

**APPEAL FOR USE OF LIBRARY PETITIONING SPACE
TAMPA-HILLSBOROUGH COUNTY PUBLIC LIBRARY**

The Library reserves the right to refuse individuals, groups or organizations utilization of petitioning space. Such refusal will be based upon a reasonableness standard and will not be of an arbitrary or capricious nature in accordance with this policy. Individuals, groups or organizations may ask for reconsideration of a denial by taking the following steps:

- (1) **The individual, group or organization should first seek resolution from the branch or department supervisor.**
- (2) **If unsatisfied with the response of the branch or department supervisor, the individual, group or organization may complete an *Appeal for Use of Library Petitioning Space* to the Director of Libraries requesting review of the denial. The appeal form must be received no later than fifteen days after the initial complaint to the branch or department supervisor.**
- (3) **The Director of Libraries or his designee appoints a panel of three Managers to review the denial and address the complaint. The panel reviews the appeal form and any relevant policies and informs the individual, group or organization in writing of their decision within fifteen days of receipt of the complaint.**
- (4) **Within seven days of receipt of the review panel's decision, the party may send a letter of appeal to the Director of Libraries. The Director has seven days to review the panel's decision and respond to the group/organization in writing.**
- (5) **Within seven days of receipt of the Director of Libraries' decision, the party may send a letter of appeal to the Tampa-Hillsborough County Public Library Board. The Library Board reviews the decision at their next regularly scheduled Board meeting and informs the party of their decision in writing. The decision of the Library Board is final.**

I wish to make an appeal on behalf of _____
(Name of the Individual, Group or Organization)
in order to secure approval of the *Petitioning Space* that has been denied.

The request was made on _____ at the _____.
(Date) (Name of the Library)

I sought to resolve the decision with _____ on _____.
(Name of Branch or Department Supervisor) (Date)

Our organization meets the guidelines set forth in the Library's Petitioning policy.
Comments or additional Information:

Official Representative of the Organization: _____

Name of Organization: _____

Mailing Address: _____

Phone: _____ alternate phone: _____

Email: _____

Staff Use Only:

Date Received: _____ Received By: _____

Fax to Library Administration (273-3707) immediately upon receipt.