



Space Rental Policy

The Akron Bar Association wishes to maintain member access to its facilities for the day-to-day activities of a practicing attorney including but not limited to client meetings in the Member Office, the use of work space while visiting the downtown Akron-area, etc. as well as other purposes at the discretion of the Executive Director. Such usage is encouraged and provided free of charge as a perk of membership. There are such times that rental of space within the facility is appropriate for larger gatherings, non-ABA group meetings, mediations, etc. Such use will be guided by the following policy at the discretion of the Executive Director.

RENTAL DURING NORMAL BUSINESS HOURS

Members and non-members of the Akron Bar Association (ABA) may request to rent space in the association building for law related activities during normal business hours (8:30 AM – 5:00 PM) on a first-come first-served basis. Members reserving space must be present during the time reserved in order to be charged the member rate. CLE programs that are not co-sponsored by the Akron Bar Association may only be offered with prior written permission from the Executive Director. An additional fee may be charged depending on the number of people in attendance and duration of the program.

A refundable deposit equal to the estimated total rental fee will be due from members upon acceptance of the reservation. A non-refundable deposit of \$150 will be due from non-members upon acceptance of the reservation. Any event extending outside normal business hours will be accepted based on staff availability and will be charged an extended use fee of \$25 (members) or \$75 (non-members) for each half hour the space is occupied prior to 8:30 AM or after 5:00 PM. All space rentals include free wifi access.

Rental Rates

| | Capacity | ½ Day or Less Member | ½ Day or Less Non-Member | Full day Member | Full Day Non-Member |
|--|----------|----------------------|--------------------------|-----------------|---------------------|
| The Court Room | 20-25 | \$ 25 | \$ 75 | \$ 50 | \$ 150 |
| The Brouse McDowell Board Room | 20-30 | \$ 40 | \$ 120 | \$ 80 | \$ 240 |
| The Bernard J. Amer Meeting Room | 12-18 | \$ 40 | \$ 120 | \$ 80 | \$ 240 |
| The Brennan, Manna, and Diamond Meeting Room | 12-18 | \$ 40 | \$ 120 | \$ 80 | \$ 240 |
| The Stark and Knoll Meeting Room | 25-30 | \$ 60 | \$ 180 | \$ 120 | \$ 360 |
| Stark/Amer or Stark/ Brennan Meeting Rooms | 40-50 | \$ 75 | \$ 225 | \$ 150 | \$ 450 |
| Stark/Amer/Brennan Meeting Rooms | 60-80 | \$ 100 | \$ 300 | \$ 200 | \$ 600 |
| The Buckingham, Doolittle, and Burroughs Grand Lobby | 50 | \$ 75 | \$ 225 | \$ 150 | \$ 450 |

RENTAL OUTSIDE OF NORMAL BUSINESS HOURS

Members of the ABA may request to reserve space in the association building for activities outside normal business hours. This will be subject to staff availability. A flat fee of \$100/hour (which will not be pro-rated) is due upon acceptance of the reservation.

Non-members may request to reserve space in the association building for activities outside normal business hours. This will be subject to staff availability. A flat fee of \$150/hour (which will not be pro-rated) is due upon acceptance of the reservation. In addition, a nonrefundable rental fee of \$200 will be due upon acceptance of the reservation.

USE OF PREMISES

The premises shall be used and occupied in a careful, safe, and proper manner. They may not be used for any fundraisers or gatherings of a political nature. Said premises shall only be used in a lawful manner and returned to the ABA in its current condition. The Lessee shall be responsible for any and all damage or other loss to the property. The Lessee shall promptly notify the ABA of any and all damaged, lost, or stolen property of the ABA. The ABA is a smoke-free facility and smoking is prohibited within the gated/fenced area in front of the building.

BEVERAGE SERVICE AND CATERING

Beverage service is available and includes coffee, tea, ice, and filtered water. The service is free for individual members of the ABA and attendees of ABA events. The service is available to non-members and member guests visiting as a result of the rental of space for a fee of \$3.00 per person paid in advance as part of the rental agreement. Catering services and use of the Bar's first floor kitchen are permitted; however, the Lessee shall at all times cause its litter and other trash and debris, whether on the interior or exterior of the property, to be picked up and placed into suitable trash containers on the Premises. Failure to do so will result in additional cleaning fees to be charged to the Lessee.

SPACE RECONFIGURATION

The three meeting rooms listed on the rental chart above may be reconfigured in a limited number of ways but are customarily set-up classroom style. A minimum notice of one week is required as well as a \$25 per room fee for any request to change the configuration from the standard arrangement. If the Lessee using the room(s) wants to do its own reconfiguration it can, but it must return the room(s) to classroom set-up to avoid incurring the fee.

EQUIPMENT RENTAL

For an additional fee, a variety of audiovisual equipment is available for use by Lessees. Not all equipment is available in each space. The equipment must be reserved at the time of booking to ensure availability. In addition, please know that the ABA does not have on-site technical support. ABA staff is able to provide limited assistance with ABA provided technologies, but is unable to provide technical support for non-ABA computers, software, etc.

CANCELLATIONS

A full refund of fees paid (with the exception of any non-refundable deposit) will be returned if a written cancellation request is received within 48 hours of the date for which the space was reserved.

INDEMNIFICATION

The Lessee shall indemnify the ABA and save it harmless from and against any and all claims, actions, damages, liabilities, and expenses in connection with loss of life, personal injury, and/or damage to property arising out of the occupancy or use of the Premises, or occasioned solely or in part by any act or omission of the Lessee or its respective agents, contractors, employees, guests, and servants, and not caused by the negligence or willful act of the ABA.

ALCOHOL ON THE PREMISES

If alcohol is to be served during Lessee's event, an additional fee will be charged. Alcohol may be served, but must not be sold. The Lessee shall be responsible for the service of alcoholic beverages, and must take appropriate steps to make sure the servers are acquainted with local and state laws. Lessee is encouraged to retain the help of a licensed caterer with adequate liquor liability insurance.

The Akron Bar Association Board of Trustees reserves the right
to reject any request to use these facilities at its discretion.