

Conference and Meeting Room Details (Groups not conducting official OSB Business)

GENERAL INFORMATION

Location, Office Hours, and Before/After-Hours requests: The Oregon State Bar Center is located at 16037 SW Upper Boones Ferry Road, Tigard, OR 97224, approximately ten miles south of downtown Portland and three miles north of the Interstate 5/Interstate 205 interchange. The Bar Center is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Use of the Bar Center outside the normal business hours, on weekends and holidays, may be available upon request. The Before/After-Hours Hourly Fee applies to events that begin on or before 8:00 a.m., or that begin on or after 5:00 p.m., are on Saturday or Sunday, or on a holiday observed by the Oregon State Bar.

Future Reservations, Temporary Holds, and Hold Cancellations: The Oregon State Bar offers room reservations for up to six months in the future from the date of the request, on a first-come, first-served basis. If a group expresses interest in a future date, the Oregon State Bar will place a 14-day temporary hold on the date to allow the group to complete and return the Facilities Rental Agreement form to finalize the reservation. If another group expresses interest in the room during the 14-day temporary hold period, the Oregon State Bar will follow up with the original group first before releasing the hold. The OSB calendar fills up quickly, and groups are urged to finalize reservations as soon as possible.

Rates and Discounts: The Full Day Rate applies to any event of six or more hours, or any event that begins on or before 11:00 a.m. and ends on or after 3:00 p.m. The Half-Day Rate applies to any event of four hours, or any event that starts at 12:00 p.m. and ends on or before 5:00 p.m. If the event is less than four hours, the lesser of the Half-Day or Hourly rate will apply. If an OSB Member uses a room for client business, such as client meetings, arbitrations, or depositions, the fees listed below will apply. Discount (20%) on the published room rates offered to OSB Members, tenants of Fanno Creek Place, and groups booking multiple events (on consecutive days, or three plus events per year).

Conference Room(s)	Room Size	Conference set-up	Lecture set-up	Classroom set-up	Rounds set-up	Hourly Rate	Half-Day Rate	Full Day Rate	Before/After-Hours Hourly Fee	
Columbia A -or- B	44' x 22' 968 ft ²	seats 16-24	seats 72	seats 42	seats 64	\$130	\$385	\$650	\$85	
Columbia A + B	44' x 45' 1,980 ft ²	seats 48	seats 144	seats 84	seats 128	\$185	\$550	\$1,000	\$165	
Meeting Rooms							<i>Rates effective 7/1/2024</i>			
McKenzie Boardroom	34' x 25' 700 ft ²	Conference table seats 24* (*Additional back row seating accommodates 12 additional people)				\$130	\$385	\$650	\$85	
Nehalem Boardroom	20' x 12' 240 ft ²	Conference table seats 8* (*recommended 7 if using smart TV)				\$80	\$225	\$350	\$85	
Sandy	34' x 17' 578 ft ²	seats 16-20	seats 36	seats 20	N/A	\$90	\$250	\$400	\$85	
Santiam	28' x 25' 700 ft ²	seats 16-20	seats 30	seats 18	N/A	\$90	\$250	\$400	\$85	

View the full-color brochure [here](#). For more information, contact (503) 620-0222 ext. 0, or email: rooms@osbar.org.

OSB Facilities Rental Agreement (Groups not conducting official OSB Business)

Group Contact Information	Date(s), Time(s) and Setup
Name of Group (for building display signs):	Title of meeting (for building display signs):
<u>Reservation Billing Contact Information:</u> Name: Address: Phone: Email: Day-of-Event Contact Name and Cell Phone:	Meeting date(s): <hr/> Start time: AM PM (Room setup will be complete 30 minutes prior to Start time) End time: AM PM (Room must be vacated 30 minutes after End time)

Caterer name and phone (if applicable):
 At your direction, the Bar will make a reasonable effort to deliver any leftover food to the Tigard Good Neighbor Family Shelter:
 Yes No Determine Later *Local Catering and Delivery referrals available.*

Conference and Meeting Room Configurations (see configurations diagram on last page)

Columbia A+B rooms Columbia A (*windowless*) Columbia B (*with windows*) Utilize A/B room divider

Columbia Conference Rooms configurations (max count indicates both A+B rooms; half if using only A or B room)

Lecture: 144 seats, no tables # _____ seats
 Classroom: 84 seats using 42 tables; \$10 per table, not to exceed \$200 # _____ seats using # _____ tables
 Conference: 48 seats using 24 tables; \$10 per table, not to exceed \$100 # _____ seats using # _____ tables
 U-Shape: 40 seats using 20 tables; \$10 per table, not to exceed \$100 # _____ seats using # _____ tables
 Dinner Rounds: 128 seats using 16 tables \$10 per table, not to exceed \$100 # _____ seats using # _____ tables
 Use half-moon set-up (4-6 guests per table facing front of room) # _____ seats per table

- Adding riser(s) or lectern will reduce number of round tables to 12 or 14 depending on set up (*please ask in advance*)

Trial: 36 gallery seats and three tables for Judge and Counsel; \$10 per table, not to exceed \$100 # _____ gallery seats
 Exhibitor/Vendor fair: 60 seats; 15 perimeter tables, \$10 per table, not to exceed \$100 # _____ seats # _____ tables
 Use table linens for any of the above configurations (\$12 per round table, \$18 per rectangular table) # _____ tables
 Other (describe):

Columbia Conference Rooms Lobby

The lobby has complimentary tables around the perimeter of the room for food, beverages, and materials.
 Buffet (max 2 rectangular tables, \$10 per table) Use table linens (\$18 per table) # tables _____
 Registration tables (2 max, \$10 per table, not to exceed \$20) Use table linens (\$18 per table) # tables _____
 Chairs for Registration Table(s) (4 max) # _____
 Other (describe):

Meeting Rooms configurations (Sandy and Santiam Meeting rooms use rectangular tables, each seating two guests)

McKenzie Boardroom (Conference table with 24 seats, additional 12 chairs in back row)
 Nehalem Boardroom (Conference table with 8 seats; recommended 7 guests if using smart TV)
 Sandy Room # _____ seats using # _____ tables, \$10 per table, not to exceed \$100 Use table linens (\$18 per table)
 Classroom (20 seats) Conference (20 seats; *18 seats if using smart TV*) Lecture (36 seats) Court (12 seats)
 Santiam Room # _____ seats using # _____ tables, \$10 per table, not to exceed \$100 Use table linens (\$18 per table)
 Classroom (18 seats) Conference (20 seats; *14 seats if using smart TV*) Lecture (30 seats) Court (12 seats)

Available Audio/Visual (A/V) Equipment (\$75 set up fee)

OSB Staff will be available before the event to help connect the laptop to the A/V system. If you plan to use the A/V equipment list below, ***please arrive at least 30 minutes prior to the start time*** to allow for set up. If your speaker plans to use a presentation, we recommend they bring a copy on a flash drive or have a cloud-based copy available.

The Oregon State Bar Center offers complimentary high-speed wireless internet access. The Columbia rooms are equipped with a data projector and two screens. The touch-screen A/V system uses a house audio patch (wired and Bluetooth audio inputs and outputs for recording and conferencing). All other conference rooms use high-definition smart televisions with connected computers, with available HDMI and AirPlay connections.

Equipment available in all Conference and Meeting Rooms:

- Bring your own laptop – *or* – Request OSB laptop (\$55)
- HDMI connection USB-C/Thunderbolt connection Mac AirPlay connection (*not available in the Columbia Rooms*)
- Wireless presenter remote control
- Flipchart (\$55 each) Dry Erase Whiteboard (\$55 each)
- Photocopies (\$0.20 each) Incoming and Outgoing Fax (\$3 per page)

Equipment available only in the Columbia Conference Rooms:

- Microphones (\$55 each or \$185 for 4 or more) Indicate quantity:
 Lapel (4 max) # _____ Handheld/Tabletop (4 max) # _____ Gooseneck tabletop (4 max) # _____
 (*maximums shown using both Columbia A+B rooms; limit to 2 of each type when using only Columbia A or B room*)
- Lectern with attached gooseneck mic (complimentary)
- Head table (2 max) # _____ Riser (2 max) # _____ Chairs for Presenters (6, max 4 with risers) # _____
- Adding riser(s) or lectern will reduce number of round tables to 12 or 14 depending on set up (*please ask in advance*)
- Add large, round, or small tables inside the Columbia room(s) for food, beverages, or materials (\$10 per table, not to exceed \$100) - Number of tables, sizes, and location (side/back of room) with table linens (\$12 per round/small table, \$18 per rectangular table):

Other (describe):

Beverage Service (refills available upon request)

Ice water, water and coffee cups, stirrers, creamer, sweeteners, napkins, and utensils provided without charge, and refilled as needed.

Regular Coffee:

- # _____ Pots (serves 10, \$15 each)
- Urn (serves 45, \$50 each)
- (*To reduce waste, we prepare one urn of coffee and monitor it to refill as needed, with another urn or individual air pots*)

Decaf Coffee:

- # _____ Pots (serves 10, \$15 each)

Tea Service:

- Assorted flavors and hot water (\$10 flat rate)

Facilities Rental Agreement for groups not conducting official OSB Business

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 space available basis.

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 within 14 days of the event. 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 be available to meet with the Group designee 30 minutes 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 video-conferencing service. Group may bring its own A/V equipment, but no technical assistance will be available or provided by Bar for the set-up 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. <https://discoverymp.com/>

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.

Columbia Room Divider & Room Walls: Group agrees to prohibit all of its officers, directors, employees, agents, contractors, members or participants from operating or moving the Columbia Room divider. **Only Bar staff may move the Columbia Room divider.** 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.

Machinery and Odors: Group shall not burn or melt any materials and shall not install or operate any equipment, fixture or device, that produces an odor or a substantial noise in the facility, except with prior written approval of Bar, and the under such conditions and restrictions as Bar may specify. Group is requested to advise its attendees to minimize or eliminate the use of cologne, perfume, and other cosmetic fragrances.

Cancellation: Group must notify Bar of any cancellations as soon as possible, but in no event later than by 9:00 a.m. 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 Bar as an additional insured. Group agrees to furnish a certificate of insurance naming Bar as an additional insured prior to the event.

Authority to Sign: 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.

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.

<p>Do you plan to serve Alcohol (beer or wine) at this event? Yes No If yes, please request an Alcohol Addendum.</p>

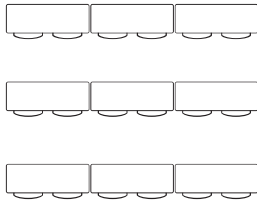
Signature: _____

Name: _____

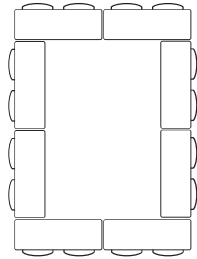
Date: _____

Santiam

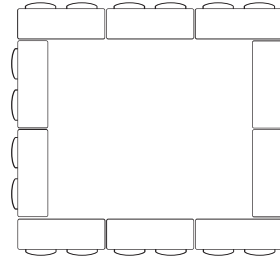
Classroom - 18



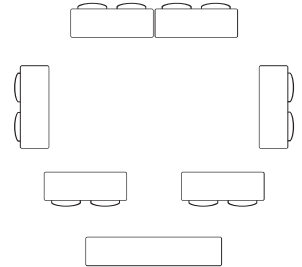
Conference - 16



Conference - 20

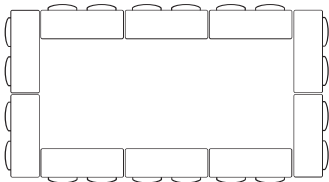


Court - 12

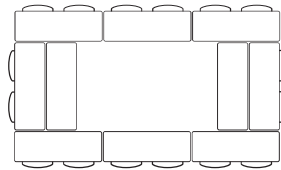


Sandy

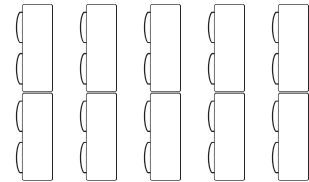
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Conference - 16

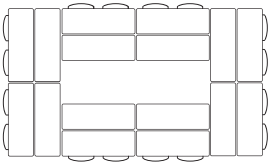


Classroom - 20

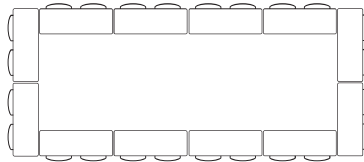


Columbia A, B or Both

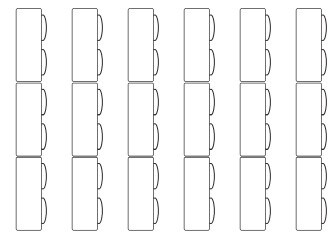
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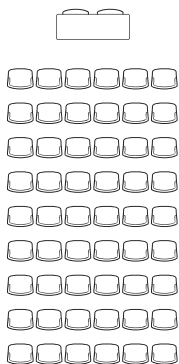
Conference - 24



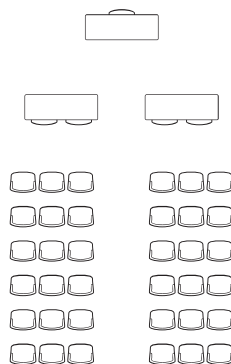
Classroom - 36



Lecture - 72

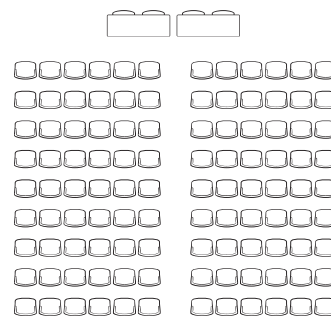


Trial - 36



Columbia A & B

Lecture - 144



Classroom - 72

