

Facility Use Policy

Approved by the MCB Board of Directors on March 22, 2018

Revised by the MCB Board of Directors on October 24, 2019

This policy sets forth the basis upon which the Mecklenburg County Bar & Foundation Center (the Facility) may be available for use by Mecklenburg County Bar (MCB) members and others. Only the Executive Director¹, with the consent of the MCB President, may make exceptions to this policy.

1. Permitted Uses and Priority. The Facility may be available for the following uses according to the prioritized order set forth below and on a first-come, first-served basis:

(a) MCB/MBF-Sponsored Use:

- i. Shall have the highest priority for the use of the Facility.
- ii. Should be reserved in advance, but does not require a Space Use Agreement.
- iii. Does not require the payment of any fee.

(b) Professional Use by MCB Member(s):

- i. Includes any use of the Facility by members of the MCB for purposes related to their practice of law, including but not limited to client conferences, depositions, arbitrations, and mediations.
- ii. Requires a Space Use Agreement and is subject to the Terms & Conditions for Use of the Facility.
- iii. Does not require the payment of a usage fee for use of the Facility during the MCB's normal operating hours (Monday-Friday 8:30 a.m.-5:00 p.m.). If the member anticipates staying beyond 5 p.m., he or she is requested to notify the MCB at the time of making the reservation or as far in advance as possible. In any case, the MCB will charge the member an after-hours fee of \$200 if the Facility is not vacated by 5:00 p.m. Under no circumstances may such use continue beyond 7:00 p.m.
- iv. Is not permitted on weekends, holidays, or when the Facility is delayed or closed due to inclement weather or other circumstances.
- v. Does not require a processing fee or penalty for cancellation due to the nature of such use.

(c) MCB-Related Use:

- i. Includes any use that promotes and enhances the mission and goals of the MCB, but is not expressly sponsored by the MCB. These related uses include, but are not limited, to use by affinity bars, government organizations, and law schools. If there is a question as to whether the use is MCB-related, the Executive Director will make the determination.
- ii. Requires a Space Use Agreement and is subject to the Terms & Conditions for Use of the Facility.
- iii. Does not require a usage fee for use of the Facility during the MCB's normal operating hours (Monday-Friday 8:30 a.m.-5:00 p.m.). If the individual or group responsible for the reservation anticipates staying beyond 5 p.m., the individual or group is requested to notify the MCB at the time of making the reservation or as far in advance as possible. In any case, the MCB will charge the individual or group an after-hours fee of \$200 if the Facility is not vacated by 5:00 p.m. Under no circumstances may such use continue beyond 7:00 p.m.

¹ All references to the Executive Director of the MCB and Mecklenburg Bar Foundation (MBF) also include the Executive Director's designee.

- iv. Requires a usage fee for use of the Facility outside of normal operating hours per the following rate schedule:
 - a. Event Hall: \$250 per hour.
 - b. Training Hall: \$200 per hour.
 - c. Usage and fees for all other rooms will be determined by the Executive Director on a case-by-case basis.
- v. Requires a non-refundable processing fee of \$50. Additionally, if a cancellation is communicated less than two weeks in advance, the MCB will charge a \$50 cancellation fee. The MCB will also charge for any damage to the Facility or extraordinary clean-up required.

(d) Other Use:

- i. May be permitted or denied only at the discretion of the Executive Director with the consent of the MCB or MBF President, as applicable. The Executive Director has the authority to negotiate all terms of use, and any such use may be declined or canceled by the Executive Director, without penalty, for any reason, including but not limited to programs, forums, or events that:
 - a) Permit a third party to offer Continuing Legal Education credit; and/or
 - b) Might otherwise compromise or conflict with the MCB or MBF's mission and goals, or the integrated nature of the MCB including, but not limited to, uses that are political in nature.
- ii. Requires a Space Use Agreement and is subject to the Terms & Conditions for use of the Facility.
- iii. Requires a usage fee for use of the Facility both during the MCB's normal operating hours (Monday-Friday 8:30 a.m.-5:00 p.m.) and outside of normal operating hours per the following rate schedule:
 - a. Event Hall: \$250 per hour during normal operating hours, and \$500 per hour outside of normal operating hours.
 - b. Training Hall: \$200 per hour during normal operating hours, and \$400 per hour outside of normal operating hours.
 - c. Usage and fees for all other rooms will be determined by the Executive Director on a case-by-case basis.
- iv. Requires a non-refundable processing fee of \$100. Additionally, if a cancellation is communicated less than two weeks in advance, the MCB will charge a \$100 cancellation fee. The MCB will also charge for any damage to the Facility or extraordinary clean-up required.

2. Anti-Discrimination. The Facility is available for use as stated herein without regard to or consideration of age, race, sex, disability, religion, sexual orientation, family status, national origin, or any other characteristic protected by law.