request. The decision of the Director on a request is final and not subject to appeal.
 4. Canvassing or soliciting on behalf of any political or religious group is expressly forbidden on Library premises.

M. (Robin) Wilkinson
Board Chair