

Conference and Meeting Room Details for groups 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.

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 72	seats 42	8 tables (64 people)	seats 20
Columbia A + B	44 x 45 1,980 ft ²	Seats 48	seats 144	seats 84	16 tables (128 people)	seats 40
Meeting Rooms						
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* (*recommend 7 if using smart TV)			N/A	N/A
Sandy	34 x 17 578 ft ²	seats 16-20	seats 36	seats 20	N/A	seats 18
Santiam	28 x 25 700 ft ²	seats 16-20	seats 30	seats 18	N/A	seats 12

View the full-color brochure [here](#). For more information, contact (503) 620-0222 ext. 0, or 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):
<u>Reservation Contact Information:</u> Name: Address:	Meeting date(s):
Phone: Email: Day-of-Event Contact Name and Cell Phone:	Start time: <input type="checkbox"/> AM <input type="checkbox"/> PM (Room setup will be complete 30 minutes prior to Start time)
	End time: <input type="checkbox"/> AM <input type="checkbox"/> 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 # _____ seats using # _____ tables
- Conference: 48 seats using 24 tables # _____ seats using # _____ tables
- U-Shape: 40 seats using 20 tables # _____ seats using # _____ tables
- Dinner Rounds: 128 seats using 16 tables # _____ 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 # _____ gallery seats
- Exhibitor/Vendor fair: 60 seats; 15 perimeter tables # _____ seats # _____ tables
- Use table linens for any of the above configurations # _____ 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) Use table linens (\$18 per table) # tables _____
 Registration tables (2 max) 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 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 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 – Indicate 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 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. <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.

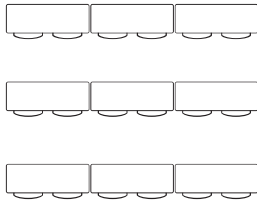
Miscellaneous: This contract is the entire agreement between the parties, superseding all prior proposals, negotiations, representations, commitments and other communications between the parties and their agents, and may only be supplemented or changed in writing, signed by an authorized representative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

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

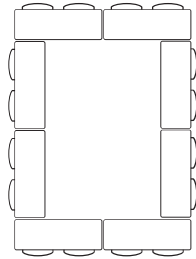
Date

Santiam

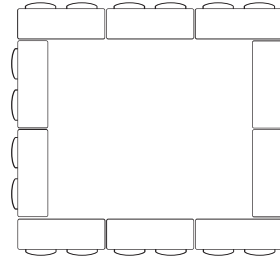
Classroom - 18



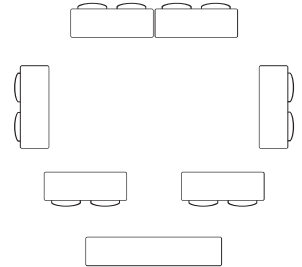
Conference - 16



Conference - 20

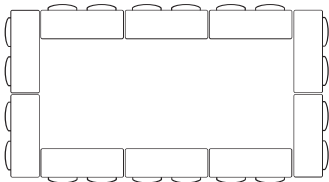


Court - 12

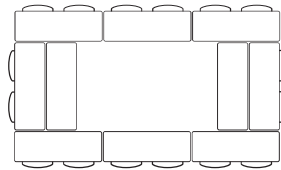


Sandy

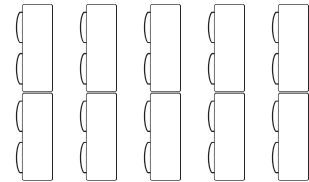
Conference - 20



Conference - 16

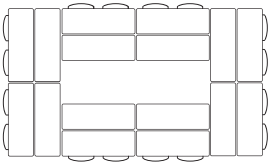


Classroom - 20

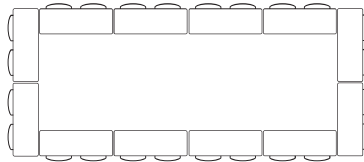


Columbia A, B or Both

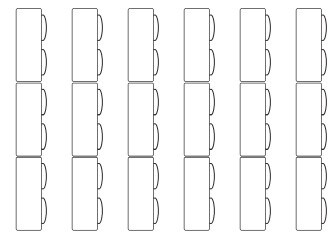
Conference - 16



Conference - 24

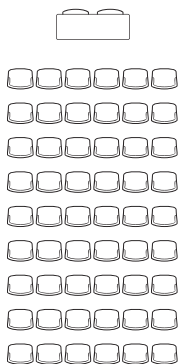


Classroom - 36

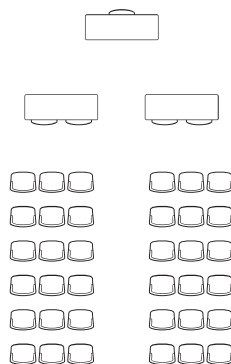


Columbia A & B

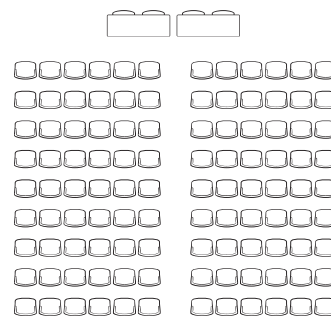
Lecture - 72



Trial - 36



Lecture - 144



Classroom - 72

