

Briggs District Library
108 East Railroad Street
St. Johns, MI 48879
989-224-4702 phone
989-224-1205 fax

Quiet Study Room Use Application

Date of Use

Date of Request

Name of Organization/Individual

Name of Responsible Party

Number Attending

Address

Phone

Purpose of Reservation

Is Organization/Individual:

Profit

Non-Profit

Date of Use

Time (note start and end of meeting)

By signing this form the applicant acknowledges that he/she has read the Quiet Study Room policy and agrees on behalf of the above named organization/individual to conform to all rules, regulation and responsibilities as set forth in said policy.

Signature

The above named organization/individual: IS IS NOT authorized to use the Quiet Study Room at the Library on the date, during the time, and for the purpose specified above.

Staff Signature

Briggs Public Library
St. Johns, Michigan

Special Services

Subject: Quiet Study Room

Date: Adopted 8/10/06

The Briggs Public Library Quiet Study Room is a service made available to the public for individual or group study sessions, a quiet place to read or work on a project or for proctoring exams. The programming and meeting needs of the Library take precedence over the requests of individuals or groups for use of the room.

Individuals, groups, organizations and businesses using the room to conduct non-fee based activities, may reserve the Quiet Study Room. An allowable use time of one hour will be enforced if others are waiting to use the room. Reservations may be made no more than 3 months in advance of the requested date of use.

Individuals or organizations conducting private, for profit ventures such as tutoring or counseling on library premises may reserve the Quiet Study Room in advance as well. Reservations may be made no more than 3 months in advance of the requested date of use; room reservation is limited to an hour a business day and with no more than three room reservations a week. In cases of tutoring or counseling, the room must be reserved by the tutor or counselor and not by the client.

All reservations are taken on a first come first serve basis. Persons wishing to reserve the room must fill out an application a minimum of 1 week prior to use. Applications must be made at the Library. The Library Director or his or her designee will review the application and make a determination about availability of the room on the requested date and whether or not the requested use falls within Library policy. Return of the signed application will designate approval for the use of the room. No group or individual may consider the Library its permanent meeting place or use the Library as its mailing address.

Individuals or groups using the room must sign in and out at the Circulation desk. Room use during nonreserved times is first come first serve. An allowable use time of one hour will be enforced if others are waiting to use the room. The room must be vacated at least 10 minutes prior to the closing of the building. Individuals or groups are responsible for adhering to the given guidelines. The Briggs Public Library reserves the right to prohibit and individual or group's further use of the quiet study room for disorderly conduct or failure to abide by the Library's policies, procedures or guidelines. The person signing for use of the room is responsible for assuring that use of the room complies with library policies. The Library reserves the right to monitor and terminate the use of the room if it becomes disruptive to normal library operations.

The consumption of food and beverages in the room is prohibited. Smoking is not permitted on Briggs Public Library property and the burning of any materials including incense and candles is prohibited.

Individuals and groups using the room agree to indemnify and hold harmless the Briggs Public Library and the City of St. Johns, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment. Groups using the room are responsible for the condition of the room. They will be billed for any damage to the room as a result of their use.