



The Saint John's Bible Community Booking Policy

The purpose of this policy is to serve as a reference tool when submitting booking request to St. Mary's University for the Saint John's Bible. It establishes a set of guidelines and procedures to be followed when the Saint John's Bible is booked for an external (off campus) event.

- All Saint John's Bible booking requests are reviewed and approved by the St. Mary's University Saint John's Bible committee. When the committee is unable to fulfill this responsibility, the President of St. Mary's University, Dr. Gerry Turcotte, will review and approve booking requests.
- No more than **two** volumes can be booked at a time for an event.
- The volume(s) of the Saint John's Bible must always be accompanied by a StMU representative at external events.
 - A St. Mary's representative will deliver the books, stay with them for the duration of the event, and pack them up and return them to St. Mary's University at the end of the event.
- The volume(s) of the Saint John's Bible can only be booked for a maximum of one day.
- Saint John's Bible signage must be displayed with the volumes when they are on display.
- The organization booking the Saint John's Bible agrees to allow StMU display signage and hand out material at events displaying the books.