

## Meeting Room Use Reconsideration Request

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In order to represent the diversity of thought within the community, it is very important that the public library's spaces are available to those with differing points of view. The Carnegie Library of Pittsburgh does not endorse particular beliefs or view, nor does granting use of our shared public spaces convey or imply an endorsement of the viewpoints expressed by any lessee.

There may be occasions when a member of the community objects to a groups, organizations or individuals use of a meeting or event space in the Library. If a Library user wishes the Library to reconsider this use, a Meeting Room Use Reconsideration Request Form is available (attached to this document). A committee of administrators is convened to review such requests and a written response is sent to the community member. Please be advised that a copy of the request along with the written response will be shared with the lessee.

**Please return this completed form to any Carnegie Library of Pittsburgh location.**

Revised 2018



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Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Library Location \_\_\_\_\_

Group/Organization/Individual \_\_\_\_\_

Date of incident (if applicable) \_\_\_\_\_

Meeting     Event     Library Hosted Program     Unsure     Other

Why do you feel this group should not be authorized to use a public meeting space at CLP?

Did you visit or attend any program or event hosted by this entity?    \_\_\_Yes                    \_\_\_No

What specific behaviors or incidents illustrate your point?

Would you regard these activities as appropriate for any age group? If so, which?

Other comments that would be helpful to the committee reviewing this request?

**STAFF USE ONLY**

*Form accepted by:*

*Department/Branch:*

*Date:*

**Please return this completed form to any Carnegie Library of Pittsburgh location.**