

## GUIDELINES FOR USE OF LIBRARIES SPACES October 2019

Dal Libraries' spaces are to be free from commercial solicitation. University sanctioned events such as those noted below can be held in this space with prior approval.

Requests from student groups will be considered only if they are a ratified student society or a departmental student society.

**Ratified** student society: Please contact the DSU to obtain an approval number from them before submitting a request to book Libraries space. **Once approval has been received, please provide a copy of the DSU approval with your request.**

**Departmental** student society: Please contact the administrator in your department and ask them to submit a request on your behalf to book Libraries space.

Once permission is obtained as instructed above, to request use of one of our spaces, please complete a [request form](#). If you have any questions, please contact [janice.slauenwhite@dal.ca](mailto:janice.slauenwhite@dal.ca).

Examples of approved use are:

1. Student Services (for student international career and study opportunities)
2. Student Union elections
3. University United Way kickoff event
4. University Student Health & Wellness flu shot clinics or events promoting student health and wellness
5. University Food Services events promoting healthy living
6. Facilities Management for the purposes of soliciting feedback with regards to capital project planning
7. Information tables by student societies
8. Bake sales<sup>1</sup>, fund raising, and ticket sales by ratified student societies for not-for-profit purposes.

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<sup>1</sup> All bake sale events must follow guidelines established by the NS Department of Agriculture - <https://novascotia.ca/agri/documents/food-safety/publicmarketguide.pdf>.