State Bar of Georgia
Conference Center Agreement for Non Bar-related Entities

1. General

a. User:
   Name: ___________________________ Contact: ___________________________

   Address: __________________________ Phone: ___________________________

   __________________________ Email: __________________________

   __________________________ Fax: __________________________

b. Event:
   Date: ___________________________ Size: ___________ (number of attendees)

   Use: ___________________________ Room Requested: ___________________________

   Drinks (specify coffee or soft drinks): ___________________________

   Caterer: ___________________________

   Time: ___________________________ Alcohol: ___________________________

   Note: We close at 5pm!

   Special Needs: ___________________________ AV Needs: ___________________________

   Name of Event (as it will be posted): ___________________________

2. Fees and Rules:

   Room, furniture, and audio/visual equipment rental fees are shown on the attached Conference Center
   Operating Rules. User contracts directly for food and beverage for groups larger than 20. Coffee and soft drinks are available for
   smaller groups (coffee $8.00/pot; soft drinks $1.00/each) plus sales tax. If User does not return room to its pre-existing condition,
   including furniture set-up and cleanliness, User will be charged a set-up and cleaning fee as shown on the attached Conference
   Center Operating Rules. User agrees to abide by 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.

3. Indemnity:

   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

By: ___________________________ By: ___________________________

Signature Signature

_________________________ Date ___________________________

Print Name Date

User: ___________________________

By: ___________________________

Signature

_________________________ Date ___________________________

Print Name Date

Revised 10/21/2015
State Bar of Georgia  
Conference Center Operating Rules for Non Bar-related Entities

1. User 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. **Payment must be received two weeks prior to day of meeting.**

2. State Bar provides the space, furniture, and audio/visual equipment for the rent shown below:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium:</td>
<td>$1,000</td>
</tr>
<tr>
<td>Conference Rooms A:</td>
<td>$500</td>
</tr>
<tr>
<td>Courtroom:</td>
<td>$500</td>
</tr>
<tr>
<td>YLD Presidents Room:</td>
<td>$600</td>
</tr>
<tr>
<td>Presidents Boardroom:</td>
<td>$1,000</td>
</tr>
<tr>
<td>Room 1:</td>
<td>$350</td>
</tr>
<tr>
<td>Room 2:</td>
<td>$250</td>
</tr>
<tr>
<td>Room 3:</td>
<td>$350</td>
</tr>
<tr>
<td>Room 4:</td>
<td>$200</td>
</tr>
<tr>
<td>Room 5:</td>
<td>$350</td>
</tr>
<tr>
<td>Room 6:</td>
<td>$250</td>
</tr>
<tr>
<td>Gallery</td>
<td>$500</td>
</tr>
<tr>
<td>SB-1</td>
<td>$500</td>
</tr>
<tr>
<td>SB-2</td>
<td>$250</td>
</tr>
</tbody>
</table>

3. Either the User or their representative must be present at all times during the meeting and will be responsible for food service, set-up and clean-up. If the State Bar provides room set-up, the User shall reimburse these costs pursuant to the following schedule:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium:</td>
<td>$1,600 Change Set-up</td>
</tr>
<tr>
<td>Conference Room A:</td>
<td>$1,200 Change Set-Up</td>
</tr>
<tr>
<td>Rooms 3 and 5:</td>
<td>$300 Change Set-Up</td>
</tr>
</tbody>
</table>

4. Food, beverage, copier, and other costs for services requested by the User are the User’s responsibility.

5. The normal business hours of the Conference Center are Monday through Friday from 8:00am to 5:00pm. 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 usage will require the User to reimburse the State Bar for staff, security, cleaning, heating/air and parking attendants. 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 during weekends (2-hour minimum weekdays, and 4-hour minimum on weekends)**

   d. **$16.00 per hour for parking attendants after 10:00 p.m. and all hours during weekends (2-hour minimum weekdays and 4-hour minimum weekends)**
e. $30.00 per hour for A/V assistance after 5:00 p.m. and all hours during weekends (2-hour minimum weekdays and 4-hour minimum weekends)

6. Failure to comply with this agreement and operating rules, including cancellations made less than 2 weeks out or no-shows, may result in the State Bar’s refusal to book future meetings for the User.

7. 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.

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

9. The State Bar allows members of the State Bar of Georgia in good standing to use the Conference Center copy machine. There is no charge for 100 copies or less (per page). Each copy over 100 will cost the member attorney 10¢ per page. Individuals who are not members of the State Bar of Georgia in good standing will not be allowed to use the copy machine unless permitted by Conference Center staff. If permitted, the charge is 10¢ per page.