

FACILITY RENTALS



This package contains the following material:

- Room Rental Information and Rates
- Reservation Form *
- Agreement Policy *
- Credit Card Authorization Form *
- Caterers/Media Vendors
- Room Configurations

* Please use Adobe Reader to complete these forms.
Send completed forms to:

Email: rooms@osbar.org

Mail: PO Box 231935
Tigard, OR 97281-1935

For more information and reservations:
call (503) 620-0222 ext. 0
or visit www.osbar.org/meetingrooms

Conference and Meeting Room Details for Official OSB Business

General Information:

Location: The Oregon State Bar Center is located at 16037 SW Upper Boones Ferry Road, Tigard, OR 97224.

Mailing address: Oregon State Bar, PO Box 231935, Tigard, OR 97281-1935.

The bar center is located approximately 8 miles south of downtown Portland and 4 miles north of the Interstate 205 interchange.

Office Hours: 8:00 am to 5:00 pm, Monday through Friday.

Use of the Bar outside the normal business hours and on Saturday may be available by special arrangement.

Conference Room and Meeting Room Rental Rates: There is no charge to use the room(s) for official Bar business. If an attorney uses the room for client business, such as arbitrations, depositions, etc., the fees listed below will apply.

Conference Room (s)	Seating	Length/ Width	Square Ft	Full Day	Half Day	Hourly	After Hrs Fee
Columbia A	72	44 x 22	968	\$400	\$250	\$65	\$50
Columbia B	72	44 x 22	968	\$400	\$250	\$65	\$50
Columbia A+B	144	44 x 45	1980	\$700	\$400	\$100	\$100
Reception Space		41 x 15	615				

Meeting Rooms

Sandy	20	34 x 17	578	\$300	\$180	\$50	\$40
McKenzie Boardroom	24	34 x 25	850	\$450	\$250	\$75	\$50
Santiam	18	28 x 25	700	\$300	\$180	\$50	\$40
Nehalem	6	20 x 12	240	\$250	\$150	\$40	\$30
Rogue	4	14 x 12	168	\$200	\$125	\$35	\$25

After Hours Fee: Applies to any event starting after 5:00 pm.

Full Day: Any event of 6 to 8 hours, or any event that begins on or before 11:00am and ends on or after 3:00pm.

Half Day: An event of 4 hours, or an event that starts at 12:00 noon and ends on or before 5:00 pm. If the event is less than 4 hours, the lesser of the half-day or hourly rate will apply.

Equipment and Supply Fees: *(Rates are subject to change)*

The facility rental fee includes the following audio/visual items:

Data projector and Projector and Screen	included	Additional fee options: (rates vary)
House Audio Patch	included	Coffee and tea service
Wireless Internet access and server connection	included	Photocopies
Conference phone and phone line	included	Outgoing fax
Wireless lapel, tabletop microphone, Handheld	set of 4 (maximum of 8)	Audio/Visual recording services
Laptops		Food Service (renter's responsibility)
Podium (fixed microphones)	included	
Riser	maximum of 2	
*DVD player	*any one of these 3 units is included in room rate; second or third unit at \$25.00 each	
*VHS player		
*Document Camera		
Tables for conference or meeting room	maximum of 36, 5' x 1-1/2'	
Registration area tables	maximum of 2	
Round tables (7-8 per table)	12, 5 feet wide	
Easels, Dry erase board and Flip charts	included	

For more information please contact 503.620.0222 ext. 0 • Fax 503.684.1366 • rooms@osbar.org

OSB Facilities Use Agreement – for groups not conducting official OSB business

Group Contact Information		Date(s), Time(s) and Setup
Name of Group:		Title of meeting:
Contact:		Meeting date:
Coordinator/Liaison:		<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat
Phone:		Set up time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Fax:		Start time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Email:		End time: <input type="checkbox"/> AM <input type="checkbox"/> PM <i>(room must be vacated 30 minutes after the end time)</i>
Address:		Expected attendance count:
Caterer name and phone (if applicable):		Special Requests (describe):

Group Type	Meeting Room (s)	Room Configuration *see map for picture of room configuration
<input type="checkbox"/> Board <input type="checkbox"/> Committee <input type="checkbox"/> Member <input type="checkbox"/> PLF <input type="checkbox"/> Section <input type="checkbox"/> Task Force <input type="checkbox"/> Other (describe):	<input type="checkbox"/> Columbia A <input type="checkbox"/> Columbia B <input type="checkbox"/> Columbia A+B <input type="checkbox"/> Sandy <input type="checkbox"/> McKenzie <input type="checkbox"/> Santiam <input type="checkbox"/> Rogue <input type="checkbox"/> Nehalem	<input type="checkbox"/> Conference <input type="checkbox"/> Classroom <input type="checkbox"/> Court <input type="checkbox"/> Lecture <input type="checkbox"/> Trial <input type="checkbox"/> U-Shape <input type="checkbox"/> Other (describe):

Audio/Visual Equipment Reserved	Charges and Payment
<p>Check all equipment or services you are requesting. Services that are included in the base rental fee are noted as such but must be reserved in advance.</p> <p><input type="checkbox"/> Conference phone and phone line_____included <i>(you must secure your own conferencing service)</i></p> <p><input type="checkbox"/> Projector and screen_____included</p> <p><input type="checkbox"/> Flipchart or <input type="checkbox"/> Whiteboard_____included</p> <p>Microphone(s) _____included</p> <p><input type="checkbox"/> Lapel #_____</p> <p><input type="checkbox"/> Tabletop #_____</p> <p><input type="checkbox"/> Handheld #_____</p> <p><input type="checkbox"/> Podium (fixed microphone)</p> <p><input type="checkbox"/> Document Camera (Elmo)</p> <p><input type="checkbox"/> VHS Player</p> <p><input type="checkbox"/> DVD Player</p> <p>*Any one of the three units above is included in the base rental fee; second and third units may be reserved for \$25 each.</p> <p><input type="checkbox"/> Riser #_____ (2 max)_____included</p> <p><input type="checkbox"/> Registration table_____included</p> <p><input type="checkbox"/> Large table for food_____included</p> <p><input type="checkbox"/> Small table for food_____included</p>	<p>Room Charge_____ \$_____</p> <p>A/V Equipment Charge_____ \$_____</p> <p>Other Charges:</p> <p>Coffee/Decaf/Tea</p> <p>\$8.00 per pot (serves 10)_____ # pots and type:\$_____</p> <p>\$36.00 per coffee urn (serves 45) \$_____</p> <p>Photocopies (per flash)_____ \$0.10</p> <p>Outgoing fax (per page)_____ \$1.00</p> <p>Total Charges_____ \$_____</p> <p><input type="checkbox"/> Check Enclosed_____ #_____</p> <p><input type="checkbox"/> Please charge my Visa/MasterCard</p> <p><input type="checkbox"/> CC authorization attached</p>

Facilities Use Agreement

Name of Group/Firm: _____ Meeting Room(s): _____

Meeting Date(s): _____ Start time(s): _____ End time(s): _____

Purpose of Meeting: _____ Expected Attendance: _____

Bar and Group agree that the following terms and conditions shall apply to the Group's use of Bar's facilities and equipment:

Term/Renewal: Bar agrees to reserve the Meeting Room(s) (or a reasonable alternative) for the Date(s) and Time(s) listed above. Bar reserves rooms on a quarterly basis (January/April/July/October), on a space available basis. Group may request to reserve additional facilities in the next quarter no sooner than 30 days prior to the beginning of the new quarter. If Group fails to request renewal 15 days prior to the end of the quarter, Bar will offer space to other groups. Bar may elect, at its sole discretion, not to renew a facilities use agreement.

Payment: Group agrees to pay for room, equipment rental, coffee/tea service and for any other services or supplies provided in accordance with the current fee schedule, which is available at www.osbar.org/meetingrooms. Bar will bill Group for the actual room use and any applicable cancellation fees on the 15th and last day of each month. Payment is due no later than 15 days from the invoice date. If payment is not made when due, Bar may cancel all of Group's future room reservations.

Attendance: Group is renting the Meeting Room based on the expected number of attendees above and the set-up specified in the room reservation request. Group understands that the room reserved has a capacity limit and warrants that the number of attendees will not exceed the capacity limit. Bar reserves the right to change rooms based on attendance levels significantly higher or lower than expected, and charge fees accordingly.

Set-up and Audio/Visual Equipment: Changes to set-up and requests for equipment must be made no later than 24 hours in advance of the event. If Group will be using Bar's A/V equipment, Bar staff will meet with the Group designee prior to the event in order to demonstrate how to operate the equipment. Bar staff will not be available for assistance with the equipment during the event, except in the case of an emergency. Group is responsible for providing its own laptops, connection equipment and conference phone service. Group may bring its own A/V equipment, but no technical assistance will be available or provided by Bar for the setup or use of such equipment. Group is solely responsible for ensuring that any and all such outside A/V equipment is compatible with and can be used in the facilities provided by Bar. If Group needs A/V services beyond those provided by Bar, Group must use one of the Bar's Preferred Contractors, except with prior approval from Bar. <http://www.discoverymp.com/contact.php>

Function Space: The use of Bar facilities is restricted to the floor of the meeting room only. Group and all participants may enter and exit by the four main doors to the building.

Attaching Materials to Walls: Group may only hang materials on walls using painter's masking tape or 3M Post-It Self-Adhesive Wall Easel Pads (or substantially similar products). Group may not use any other kind of adhesive (including tacks, tape, or putty).

Food/Beverage/Alcohol: The Bar does not provide any food, beverage, or catering services, except coffee/tea service, which can be provided by Bar for a fee. If Group requests coffee/tea service, Group will be charged in accordance with the current fee schedule, which is available at www.osbar.org/meetingrooms. Group is responsible for obtaining catering services for its event. The bar can provide a list of caterers if desired. Alcoholic beverages are not permitted anywhere on the premises unless Group receives prior written approval from Bar and executes the Bar's Alcoholic Beverages Addendum.

Outside Vendors: The use of any and all outside contractors or caterers, other than Bar's Preferred Caterers or Contractors, shall be subject to prior approval of Bar.

Clean-up: Group is responsible for ensuring that the Meeting Room is left in the condition it was received, that all materials brought by Group are removed from the Meeting Room, and that all food and beverage brought into the building are removed and/or properly disposed of in appropriate trash or recycling receptacles. Group agrees to notify Bar within 24 hours of any breakage or damage to Bar's facility, or any significant spills. Bar may, in its sole discretion refuse to rent to, or terminate the recurring rental agreements of Groups who do not comply with this clean-up provision.

Noise: Group will confine congregating prior to meetings and during breaks to the lobby/lounge areas adjacent to the reserved meeting room(s). Group will ensure that noise is kept to a minimum to avoid disturbing Bar personnel working in adjacent areas.

Cancellation: Group must notify Bar of any cancellations as soon as possible, but in no event later than by 9:00 am of the day prior to the scheduled use. Group will not be charged for room rental for the first two cancellations made with the required notice. For cancellations made without advance notice and for cancellations beyond the first two, the Bar's following standard cancellation fees will apply. When Group signs this contract the room reserved is removed from Bar's available inventory and considered rented to Group. Bar makes financial plans based on the revenue it expects to achieve from Group's full performance under this contract, and turns away other groups who want to rent Bar's facilities. It is impossible for Bar to know in advance whether, under what circumstances, or at what rates it would be able to re-rent the reserved room(s) if Group does not use it because of cancellation of the event. Often, when a group does not use the facility as agreed, the space cannot be re-rented. For these reasons and others, Group agrees that in the event of cancellation, the following charges, which represent a reasonable effort by Bar to establish its loss prospectively, shall be due as liquidated damages:

- 0-30 days prior to event: 50% of room rental rate
- More than 30 days prior to event: Notify the bar of the cancellation via email as soon as cancellation is known.

Cancellation fees are due and payable immediately upon cancellation and will be included on Group's invoice.

Force Majeure: In the event a strike, act of God, terrorist attack, government regulation, natural disaster, or civil disturbance prevents Bar or Group from performing under this contract, this contract may be terminated by the affected party by giving actual notice to the other party within five days of the force majeure event.

Damage/Insurance: Group is responsible for any and all damage, breakage, loss or destruction caused to Bar's facility, A/V equipment and other property, and for any personal injury at Bar's facility caused by Group, Group's members, employees, agents, contractors, suppliers or guests, and shall reimburse Bar upon demand for any such damages. Group agrees to carry, maintain and provide proof of general liability insurance coverage with limits of no less than \$1 million per occurrence, naming the Bar as an additional insured.

Anti-Discrimination Policy: Group warrants that it does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation or any other invidious discrimination. Bar reserves the right to refuse to rent its facilities to groups that do not comply with its anti-discrimination policy.

Indemnification: Group agrees to indemnify, defend and hold Bar harmless, as well as its officers, board members, employees and agents, from any liability, loss, damage, cost or expense (including attorney fees and other costs and expenses of litigation through and including trial and appeals) arising from actual or threatened claims or causes of action resulting from the negligent, reckless or intentional acts or omissions of Group or its respective officers, directors, employees, agents, contractors, members or participants, provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency in rendering services pursuant to this contract.

Accessibility: Bar warrants to Group that Bar's facility complies with all applicable regulations and guidelines of the Americans with Disabilities Act. Bar has made every effort to make its premises accessible by removal of barriers wherever reasonable and has provided alternative services wherever barriers cannot be reasonably removed. Group shall be responsible for compliance with the ADA in connection with activities that are controlled by Group, including but not limited to the provision of auxiliary aids for communication and any other accommodation necessary to enable participation in the Group activity by all attendees.

Policies: Group agrees to comply with all other rules, regulations and policies governing Bar facilities, and with state and local laws and regulations applicable to Group's event.

Miscellaneous: This contract is the entire agreement between the parties, superseding all prior proposals, negotiations, representations, commitments and other communications between the parties and their agents, and may only be supplemented or changed in writing, signed by an authorized representative of Group and Bar. Group may not assign any benefits arising under or associated in any way with this contract without prior written consent of Bar. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover all of its attorneys' fees and all litigation expenses, charges and costs incurred therein, including those incurred on appeal. Any legal action in connection with this agreement shall be brought or maintained in the Washington County Circuit for the state of Oregon, and Oregon law shall apply.

For Bar Use Only: Alcohol Addendum Attached: ☐ Yes ☐ No

Authority to Sign: If Person signing on behalf of Group warrants that signer is duly authorized to enter into this agreement on behalf of the Group. In the event that signer is not so authorized, signer agrees to be personally liable for the faithful performance of this contract.

Signature: _____

Date

Name: _____

For Bar Use Only: Alcohol Addendum Attached: ☐ Yes ☐ No

Oregon State Bar

Room Rental Fee	\$_____	
Deposit	_____	50% of rental fee
Balance on Room Fee	_____	Payable with signed agreement
Additional Fees	_____	Coffee, tea, after hours fees et al
Balance Due	\$_____	Payable on day of event

If the renter uses more services after the initial agreement terms, additional fees will apply and are payable on the day of the event.

Santiam	<div>Classroom – 18</div> <div></div> <div>Conference – 16</div> <div></div> <div>Conference – 20</div> <div></div> <div>Court – 12</div> <div></div>
Sandy	<div>Conference – 20</div> <div></div> <div>Conference – 16</div> <div></div> <div>Classroom – 20</div> <div></div>
Columbia A, B or Both	<div>Conference – 16</div> <div></div> <div>Conference – 24</div> <div></div> <div>Classroom – 36</div> <div></div> <div><div>Lecture – 72</div><div></div><div>Trial – 36</div><div></div></div> <div><div>Columbia A & B</div><div><div>Lecture – 144</div><div></div><div>Classroom – 72</div><div></div></div></div>