



BEDFORD PUBLIC LIBRARY MEETING ROOM APPEAL

The library's mission includes developing and maintaining the library as the cultural and meeting center of Bedford.

If you believe that you meet the guidelines outlined in the Bedford Public Library's Meeting Room Policy and that your application was not given proper consideration, you may submit an appeal.

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.

Ask for reconsideration by the Library Board of 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 a proper evaluation of your appeal. You will be notified as soon as a decision is made regarding your appeal. In the event your appeal is denied, you will receive a written notice stating the grounds for denial.

Name _____

Email _____

I wish to make an appeal to the ____ Library Director ____ Library Board of Trustees

on behalf of (Enter the name of the organization below)

in order to secure approval of previous application for meeting room space in the (Enter the name of the Meeting Room below)

on the date _____ which has been denied.

Our request meets the guidelines set forth in the Bedford Public Library's Meeting Room Policy. _____ Yes

Comments or additional information as to why you believe the application was improperly denied:

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 request.

Official Representative of Group: *

Name of Organization *

Address

Daytime Phone _____ Evening Phone _____

Email Address _____

Date _____