

## Special Event Guidelines

### Patrick Power Library

### Saint Mary's University

Approved November 2017

Patrick Power Library's main event area is the library classroom (LI135). The new books area on the main floor is also a potential special event space. These locations are primarily used as library instruction and study space for the Saint Mary's University community. The priority is library-related programming. They cannot be reserved for special events during final examination periods or university study days. They are available for booking only when the library is open. There is no fee associated with room booking.

Eligible groups for booking library space include organizations from within SMU, organizations affiliated with the university, and non-university affiliated groups whose mission and intended event contribute to or enhance the academic or cultural life at SMU.

Special events will promote learning and engagement in diverse topics of a social, cultural, historic, scientific, or civic nature. They must uphold Saint Mary's University values of intellectual integrity, freedom of enquiry, discussion, and discourse. Events endorsed or sponsored by organizations which practice discrimination based on race, colour, creed, sex, age, country of origin, sexual orientation, or physical ability are prohibited. For-profit events are not permitted. The University Librarian has final consideration and discretion over all special event space requests. The library reserves the right to approve or reject all requests.

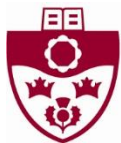
Groups requesting library event space are responsible for room setup and cleanup. They must ensure that the space is left as it was originally set up. The library is not responsible for any personal injury, theft, or damage to personal property. Catering must be requested through [Aramark](#), the university's food vendor. Alcoholic beverages may be permitted. Groups must come to an agreement with [SMU Student's Association](#) Liquor Service.

Special event room booking inquiries should be directed to Patrick Power Library administrative assistant, Lisa Billard, at 902-920-5534 or [Lisa.Billard@smu.ca](mailto:Lisa.Billard@smu.ca). Room requests should be submitted at least 7 business days in advance.

### Room Details

Library classroom (LI135)

- Maximum occupancy: 60
- Number of tables: 15 square tables, each seating 4
- Wall mounted whiteboard
- One desktop computer with connected projectors and screens



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**UNIVERSITY**

**PATRICK POWER**  
**LIBRARY**