



JACKSONVILLE PUBLIC LIBRARY

Appeal Procedure For the Use of Library Meeting Room Space

If you believe that your organization meets the guidelines set forth in the Jacksonville Public Library's *Meeting Room Policy* and that your request for your meeting was not given proper consideration:

STEP 1 – Ask for reconsideration by the Library Director if you are not satisfied with the original decision. An appeal form must be completed and submitted requesting such action.

STEP 2 – Ask for reconsideration by the Board of Library Trustees if you are not satisfied with the decision of the Library Director. An appeal form must be completed and submitted requesting such action.

A separate appeal form must be submitted for each of these steps. There may be a waiting period of up to thirty (30) days for each step so that sufficient time may be given for proper evaluation of your organization's appeal. You will be notified as soon as a decision is made regarding your appeal.



JACKSONVILLE PUBLIC LIBRARY

**Appeal Procedure
For the Use of
Library Meeting Room Space**

I wish to make an appeal to the Library Director

Board of Library Trustees

on behalf of the (Name of Group) _____ in order to secure approval of previous application for meeting room space in the (Branch) _____ on (date) _____ which has been denied.

Our organization meets the guidelines set forth in the Jacksonville Public Library's *Meeting Room Policy*.

Comments or additional information:

It is understood that there may be a waiting period of up to thirty (30) days in order to allow sufficient time for proper evaluation of our organization's request.

Official Representative of Group: _____

Name of Organization: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

E-mail Address: _____

Date: _____