

Application for use of the Electronic Classroom at Central Library

Before you complete the application on the following page, please read the "[Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events](#)" and confirm that your group meets the conditions of use. If your group meets the conditions of use, please complete the application in entirety and return the completed application to the library at least two weeks in advance and not more than 12 weeks in advance.

If you are completing this application using Acrobat Reader, we highly recommend you use the most recent version. You can download the latest version of Acrobat Reader from www.adobe.com or do a Google search for Acrobat Reader.

When you have completed the application, you can use a digital signature and submit the application via email OR you can print a paper copy, sign it and submit it to the library in person, via fax or scan & email to BPLECCentral@ci.berkeley.ca.us.

1. If you choose to do a digital signature, and you've never done it before, Adobe Acrobat Reader will walk you through the process. It will take a few minutes to set up.
2. When you have completed the form, click on the signature box at the bottom of the form and follow the steps to create your digital signature. Then click "Next".
3. Depending upon your computer and the version of the software you are using - your steps may differ slightly from these.
 - If this is the first time you are creating a digital signature, click the button next to "A new digital ID I want to create now."
 - Click the button next to "New PKCS#12 digital ID File"
 - Fill in your information "Name" "Organization Name" "Email Address" and select "Digital Signatures and Data Encryption in the "Use digital ID for" field, then click Next.
 - Enter the password you want to use, then enter it again to confirm it. Click Finish.
4. Now you can use your digital signature to sign your document. To use it, follow these steps:
 - Select your desired digital Signature in the "Sign As" field.
 - Enter your password in the Password field.
 - Click Sign. You will then be asked to save the file. Save it and note the location of the saved file.
5. How do you want to email the application to us?
 - Select "Desktop Email Application" if you want to send it via an email application on your computer such as Outlook, Eudora or Mail. Select "Internet Mail" if you want to send it via an internet email service such as Yahoo, Hotmail or Gmail. Then click OK.
 - If you chose "Desktop Email Application", it will then open a new email message addressed to the appropriate email with a PDF file of your completed application attached to it. Click Send.
 - If you chose Internet Email, you will then need to logon to your internet email account, create a new email message, address it to the email address shown on the application and attach the copy of the completed form you previously saved on your computer. Click Send.
6. When we receive your application we will verify eligibility to use the room and room availability and then send you an email confirmation or denial.
7. If you are submitting a hard copy version of the application, please be sure to include the *Authorized Representative's signature and date*, then return the completed form to the Central Library Administration Office. The contact information for the Community Room at Central Library is listed below.

Library / Room	Address Contact information	Maximum Room Capacity
Central Library Electronic Classroom	2090 Kittredge Street, Berkeley, CA 94704 (cross street: Shattuck Avenue) Contact: Valerie Nelson Telephone: 510-981-6129 Email: BPLECCentral@ci.berkeley.ca.us	110

For additional information: visit our website at: www.berkeleypubliclibrary.org

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Information on Requesting Organization

Name of Organization or Individual			
<p>Permission to use the Library's community rooms may be granted to <u>Berkeley-based</u> civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions. Are you or your organization Berkeley-based?</p> <p><input type="checkbox"/> Yes Organizations or Individuals <u>may be requested to submit proof of a Berkeley address</u>, such as a photocopy of a utility bill or a letter addressed to the individual or organization, or submit for inspection a driver's license or state issued identification card at the time of application.</p> <p><input type="checkbox"/> No Organizations or Individuals not located in Berkeley <u>may be requested to submit proof of regular operation or programs within Berkeley</u> such as brochures, newsletters, or web site printouts.</p>			
Authorized Representative:		Primary Contact: (if different)	
Position :		Position:	
Address:		Address:	
City, ST, Zip:		City, ST, Zip:	
Phone:		Phone:	
Email:		Email:	

Event Information:

Requested Meeting Date:		Requested Time:	Must end 30 minutes prior to Library closing time.			to	
To check on the availability of the Electronic Classroom at Central, please contact staff at 510-981-6129.							
Attendance Expected (#):		NOTE: The room capacity of the Electronic Classroom at Central is 20. Room capacity must not be exceeded.					
Describe the event to be offered <u>and</u> the intended audience: <u>Note: your event must be open to the general public</u>							
Do you plan to use the A/V equipment? <input type="checkbox"/> No <input type="checkbox"/> Yes Do you need an IT Staff Person on call? <input type="checkbox"/> No <input type="checkbox"/> Yes Note: this requires advance notice and a fee of \$60.00 per/hr.							
** Users must provide own special equipment and supply needs and any carts needed to transport such material. **							

Conditions for Use/Waiver of Liability:

(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.

You may choose to sign digitally OR submit a signed paper application

_____ Date

Authorized Representative Signature

For Library Use: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Meeting Room Not Available	_____ Date Library Representative's Name
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