

## How to Reserve a Community Meeting Room at Berkeley Public Library

Before you make a request to use a community meeting room, please read the Meeting Room Use Policy ([Rules And Regulations For Use Of Library Grounds, Buildings, And Equipment For Meetings And Other Events](#)) and confirm that you or your organization are eligible to use the community meeting rooms at Berkeley Public Library.

Please note: The following uses of the meeting rooms ARE NOT allowed:

- De facto private events such as social events, parties, memorial services, support groups, recruitments, or fundraisers, etc.; or by groups for which membership of some sort is expected.
- Any campaign-related purposes, including supporting or opposing the election of a candidate or passage or defeat of a ballot initiative or measure.

Reservations are taken no less than 2 weeks in advance and no more than 12 weeks in advance.

Visit <https://www.berkeleypubliclibrary.org/library/meeting-rooms> And click

Reserve a meeting room

Select the desired month using the “<” and “>” on either side of the month displayed, and choose the date.

CHOOSE DATE

Date picker

« August 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today

(Optional) Choose location(s) to display availability.

CHOOSE BRANCH

- Check all
- Central Library
- North Branch
- Tarea Hall Pittman South Branch
- West Branch

All rooms matching the day/time and location are displayed on the right-hand side of the screen.

In this example, the Community Meeting Room is available on the selected day from 10am to 12pm and from 4:30 pm to 5:30 pm. The North Branch Meeting Room is available from 11:00 am to 5:30 pm.

Community Meeting Room

3:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Unavailable	Available	Available	Unavailable	Unavailable	Unavailable	Unavailable	Available	Available

📍 NORTH BRANCH

North Branch Meeting Room

3:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
Unavailable	Unavailable	Available	Available	Available	Available	Available	Available	Available

Click to choose the first half-hour and again for the last half-hour of the reservation **including whatever time is needed for setup and cleanup**. This example shows a selection starting at 3:00 pm and ending at 4:00 pm. Note rooms are unavailable during the last half-hour of location operating hours.

3:00 pm 4:00 pm 5:00 pm

Reserve now

Add to basket

Click [Reserve now](#). If you use [Add to basket](#) you may repeat the selection process for other days and times. Access the Room Basket from the top-right corner of any selection page.

(continued on reverse.)

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From Reserve Now or the Room Basket, fill in your reservation details. Fields marked with an asterisk (\*) are required. Click the checkbox for Conditions for Use.

- Library card number/PIN (**not required**): Allows the system to fill in most of the remaining details.
- First/Last Name/Email (**not required**): Allows the system to fill in most of the remaining details.
- Phone (**not required**)
- Group Name: If you are making this request in your name only, type “No Organization”.
- Booking title: This title is displayed to the public.
- Attendees: The number of people expected.
- Notes: Anything that you want staff to know.
- What is the purpose of the reservation:
- Please select either necessary status of the applicant or organization.
- \*\*Conditions for Use/Waiver of Liability: Check the box above the conditions and waiver statement.
- Check the box to agree to the room booking terms and conditions.
- Then click “Next”.

On the confirmation page, Enter in a method we can use to confirm the booking and notify if the room becomes unavailable.

Approvals are made by staff at the location you are requesting. You should receive an email response approving or denying your request within a few days.

If you don't hear from us within a few days, please contact the library location you are trying to request:


Central Library (Administration) 510-981-6195

North Branch 510-981-6250

Tarea Hall Pittman South Branch 510-981-6260

West Branch 510-981-6270

A green rectangular button with the word "Reserve" in white text.

Click through to . You get a “Success: message with a reference number. You also get an email with the reference number that the reservation is pending approval. Once approved, you will get a second email confirming the reservation.