

Conference and Meeting Room Details for groups conducting Official OSB business

GENERAL INFORMATION

Location: The Oregon State Bar Center is located at 16037 SW Upper Boones Ferry Road, Tigard, OR 97224. The Bar Center is located approximately ten miles south of downtown Portland and three miles north of the Interstate 205 interchange.

Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Use of the Bar Center outside the normal business hours and on the weekends may be available by request.

Conference Room(s)	Room Size	Conference	Lecture	Classroom	Rounds (8 per round)	U-shape
Columbia A or B	44 x 22 968 ft ²	seats 16-24	seats 80	seats 42	6 tables (48 people)	20
Columbia A + B	44 x 45 1980 ft ²	Seats 50	seats 150	seats 84	16 tables (128 people)	40
Meeting Rooms						
Sandy	34 x 17 578 ft ²	seats 16-20	seats 36	seats 20	3 tables (24 people)	18
Santiam	28 x 25 700 ft ²	seats 16-20	seats 30	seats 18	4 (32 people)	12
McKenzie Boardroom	34 x 25 700 ft ²	Conference table seats 24* (*Additional back row seating accommodates 12 more people)			N/A	N/A
Nehalem Boardroom	20 x 12 240 ft ²	Conference table seats 8			N/A	N/A

Equipment included at no additional charge (must be reserved in advance)

Laptop
 Data Projector and screen (or smart television)
 House Audio Patch
 Conference phone system
 Wireless Internet Access
 Wireless lapels, tabletop and handheld microphones (8 max)
 Podium
 Risers (2 max)
 Easels, Dry Erase Boards and Flip Charts
 DVD Player
 VHS Player
 ELMO Document Camera Projector

Registration Tables (2 max)
 Food and Beverage Service Tables with Table Skirts
 Classroom Tables (44 tables max, measuring 5' x 1-1/2')
 Round Dinner Tables seating up to 8 (16 tables max)

Extra options available (additional charges apply):
 Coffee and tea service
 - (urns and pots available, variety of teas included)
 Photocopies
 Incoming and Outgoing Fax

Referrals available for catering and audio/visual recording services.

For more information, please contact (503) 620-0222 ext. 0, Fax: (503) 684-1366, Email: rooms@osbar.org

OSB Facilities Use Agreement for groups 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):
Reservation Contact Information: Name: Address: Phone: Email:	Meeting dates: Start time: <input type="checkbox"/> AM <input type="checkbox"/> PM (Room is available with setup completed 30 minutes prior to start time) End time: <input type="checkbox"/> AM <input type="checkbox"/> PM (Room must be vacated 30 minutes after the end time)
Day-of-Event Contact Name and Cell Phone:	Expected attendance count:
Caterer name and phone (if applicable): <i>At your direction, the Bar will make a reasonable effort to deliver any leftover food from your event to the Good Neighbor Family Shelter in Tigard. Please indicate: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Determine Later</i>	Special Requests:
Meeting Room(s)	Room Configuration (see map for picture of room configuration)
<input type="checkbox"/> Columbia A <input type="checkbox"/> Columbia B <input type="checkbox"/> Columbia A+B <input type="checkbox"/> Sandy <input type="checkbox"/> Santiam <input type="checkbox"/> McKenzie Boardroom <input type="checkbox"/> Nehalem Boardroom	<input type="checkbox"/> Conference <input type="checkbox"/> Other (describe): <input type="checkbox"/> Classroom <input type="checkbox"/> Lecture <input type="checkbox"/> Court <input type="checkbox"/> Trial <input type="checkbox"/> U-Shape <input type="checkbox"/> Rounds* *Max 16 round tables, 8 people per table (128 persons)
Additional Information for Audio/Visual (A/V) Equipment	
If you are using audio/visual equipment, please plan to arrive at least 30 minutes prior to the event start time, with a copy of your presentation materials on a flash drive. A/V Services are included in the base rental fee, but must be reserved in advance.	
<input type="checkbox"/> Conference phone and phone line <i>(you must secure your own conferencing service)</i> <input type="checkbox"/> Flipchart or <input type="checkbox"/> Whiteboard <input type="checkbox"/> Projector and screen <input type="checkbox"/> Laptop <input type="checkbox"/> Check here if you plan to bring your own laptop <input type="checkbox"/> Microphones (8 max available for Columbia A+B rooms) <input type="checkbox"/> Lapel # _____ (4 available) <input type="checkbox"/> Handheld # _____ (4 available) <input type="checkbox"/> Tabletop # _____ (of the 4 available handheld) <input type="checkbox"/> Podium (optional, attached to podium) <input type="checkbox"/> Head table # _____ (2 max) <input type="checkbox"/> Riser # _____ (2 max) <input type="checkbox"/> Chairs for Presenters # _____ (4 max with risers, 6 without) <input type="checkbox"/> Registration tables # _____ (2 max in lobby) <input type="checkbox"/> Large table for food <input type="checkbox"/> Small table for food	Beverage Service: <i>(beverage refills available upon request)</i> <u>Regular Coffee</u> # _____ Pots (serves 10 at \$10 each) # _____ Urns (serves 45 at \$40 each) <u>Decaf Coffee</u> # _____ Pots (serves 10 at \$10 each) # _____ Urns (serves 45 at \$40 each) <u>Hot water for tea</u> # _____ Pots (serves 10 at \$6 each) variety of teas included <u>Ice water</u> # _____ Carafe (serves 10 at \$0 each) # _____ Dispenser (serves 50 at \$0 each) Additional Services: Photocopies at \$0.15 per page Incoming/Outgoing fax at \$2.00 per page

Facilities Use Agreement for groups conducting Official OSB business

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

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

Purpose of Meeting: _____ Expected Attendance: _____

Bar and Group agree 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.

Meeting Room Rental Rates: There is no charge for Group to use the Meeting Room(s) for official Bar business during the date(s) and time(s) above. If Group wants to use the room for client or personal business, such as arbitrations, depositions, etc., Group agrees to notify Bar and fees will apply as provided in the Conference Room Rental Fee Schedule at www.osbar.org/meetingrooms.

Payment: Group agrees to pay for 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 beverages and any applicable additional services used within 14 days of the event.

Attendance: Room assignment is based on the expected number of attendees and 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 the Meeting Room(s) assigned if attendance is lower or greater than expected.

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 conference phone 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. 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. <https://discoverymp.com/>

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.

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.

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.

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.

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.

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.

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.

Signature: _____

Name: _____

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.

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.

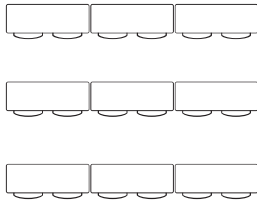
Miscellaneous: This contract is the entire agreement between the parties, superseding all prior proposals, negotiations, representations, commitments and other communications between the parties and their agents, and may only be supplemented or changed in writing, signed by an authorized representative of Group and Bar.

For Bar Use Only: Alcohol Addendum Attached: Yes No

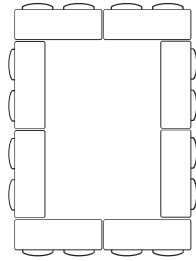
_____ Date

Santiam

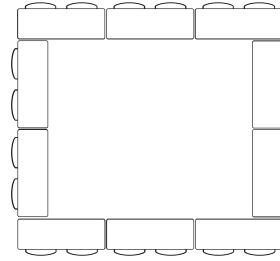
Classroom - 18



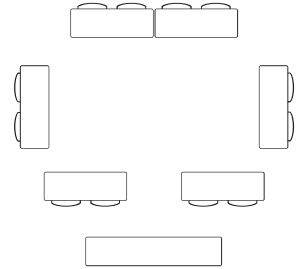
Conference - 16



Conference - 20

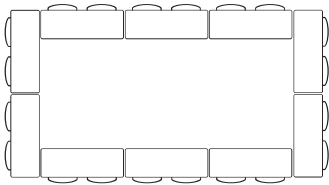


Court - 12

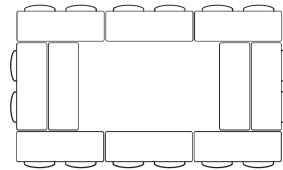


Sandy

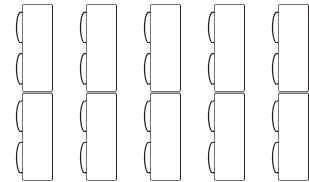
Conference - 20



Conference - 16

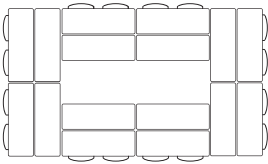


Classroom - 20

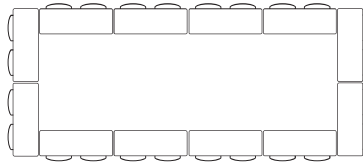


Columbia A, B or Both

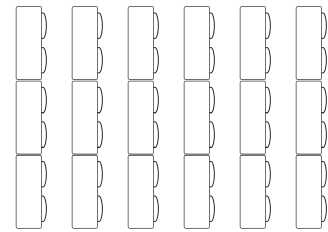
Conference - 16



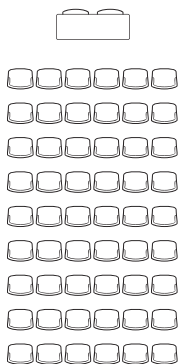
Conference - 24



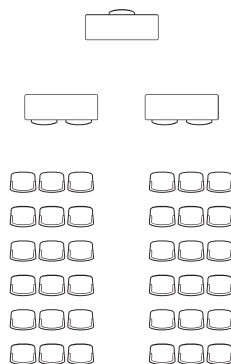
Classroom - 36



Lecture - 72

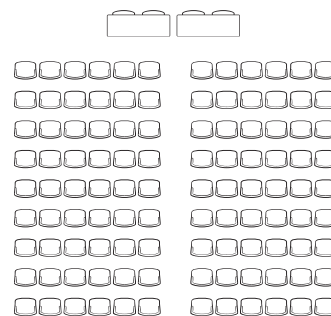


Trial - 36



Columbia A & B

Lecture - 144



Classroom - 72

