

Wolfeboro Public Library

Meeting Room Appeal Procedure Policy

If you believe that your organization meets the guidelines set forth in the Wolfeboro 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.