Step One: Visit [https://apm.activecommunities.com/ebparks](https://apm.activecommunities.com/ebparks) (if you get the mobile site version because you're on a mobile device, tap on “full site” for full functionality)

Step Two: Click on “Look for facilities now!”

Step Three: Click on “View Facilities”
Step Four: Under the Facility Type drop-down menu, check the box for “Indoor Facility”, then “view availability” for the facility you are searching dates for.

![Facility Search](image)

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 ([https://www.ebparks.org/activities/corpfamily/br/#rates](https://www.ebparks.org/activities/corpfamily/br/#rates)). 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!

### How to Search for Available Dates

#### Day or Evening Slots:
At the Brazilian Room, dates that show 8am/9am to 4pm OR 5pm to midnight have availability for the day or evening time slots.

#### Facility Buyouts:
Dates that show 8am/9am to midnight are available for the 10-hour facility buyout option (or you can just choose either the day or evening time slot).

When you see dates such as these that show time slots with less than our standard blocks of time, these dates actually are unavailable.

<table>
<thead>
<tr>
<th>Mon 29</th>
<th>Mon 30</th>
<th>Tue 31</th>
<th>Wed 1</th>
<th>Thu 2</th>
<th>Fri 3</th>
<th>Sat 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am to 10:00am</td>
<td>10:00am to 1:00pm</td>
<td>11:00am to 1:00pm</td>
<td>1:00pm to 4:00pm</td>
<td>4:00pm to 5:00pm</td>
<td>Fully Booked</td>
<td>Fully Booked</td>
</tr>
<tr>
<td>5:00pm to 6:00pm</td>
<td>6:00pm to 8:00pm</td>
<td>8:00pm to 10:00pm</td>
<td>10:00pm to midnight</td>
<td>Fully Booked</td>
<td>Fully Booked</td>
<td>Fully Booked</td>
</tr>
<tr>
<td>10:00pm to midnight</td>
<td>10:00pm to midnight</td>
<td>10:00pm to midnight</td>
<td>10:00pm to midnight</td>
<td>10:00pm to midnight</td>
<td>10:00pm to midnight</td>
<td>10:00pm to midnight</td>
</tr>
</tbody>
</table>

For more information, please contact:

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