

Application for use of the Community Meeting Room at South Branch 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 BPLCRSouth@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 **South Branch Library**. The contact information for the Community Room at South Branch Library is listed below.

Library / Room	Address Contact information	Maximum Room Capacity
South Branch Library Community Room	1901 Russell Street, Berkeley, CA 94703 (cross street: M. L. King Jr. Way) Contact: Staff Telephone: 510-981-6260 Email: BPLCRSouth@ci.berkeley.ca.us	110

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

