



State Bar of Georgia Conference Center Agreement

1. User Name: _____ Contact Person: _____
 Address: _____ Phone: _____
 _____ Email: _____
 _____ Fax: _____

2. Event Date(s): _____ Size: _____ (number of attendees)
 Purpose: _____ Room Requested: _____
 Drinks (specify coffee or soft drinks): _____ Caterer: _____
 Time: _____ Alcohol (see **Operating Rules**): _____
 (Note: We close at 5 p.m.)
 Special Needs: _____ AV Needs: _____
 Name of Event (as it will be posted): _____
 (Please indicate if you do not wish the event to be posted)

3. Fees and Rules: The fee for room, furniture, and audio/visual equipment rental is \$0 for attorneys who are members of the State Bar of Georgia in good standing. User contracts directly for food and beverage for groups larger than 20. Coffee and soft drinks are available for small groups (coffee \$8.00/pot; soft drinks \$1.00/each; water \$2.00/each) plus 8.9% sales tax. User acknowledges and agrees to abide by the operating rules printed on the attached Conference Center Operating Rules. User agrees to limit attendees to the maximum posted room occupancy. The State Bar reserves the right to reassign rooms at its discretion based on attendance numbers and other requirements. **The State Bar Building, including its signage, is not available to members, the public, law firms, non-State Bar organizations and others for use in movies, videos, photographs and press conferences.**

4. Indemnity: In return for the rent-free use of the Conference Center, the User agrees to indemnify and hold harmless the State Bar of Georgia and its officers, directors, members, employees, independent contractors and agents from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees, due to bodily injury (including death), personal injury, and property damage arising out of or resulting from any act or omission on the part of the User and all of its respective officers, directors, members, volunteers, contractors, agents and employees, or violation of any pertinent federal, state or local law, rule or regulation.

State Bar of Georgia

User

By: _____
Signature

By: _____
Signature

Print Name Date

Print Name Date



State Bar of Georgia Conference Center Operating Rules

1. The State Bar is pleased to provide meeting, event and work space in the Conference Center, when available, to members of the State Bar of Georgia in good standing. We are **not** staffed to offer other services such as secretarial, court reporting, and notary public. If such services are needed, please remember to make your own private arrangements as they will not be available at the Bar.
2. It is not the intention of the State Bar to provide members of the State Bar of Georgia with a regular and/or recurring work space, in lieu of an office. As such, the State Bar reserves the right to limit the number of hours and days that such an attorney may use Conference Center space as work space.
3. **A User, other than members of the State Bar of Georgia, must submit this 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. Applicable payments, if any (see below), must be received two weeks prior to date of the Event.**
4. **The normal business hours of the Conference Center are Monday through Friday from 8 a.m. to 5 p.m.** The State Bar of Georgia reserves the right to deny requests for after-hours, evening and weekend Conference Center usage with or without cause. If such a request is granted, after hours, evening and weekend Conference Center usage will require the User to reimburse the State Bar for staff, parking attendants, extra security and extra utilities as follows:
 - a. \$50.00 per hour to run the heating or cooling system after 7 p.m. weekdays and after 1 p.m. on weekends
 - b. \$26.00 per hour for security after 5 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 5 p.m. weekdays and all hours during weekends (2-hour minimum weekdays, and 4-hour minimum on weekends)
 - d. \$30.00 per hour for A/V assistance after 5 pm and all hours during weekends (2-hour minimum weekdays and 4-hour minimum weekends)
 - e. \$16.00 per hour for parking attendants after 10 p.m. and all hours during weekends (2-hour minimum weekdays and 4-hour minimum weekends)
5. The State Bar of Georgia shall not charge a rental fee to the following Users: (1) members of the State Bar of Georgia in good standing; (2) groups comprised primarily of members of the State Bar of Georgia using the Conference Center for non-profit purposes; (3) groups using the Conference Center for purposes that further the practice of law and the administration of justice. The State Bar provides the Conference Center meeting, event, and work space, furniture and audio/visual equipment to all other Users for the rent shown below:

Auditorium:	\$1,000
Conference Rooms A:	\$500
Courtroom:	\$500
YLD Presidents Room:	\$600
Presidents Boardroom:	\$1,000
Room 1:	\$350

Room 2:	\$250
Room 3:	\$350
Room 4:	\$200
Room 5:	\$350
Room 6:	\$250
Gallery	\$500
SB-1	\$500
SB-2	\$250

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 use.
7. Either the User or their representative must be present at all times during the meeting or event and will be responsible for food service, set-up and clean-up
8. 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:

<u>Room</u>	<u>First Re-set Per Bar Year</u>	<u>Each Additional Re-set in the Same Bar Year</u>
Auditorium	\$800.00	\$1,600.00
Conference Room A	\$600.00	\$1,200.00
Rooms 3 and 5	\$300.00	\$300.00

9. Food, beverage, copier, and other costs for services requested by the User are the User's responsibility.
10. Unless the User or its caterer holds an appropriate license, **the sale of liquor is strictly prohibited.**
11. The State Bar allows members of the State Bar of Georgia in good standing to use the Conference Center copy machine. Individuals who are not members of the State Bar of Georgia in good standing will not be allowed to use the Conference Center copy machine. The Conference Center copy machine accepts payment by credit card only. No other payment option is available to permitted users. The charge is 10¢ per page.
12. The "Conference Center" includes, but is not limited to, the auditorium, conference rooms, boardrooms, lounge areas and courtrooms found in the sub-basement and on the 2nd and 3rd floors of the State Bar of Georgia Bar Center in Atlanta, Georgia.
13. **Failure to comply with this Agreement and Operating Rules may result in the termination of this Agreement, the State Bar's refusal to book future meetings for the User, and/or restrictions on current and future use.**