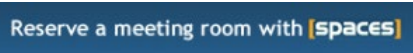


# How to use Spaces to request to use a Community Meeting Room at Berkeley Public Library

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

Click on 

Start the request by entering the following:

- desired date
- start time (*must be during the Library's normal operating hours*)
- end time (*must be at least 30 minutes prior to the Library's closing time for the day*)

Be sure to include setup and cleanup time in your request.

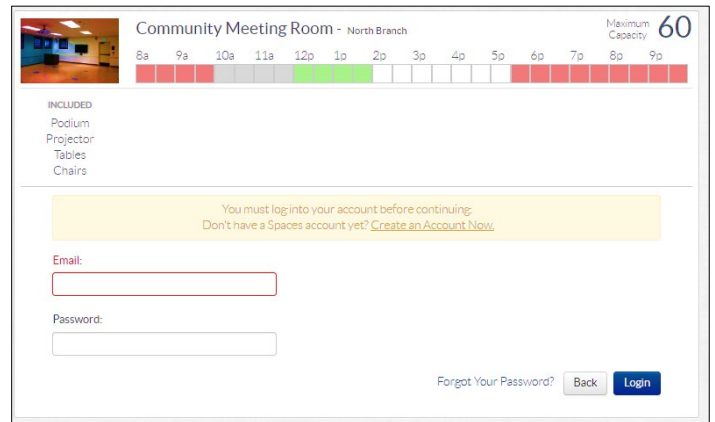
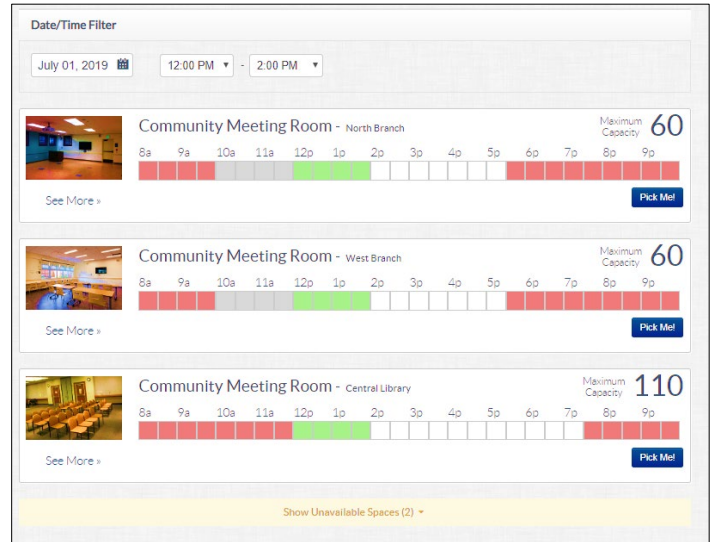
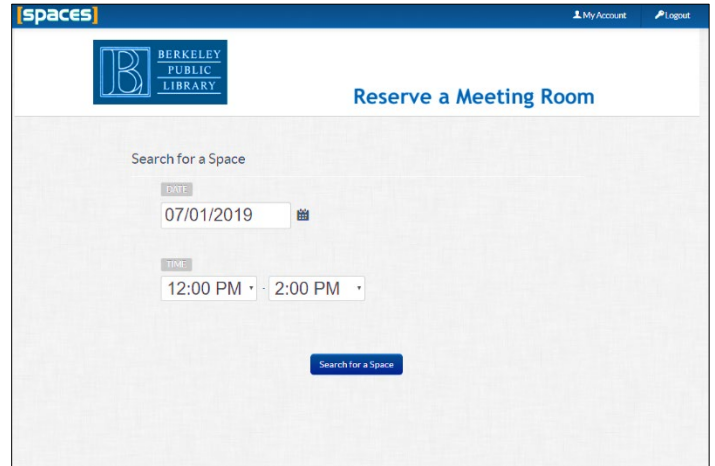
Then click on "Search for a Space"

Look at the color coded bar under the name of the room you wish to request. If it is green, it is available and you can click on the "Pick Me" button to proceed. *Any other color means the room is already reserved, the library is closed, or the requested time extends into closing time or a combination of these.*

In this example, only North Branch, West Branch and Central Library are available on July 1 between the hours of 11:00am and 2:00pm.

Once you have picked the room you want to request, you will need to log into your account.

If you don't have an account with Spaces, click on "Create an Account Now."



## How to use Spaces to request to use a Community Meeting Room at Berkeley Public Library

After you login, you will need provide the following:

- **Purpose** – Tell us what your event is.
- **Organization** – If you are making this request in your name only, select “No Organization”. If you are making this request for an organization, use the menu to select your organization, if this is your first time making a reservation for that organization, you may need to request to “Join an Organization” first. If your organization is not listed, choose “No Organization” and provide the details of your organization in the Purpose section so we can add it to the list.)
- **Patron or Organization address** - Provide a Berkeley-based US Mail address for you or the organization.
- **Are you a Berkeley resident OR a Berkeley-based civic, cultural, educational organization or business, or a locally-operating government agency, department or commission?** Answer the yes or no question.
- **How many people are expected?** Give us an estimate of how many people you expect. (Must be at least 6 people to use the room.)
- **\*\*Conditions for Use/Waiver of Liability:** Review this section carefully and answer the yes or no question.

Then click on the “Submit Request Button” one time.

You should receive an immediate email saying your request has been received.

*If nothing happens when you click on the submit button, it usually means you have selected a time that is not available (Make sure that color coded bar is green) or you haven't filled in the form in entirety.*

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 (Admin) 510-981-6195

North Branch 510-981-6250

Tarea Hall Pittman South Branch 510-981-6260

West Branch 510-981-6270

The screenshot shows the reservation interface for a "Community Meeting Room - North Branch" with a maximum capacity of 60. At the top, a time slot grid is displayed from 8a to 9p. Slots 12p and 1p are highlighted in green, indicating they are available. Below the grid, a list of included items includes Podium, Projector, Tables, and Chairs. The form contains several sections: a "Purpose" text input field, a "Choose Organization" dropdown menu with a "Join an Organization" link, a "Patron or Organization address" text input field, and a question "Are you a Berkeley resident OR a Berkeley-based civic, cultural, educational organization or business, or a locally-operating government agency, department or commission?" with radio buttons for "Yes" and "No". Below this is another question "How many people are expected?" with a text input field. A detailed "Conditions for Use/Waiver of Liability" section follows, containing several paragraphs of legal text and radio buttons for "Yes" and "No". At the bottom right, there are "Back" and "Submit Request" buttons.