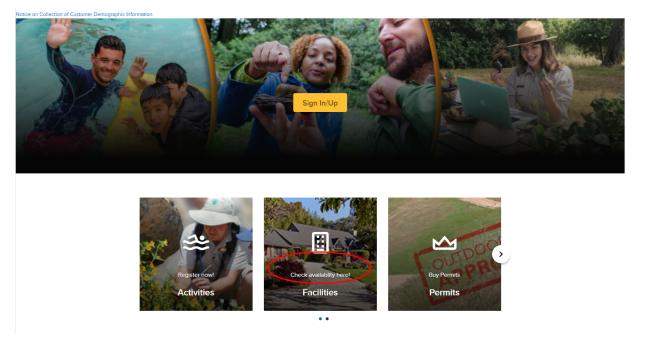
**Step One:** Visit <u>https://apm.activecommunities.com/ebparks</u> (if you get the mobile site version because you are on a mobile device, tap on "full site" for full functionality)

Step Two: Click on "Check availability here! Facilities"



Sign In | Create an Account

Step Three: Click on "Indoor Event"

🗳 East Bay Regional Park District Start Facilities Hv Car Activities Calendars Permits BOOK AN EVENT. BOOK AN AMAZING EXPERIENCE Q. Search for locations or facilities to reserve Search **Popular Events** Botanic Garden Indoor Event Picnic Permit

(continued on back side)

Rental Facilities | Office at the Brazilian Room | 510-544-3164 | brazil@ebparks.org | brazilianroom.org

## (continued from front side)

**Step Four:** Under the Facility Type drop-down menu, check the box for "Indoor Event", then the facility you are searching dates for to view the availability calendar.



**Step Five:** Click on "<" or ">" to the month you're searching for. Be sure the available time slots match the time slots that are listed on our rate sheets at the Brazilian Room (<u>Brazilian Room | East Bay Parks (ebparks.org</u>)). Only one event per day is booked at Temescal Beach House, Fern Cottage, and MLK Shoreline Center, so if the entire day is unavailable, then the date is unavailable. If you are not sure, please call or email us, and we can confirm for you!

