Eligibility

To reserve the Community Meeting Room, an individual or organization must:

♦ be a <u>Berkeley-based</u> individual or organization <u>or</u> show proof of regular operation or programs within Berkeley such as brochures, newsletters & website printouts showing programs in Berkeley.

♦ sign a non-discrimination statement.

Applying to use a Community Meeting Room

♦ Applications are taken on a first-come, first-served basis.

♦ Applications must be submitted at <u>least 2 weeks in advance but not more than 12 weeks in advance</u> of your event.

♦ A separate application is required for each event.

♦ Remember to include time for chair and table set-up and cleanup in your reservation.

♦ We are unable to hold a reservation without a completely filled out, signed and dated application.

♦ Email applications to the email address shown on the chart on the reverse or deliver to the library where you want to use the community meeting room.

Applications are prioritized as follows:

1. Library sponsored events,
2. Government agencies serving the Berkeley community,
3. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley,
4. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, or educational series).

Please note: the Library staff reserves the right to revoke permission previously granted.

Using the Community Meeting Rooms (CMR) at the Berkeley Public Library

♦ The CMR may only be used during the Library's open hours. Exceptions are: events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the purpose of hosting an official polling place) the Alameda County Registrar of Voters.

♦ CMR must be cleared as required 30 minutes prior to closing time. *See the chart on the reverse for details.*

♦ CMR use is limited to one time per month per organization.

♦ Your event <u>must be open</u> to the general public.

♦ Any flyers or other publicity for your meeting that includes the name and/or address of the Library, must state the following:

> "Wheelchair accessible. Please refrain from wearing scented products to public programs.
>
> **PLEASE NOTE: This event is not sponsored by the Berkeley Public Library.** Groups and organizations may use meeting rooms when they are not being used for activities sponsored by the Library. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies or activities of any group or organization. For more information on meeting rooms at the Berkeley Public Library, visit <u>www.berkeleypubliclibrary.org</u>"

♦ No items or services may be sold or advertised nor may the meeting sponsor charge a fee or ask for donations to attend.

♦ No smoking or burning of items including candles.

♦ For room capacity see the chart to the right however the exact number the room can accommodate depends upon configuration.

♦ You may use our audio/visual equipment but you will need to provide your own laptop, cables and any special equipment and supplies. Please refer to the instructional pamphlet *Berkeley Public Library Community Meeting Room Guide* for guidelines and limitations on the use of the equipment in the CMR.

♦ If you cater food to your meeting, please meet the caterers outside the front of the library and escort them to the CMR. Library staff cannot provide assistance. All waste must be removed at the end of the event.

♦ Groups are responsible for set-up and break-down for their own use. Chairs and tables are to be stored as indicated by staff. We recommend you budget your time to allow for set-up and break-down.

Community Meeting Rooms at the Berkeley Public Library

The Berkeley Public Library is pleased to offer the *Community Meeting Rooms* at our Central Library, North, South and West Branches to local community groups, organizations and government agencies.

Please read this meeting room policy summary carefully before filling out an application to be certain your group is eligible to reserve the room.

The full community meeting room policy and the application form, along with additional information about booking the community meeting room, can be found at: **http://www.berkeleypubliclibrary.org/library/meeting-rooms**

BERKELEY PUBLIC LIBRARY

Community Meeting Room at Central

Community Meeting Room at Central

Electronic Classroom at Central

Community Meeting Room at North

Community Meeting Room at South

Community Meeting Room at West

Our Community Rooms can be set up to meet a variety of event needs.

Community Meeting Room Hours

Central Library
2090 Kittredge Street

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	12 pm - 7:30 pm	10 am - 7:30 pm	10 am - 5:30 pm	10 am - 5:30 pm	10 am.- 5:30 pm	10 am - 5:30 pm	1 pm - 4:30 pm

- The **Community Meeting Room** will accommodate up to 110 people depending upon configuration. To check on availability, contact: Administration.
  P: 510-981-6119   Email: **BPLMeetingRoom@ci.berkeley.ca.us**

- The **Electronic Classroom** will accommodate up to 20 students. **Please Note:** There are fees to use this room.
  For more information and to check on availability, please contact: Valerie Nelson
  P: 510-981-6129   Email: **BPLEC@ci.berkeley.ca.us**

Community Meeting Room Hours

Branch Locations:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	10 am - 5:30 pm	10 am - 7:30 pm	10 am - 7:30 pm	12 pm - 7:30 pm	10 am - 5:30 pm	10 am - 5:30 pm	Closed

- ### North Branch

  1170 The Alameda

  The **Community Meeting Room** will accommodate up to 96 people depending upon configuration. To check on availability, please contact: Staff.
  P: 510-981-6256   Email: **BPLCRNorth@ci.berkeley.ca.us**

- ### South Branch

  1901 Russell Street

  The **Community Meeting Room** will accommodate up to 110 people depending upon configuration. To check on availability, please contact: Staff.
  P: 510-981-6260   Email: **BPLCRSouth@ci.berkeley.ca.us**

- ### West Branch

  1125 University Avenue

  The **Community Meeting Room** will accommodate up to 100 people depending upon configuration. To check on availability, please contact: Staff
  P: 510-981-6270   Email: **BPLCRWest@ci.berkeley.ca.us**