

Agreement and Policy for Use of Conference Rooms at the Middleton Bar Center

The Middleton Bar Center belongs to the members of the Baton Rouge Bar Association. The Middleton Bar Center must first serve the Bar Association's needs and operations, but subject to availability and schedule of the Association, its conference rooms may be used by members for other purposes as follows:

1. Conference rooms may be reserved by members of the Baton Rouge Bar Association for a fee of \$25 per room for a half-day rental or \$50 per room for a full-day rental. The conference rooms are available to non-members for a rental fee of \$125 per room for half-day rental and \$250 per room for a full-day rental.
2. Conference rooms can be used during regular business hours (9 a.m. - 4:30 p.m., Monday through Friday), exclusive of holidays. Use of conference rooms outside of these hours or on weekends requires a \$50 per hour payment to the Baton Rouge Bar Association for the cost of an authorized staff member to be present in the building. After-hour or weekend use is subject to availability of the staff. All after-hours use must be approved by the BRBA Executive Director at least 24 hours in advance of the day of the rental.
3. Conference rooms must be left in an acceptable condition, with no need for any cleaning by any other person before the next use; janitorial services are not provided by the Association. If use of the room requires moving tables or reconfiguring the furniture, the user must attend to those tasks without expectation of any assistance from the staff. At the conclusion of the use, tables should be clean, rooms free of trash, and chairs and tables repositioned in a standard conference room format. The Middleton Bar Center is a smoke-free facility.
4. Members of the staff are occupied with the operations of the Association and, therefore, are not available to provide support services such as typing documents, making phone calls, or accepting documents via email, fax or carrier. If necessary, the copy machines can be used to make a limited number of copies at \$.50 per page. Incoming faxes are billed at \$1.00 per page. No conference room may be used if any activities will disrupt the operation of the rest of the Middleton Bar Center.
5. Catering services or outside vendors may serve or deliver food in the conference rooms, but they should do so without any plans to use the Middleton Bar Center's kitchen facilities. The staff is not available to coordinate food service; all food arrangements are to be made in advance when the conference room is reserved. Upon request, the staff will provide menus of downtown restaurants.
6. For BRBA members, beverages (specifically coffee, soft drinks and water) are available for meetings in conference rooms and are included in the above referenced fee of \$25 for a half-day rental or \$50 for a full-day rental. Please note that each third of the William Louis Albritton Board Room counts as one conference room, so the fee would be \$150 for a full-day rental if the entire Board Room is used. The capacity of each conference room is approximately 10 people. For non-BRBA members, coffee, soft drinks and water are included in the rental fee referenced in item #1.
7. Parking is available at metered spots along the street on and around Main Street or in the Galvez Parking Garage, directly across from our building, for a nominal fee. The parking lot adjacent to our building is only for employees and cannot accommodate non-employee vehicles.
8. Members and non-members who use conference rooms shall indemnify, defend, and hold harmless the Baton Rouge Bar Association and the related Baton Rouge Bar Foundation from and against any claim, loss, or expense resulting from or arising out of the use of the Bar Center conference rooms.

By signing below, the member agrees to the terms of this policy for the use of the conference room below.

Member, Baton Rouge Bar Association or Responsible Party

Date

Date of Rental: _____ Conference Room: _____

Caterer: Yes/No

Approved By/Date: _____

Payment Status: _____

Adopted by the BRBA Board of Directors – October 16, 2013

**Middleton Bar Center
Summary of Charges**

Date of use: _____

Group Contact: _____

Phone Number: _____

Address: _____

_____ Copies @ \$.50 per page

_____ Incoming faxes @ \$1.00 per page

_____ Conference rooms @ \$25/\$125 per room for half-day

OR

_____ Conference rooms @ \$50/\$250 per room for a full-day

TOTAL DUE:

For office use:

Amount paid:

Date rec'd: _____

Payment Method: