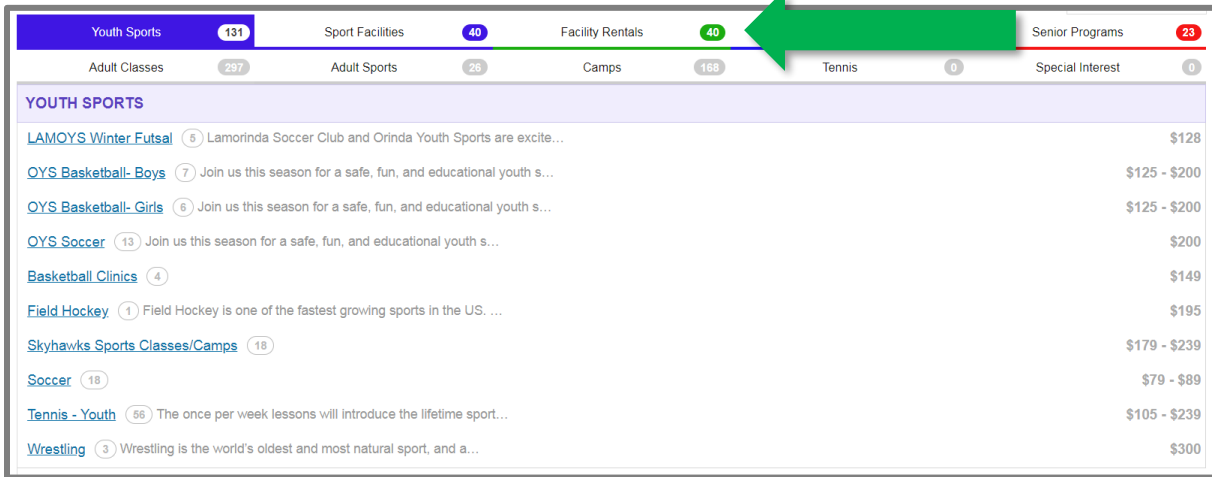


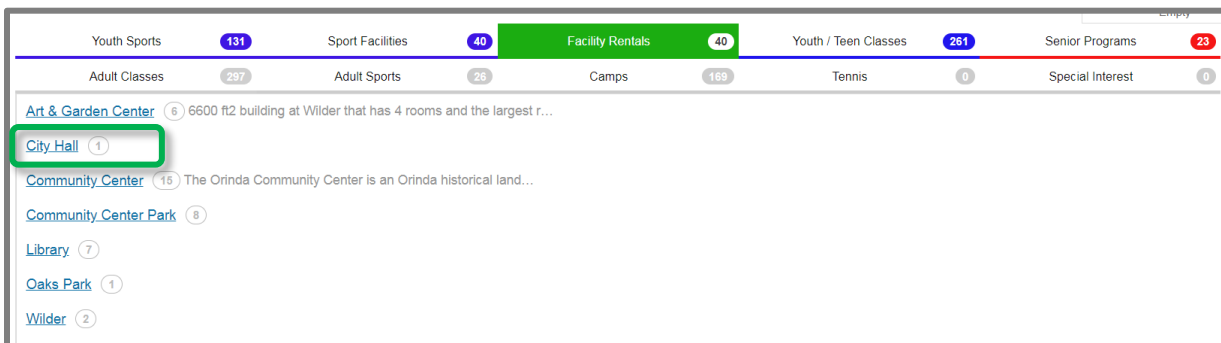
Since CivicRec is cloud-based you can check facility availability in real time. If you are interested in reserving a space but would like to know if it is available prior to doing so, please follow the simple steps below. Requests are not confirmed until it has been added to a permit and emailed to you for signature.

*If you are not familiar with our facilities and rooms, visit <http://orindaparksandrec.org/184/Parks-Facilities> to learn more.

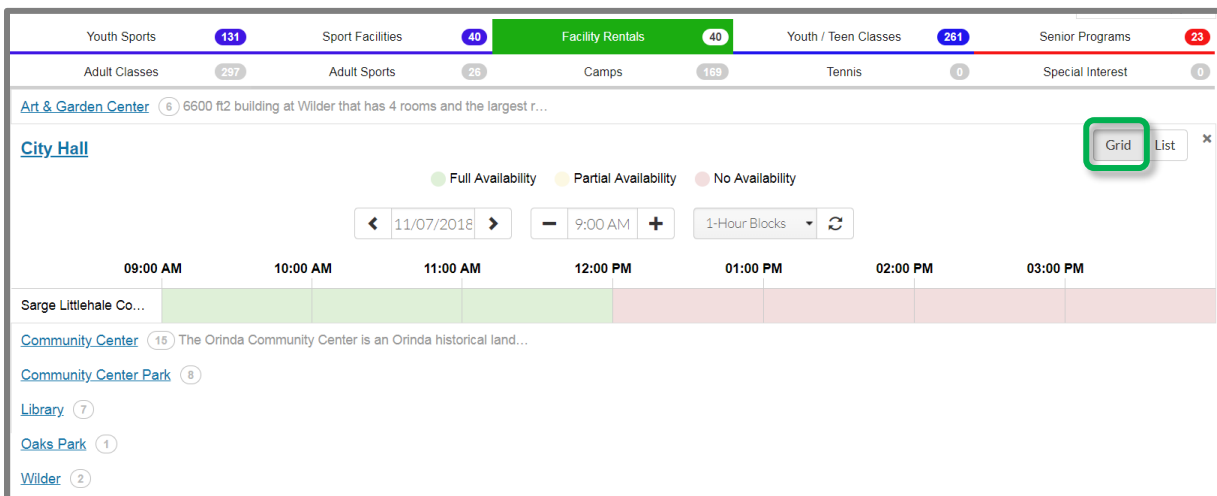
1. Visit <https://secure.rec1.com/CA/orinda-ca/catalog> and click on *Facility Rentals*.



2. Select the facility you are interested in. In this case, I am interested in finding out availability of the Sarge Littlehale Room at *City Hall*.



3. To view availability of the specific room by day, select *Grid* on the top right corner of this facility block.



4. If you need to view availability either earlier or later in the day, you can move the grid by selecting the plus or minus symbol next to the time.

The screenshot shows a web interface for viewing availability at City Hall. At the top left, there is a link for "City Hall". On the right, there are buttons for "Grid" and "List". Below these are three legend items: "Full Availability" (green circle), "Partial Availability" (yellow circle), and "No Availability" (red circle). The main interface features a date selector set to "11/07/2018" and a time selector set to "03:00 PM". The time selector has a minus sign (-) to the left and a plus sign (+) to the right, both of which are highlighted with green boxes. A tooltip labeled "Later Time" is positioned over the plus sign. To the right of the time selector is a dropdown menu for "1-Hour Blocks" and a refresh icon. Below the controls is a grid with columns for time slots: "03:00 PM", "04:00 PM", "05:00 PM", "06:00 PM", "07:00 PM", "08:00 PM", and "09:00 PM". The first row of the grid, labeled "Sarge Littlehale Co...", shows "No Availability" (red) for 03:00 PM and 04:00 PM, and "Full Availability" (green) for 05:00 PM through 09:00 PM. Below the grid, there are several links with counts: "Community Center" (15), "Community Center Park" (8), "Library" (7), "Oaks Park" (1), and "Wilder" (2).