



**State Bar of Georgia
Conference Center After Hours Operation Rules**

1. User must submit the reservation form no later than **two weeks** in advance of the requested meeting date so the State Bar can confirm availability of space on date requested.
2. Representatives from the User group must be present at all times during the meeting and will be responsible for food service, set-up and cleanup.
3. Food, beverage, copier, and other costs for services requested by the User are the User's responsibility.
4. Evening and weekend meetings will require the User to reimburse the State Bar for staff, parking attendant, additional security and additional utilities as follows:
 - a. \$50.00 per hour to run the heating or cooling system after 7:00 p.m. weekdays and after 1:00 p.m. on weekends
 - b. \$26.00 per hour for security after 3:00 p.m. weekdays and all hours during weekends (2-hour minimum weekdays, and 4-hour minimum weekends)
 - c. \$26.00 per hour for cleaning after 3:00 p.m. weekdays and all hours on weekends (2-hour minimum weekdays, and 4-hour minimum on weekends)
 - d. \$30.00 per hour for A/V assistance after 5:00 pm and all hours during weekends (2-hour minimum weekdays and 4-hour minimum weekends)
 - e. \$16.00 per hour for parking attendant after 10:00 p.m. and all hours during weekends (2-hour minimum weekdays and 4-hour minimum weekends)
5. Failure to comply with the agreement and operating rules, including cancellations made less than two (2) weeks in advance or "no shows," may result in the State Bar's refusal to book future meetings for the User.
6. Subject to availability, the State Bar provides **free parking only to members of the State Bar of Georgia**. All others pay the daily rate posted on the day of the use.
7. The furniture in each room is pre-set in the configuration best suited to the majority of users. Due to the high usage of the Conference Center and the limited Bar staff to serve all users, re-sets of the furniture normally require contract movers frequently working at night. Consequently, users are strongly encouraged to use the normal pre-set configuration. If re-sets are absolutely necessary and if the re-sets will not disrupt other users' activities, we will try to accommodate re-sets of the following rooms with the user reimbursing the State Bar pursuant to the following schedule:

Room	<u>First Re-set Per Bar Year</u>	<u>Each Additional Re-set in the Same Bar Year</u> (approximate actual cost)
Auditorium	\$800.00	\$1600.00

Conference Room A \$600.00 \$1200.00

7. Unless the User or its caterer holds an appropriate license, **the sale of liquor is prohibited.**