



Fax Number: 503.243.1881

### MBA Conference Room Terms of Use

The MBA is pleased to offer its conference room to members for their use during the time it is not needed for MBA business. Room use terms follow.

1. The MBA will make every effort to accommodate members who wish to reserve the conference room. Reservations are required and may be made up to two weeks in advance. Call 503.222.3275 to make arrangements.
2. Requests for use of more than one day require the approval of the Executive Director.
3. The MBA is released from any type of liability.
4. Use of the conference room is free to MBA members for professional law-related business purposes.
5. Hours for use of the conference room are 8 a.m. to 4 p.m. Monday-Friday.
6. Water is provided in the conference room. No food is allowed. Coffee is available for purchase from the Starbucks on SW 4<sup>th</sup> Ave. and Morrison St.
7. Please include set-up and clean-up times in the scheduled time. The conference room must be left in the same set-up and condition as it was found.
8. Use of MBA office equipment (phones, faxes, etc.) is not allowed, as it interferes with the day-to-day bar association business.
9. A restroom key is provided in the conference room.

Please complete and sign below, indicating that you agree to abide by the above terms of use.

Date of use: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_