



Please read the information on back of this page and the Meeting Room Policy (Rules) BEFORE completing this form.

Requested Meeting Date:	Requested Time:	Attendance Expected (#):
Meeting Rooms (and capacity)		
At the Central Library: <input type="checkbox"/> Central Community Meeting Room (110)		<input type="checkbox"/> Central Electronic Classroom (31)
At the Branches: <input type="checkbox"/> Claremont (34) <input type="checkbox"/> South (53)		<input type="checkbox"/> West (43)
Describe class or event to be offered and intended audience:		

Information on Requesting Organization

Name Of Group:			
Are you a Berkeley-based civic, cultural, educational organization or business? <input type="checkbox"/> Yes <input type="checkbox"/> No		Non-profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Government: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>NOTE: Organizations not located in Berkeley MUST submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts.</i>			
Authorized Representative:		Primary Contact Person (If different from Authorized Person)	
Position in Group:		Position in Group:	
Address		Address	
City	State	ZIP	
City	State	ZIP	
Day Phone:	Evening Phone:	Day Phone:	Evening Phone:
FAX:	Email:	FAX:	Email:

Conditions for Use / Waiver of Liability:

\_\_\_\_\_ (hereinafter Applicant):  
(Name of group or organization)

- A. Applicant, for itself and its heirs, successors and assigns, shall release, defend, indemnify and hold harmless City of Berkeley, its officers, agents, employees and volunteers, from and against any and all claims, demands, liability, damages, lawsuits or other actions, including, but not limited to, personal injury or death or property damage arising out of or in any way connected with Applicant's use or occupancy of the Berkeley Public Library's facilities or equipment.
- B. Applicant shall be responsible for any damages, including replacement costs and staff time, sustained by the Berkeley Public Library meeting room, including but not limited to its furnishings and equipment, as a result of Applicant's occupancy or use.
- C. Applicant agrees that it does not discriminate in membership or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law.
- D. Applicant is a Berkeley-based civic, cultural, educational organization or business, or a locally-operating government agency, department or commission. Applicant agrees to provide documentation of its Berkeley-based status as set forth in the Meeting Room Policy.

I certify that I am authorized to sign this Application on behalf of the Applicant, I have read and understand the Meeting Room Policy and the above Conditions of Use / Waiver of Liability and agree to all of their provisions.

\_\_\_\_\_  
Signature of Authorized Representative Date

FOR LIBRARY USE: <input type="checkbox"/> Meeting Room Not Available <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	_____ Signature of Library Representative Date
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**Please read this before you apply for the meeting room. Thank you.**

Attached are the policy and the application for using the meeting room. We ask that everyone read both documents carefully.

There is no charge for the room. You can only use the meeting room once a month. Meetings cannot begin when the library is closed, and they must end 1/2 hour before the library closes at the end of the day (See hours below.) Please read the Meeting Room Policy which also gives you a lot of information about using the meeting room.

Applications are taken on a first-come-first-served basis. Please note that we require reservations at least two weeks in advance. We will take reservations up to 3 months in advance.

If you are producing a flyer or some other publicity for your meeting that includes our name and/or address, please state on the flyer that your meeting is not sponsored by the Berkeley Public Library.

**Information for Central Library users:**

We also advise that if you are using the Central Library's meeting room, you get lots of help setting up and breaking down the tables and chairs; they are surprisingly heavy for portable furniture. Don't forget to build time into your application to set up and break down.

If you are planning to have food catered to your meeting in the Central Library, please meet the caterers outside the front of the library and escort them to the meeting room. Library staff who are working at the public desks must remain on desk to assist patrons and cannot leave the floor to which they are assigned.

Please don't hesitate to contact us if you have any questions (Tel: 981-6119).

**Please complete the application and return it to the library facility in which you are requesting meeting space.** Please complete a separate form for each meeting time. The addresses for the Central Library and the branches are listed below.

**Locations of Meeting Rooms**Central Library

*Open Hours: Mon.: 12-8 PM, Tu.: 10AM-8PM,  
Wed.-Sat. 10AM-6PM, Sun. 1-5PM*

2090 Kittredge Street, Berkeley, CA 94704  
(cross street: Shattuck Avenue)

Contact: Administration  
Telephone: 510-981-6119

There is one large meeting room that will accommodate 110 people.

South Branch

*Open Hours: Mon - Tu.: 10AM-6PM, Wed.-Th.: 12-8PM,  
Fri.-Sat.: 10AM-6PM, Sun.: Closed*

1901 Russell Street, Berkeley, CA 94703  
(cross street: M. L. King. Jr. Way)

Contact: Jeri Ewart  
Telephone: 510-981-6260

Will accommodate 53 people.

Claremont Branch

*Open Hours: Mon - Tu.: 10AM-6PM, Wed.-Th.: 12-8PM,  
Fri.-Sat.: 10AM-6PM, Sun.: Closed*

2940 Benvenue Avenue, Berkeley, CA 94705  
(cross street: Ashby Avenue)

Contact: Karen Joseph-Smith  
Telephone: 510-981-6280

Will accommodate 34 people.

West Branch

*Open Hours: Mon - Tu.: 10AM-6PM, Wed.-Th.: 12-8PM,  
Fri.-Sat.: 10AM-6PM, Sun.: Closed*

1125 University Avenue, Berkeley, CA 94702  
(cross street: San Pablo Avenue)

Contact: Staff  
Telephone: 510-981-6270

Will accommodate 43 people.