

Nashville Bar Association

Room Usage Terms and Conditions

The Nashville Bar Association 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 for arbitrations, mediations, meetings, depositions, and other events for lawyers who need a convenient place to meet. We have a large Conference Room and a small Board Room for your use under the following terms and conditions.

1. **Fee.** Conference Center or the Board Room may be reserved by members of the Nashville Bar Association at no charge (and without a deposit) for a half-day or \$100 per room (with a deposit) for a full day. The conference center or the board rooms are available to non-members as follows: A) Board Room per ½ day \$110.00, full day \$220.00, B) Conference Center per ½ day \$130.00 full day \$260.00.
2. **Deposit.** A deposit of \$50 is required at the time the room is reserved and final payment must be made by check or credit card on the first day that the room(s) will be used.
3. **Cancellation.** Room cancellations must be made at least five (5) days prior to the first day the room is to be used; otherwise, the deposit will not be refunded.
4. **Technology.** The NBA offers wi fi: internet access: Skype video conferencing: and telephone conferencing capabilities.
5. **Hours.** Conference rooms can be used during regular business hours, namely 8:30 a.m.-5:00p.m., Monday through Friday, exclusive of holidays. Use of conference rooms outside of these hours or on weekends requires an \$85 per hour additional charge (one hour minimum) to the Nashville Bar Association for the cost of an authorized staff member being present at the building outside of regular business hours. After-hour or weekend use is subject to availability of the staff.
6. **Room Condition.** Conference rooms must be left in a clean condition; janitorial services are not provided by the Association. If use of the room requires moving tables or reconfiguring the furniture, the renter 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 Nashville Bar Association is a smoke-free facility.
7. **Additional Charges.** Members of the staff are occupied with the operations of the Association and are not available to provide support services, such as typing, making phone calls, or accepting documents. However, if you need copies of documents or wish to send or receive a fax, please ask our Office Manager, Vicki Shoulders, to make copies and handle the faxes. Copies are billed at \$.25 per page, and incoming and outgoing faxes are billed at \$.50 per page. These charges are in addition to your room rental charges.

8. **Refreshments.** Catering services or outside vendors may serve or deliver food in the conference rooms. The staff is not available to coordinate food service; all food arrangements are to be made in advance when the conference room is reserved. Beverages such as coffee, tea, and soft drinks are included in the room rental fee and are available in the NBA kitchen.

9. **Liability and Indemnification.** The NBA will not be held liable for compensation of any kind for loss or damage due to circumstances beyond its control, to include, but not be limited to, mechanical failure of the building systems and equipment, fire, weather, war, states of emergency, labor strikes, failure of utilities, or of Acts of God. The NBA will not hold the user/renter responsible for causes beyond its control which may preclude the use of the building after a reservation rental agreement has been signed.

The user/renter agrees to accept full responsibility for any damages or exceptional costs to the NBA occurring as a result of use of the room(s) for this event.

The user/renter agrees to indemnify and hold harmless the NBA for all claims that might be asserted against the NBA or any of its employees or agents for any property damage, bodily injury, or death, including reasonable attorney fees incurred in the defense or payments reasonably made to satisfy such a claim, including any claim arising out of the serving to or consumption of alcoholic beverages by any attendee at the event.

By signing below, the member/renter agrees to the terms of this policy for the use of the conference room specified in Attachment A.

User/Renter:

Signature

Date: _____

Print Name

Attachment A
NBA Room Rental

Member/Renter Information:

Contact Name:
Contact Phone:
Contact Email:
NBA Member: YES DNO

Room Information:

Conference Room: _____ day(s) Board Room: _____ day(s)

Date _____ of _____ Use:

Time(s) _____ of _____ Use:

Caterer: Yes/No

Technology:

Laptop, Projector, and Screen

DVDplayer

Conference phone

Other **Conditions:** -----

Fees:	Amount Due
Room Rental Rate: \$ _____	\$ _____
____ copies at \$.25 per page	\$ _____
____ pages faxed or received by fax	\$ _____
	Deposit \$, _____ +/-
	TOTAL DUE: \$ _____

Office use:

Deposit paid: check credit card

Total paid: check credit card

Date: _____

Date: _____