

Briggs District Library
St. Johns, Michigan
Quiet Study Room Policy

Special Services

Subject: Quiet Study Room

Date: Adopted 5/2/16; Revised: 11/11/21; Revised 3/13/25

The Briggs District Library Quiet Study Rooms are a service made available to the public. Those using one of the Quiet Study Rooms agree to abide by the guidelines set in this policy. The programming and meeting needs of the library take precedence over the requests of individuals or groups for use of the rooms.

An allowable use time of one hour will be enforced if others are waiting to use a room. Individuals or groups wishing to reserve a room must fill out an application. This can be done online through the library's website or by requesting a paper form. The library will attempt to honor requests for a specific room but reserves the right to assign a room. Reservations may be made no more than 6 months in advance of the requested date of use. The Library Director or Assistant Director will review the application and decide about the availability of a 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. The room must be vacated five minutes prior to the closing of the building. Groups using the room are responsible for the condition of the room. They will be billed for any damage to the room because of their use. Fees may apply for excess cleaning charges.

The Briggs District Library reserves the right to prohibit an individual or group's further use of a quiet study room for disorderly conduct or failure to abide by the library's policies, procedures or guidelines. The library reserves the right to monitor and terminate the use of a room if it becomes disruptive to normal library operations.

Individuals and groups using a room agree to indemnify and hold harmless the Briggs District Library, 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.