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| **POLICY TITLE**  *The Protocol Policy* | **EFFECTIVE DATE**  *October 28, 2019* | **REVISED**  *August 28, 2024* | **PAGE NUMBER**  *40 of 47* |

**APPENDIX B – Use of Civic Square Appeal Form**

**Instructions**

If an Applicant for the use of Civic Square believes that the Communications and Public Engagement Department has misapplied or misinterpreted the criteria for permitting an application, the Applicant may appeal the decision to the City Manager by filling out and submitting this form to the City Clerk’s Office at [city.clerks@saskatoon.ca](mailto:city.clerks@saskatoon.ca?subject=Use%20of%20Civic%20Square%20Appeal%20Form).

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| --- | --- |
| **Date Original Request Provided to Communications and Public Engagement Department:** | **Date Notice of Rejection Received from Communications and Public Engagement Department:** |
| **Reason(s) Provided for Rejection of Request:** | |

**Appellant’s Information**

Applications for appeal will not be accepted from third parties on behalf of organizations. Appellants must be members of, or directly affiliated with, the organization for which they are appealing.

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| **Organization’s Name:** | | |
| **Mailing Address:** | | |
| **City:** | **Province:** | **Postal Code:** |

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| **POLICY TITLE**  *The Protocol Policy* | **EFFECTIVE DATE**  *October 28, 2019* | **REVISED**  *August 28, 2024* | **PAGE NUMBER**  *41 of 47* |

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| **Organization’s Website Address:**  (If unavailable, please attach a copy of your organization’s official letterhead or make reference to its social media account). | |
| **Applicant’s Name and Position with the Organization:** | |
| **Business Phone Number:** | **Alternate Phone Number:** |
| **Email Address:** | |
| **Reason(s) for Appeal:**  Please describe the reason(s) for the appeal and attach any documentation to support your appeal. | |

I hereby certify that all information contained in this form is accurate.

**Date:**

**Appellant’s Name**