

OTLA Facilities Rental

Registration Form

Member Name: _____

Member Signature _____ Today's Date _____

Rules of the Road

Access to OTLA's resources is conditional on availability as well as respectful treatment of spaces and equipment. Members reserving conference spaces and/or other resources agree to the following when securing a resource reservation:

- When using OTLA's conference spaces, all trash/recycling must be taken out of the room following the meeting and disposed of in marked receptacles.
- Dishes, glasses and cups must be rinsed and placed in the dishwasher.
- Documents and photocopies should not be left on tables.

Failure to care properly for conference spaces will result in the assessment of a \$75 fee, payable to OTLA. Conference spaces used before or after hours will incur the additional \$75/hour rental fee. The OTLA office is open from 8:30 am - 5:00 pm. We do not offer printing or copying services.

OTLA staff is happy to offer these and other resources and to answer any questions you may have. However, **OTLA staff is not your legal staff nor your custodial staff.** We ask that you come prepared to run your own meeting and respect our time and our spaces as you would any other office or location.

Payment Method

Check Enclosed Bill my credit card

Card Number: _____

Expiration: _____ Billing Zip Code: _____

Name on Card: _____

Signature: _____

Please return this registration form prior to your meeting time.

Make checks payable to:

Oregon Trial Lawyers Association or OTLA
812 SW Washington St #900
Portland, OR 97205

Questions? Email otla@oregontriallawyers.org or call 503.223.5587

Facilities rental

Please mark all applicable boxes.

Small conference room (seats up to 8)

- Half day \$120
- Full day \$220
- Hourly up to 2 hours..... \$40
- Before/after hours fee (use of space any time pre-8:30 am and post-5:00 pm M-F).....\$75/hr
- HDMI TV Display FREE

Large conference room (seats up to 35)

- Half day \$200
- Full Day \$350
- Hourly up to 2 hours..... \$80
- Before/after hours fee (use of space any time pre-8:30 am and post-5:00 pm M-F).....\$75/hr
- HDMI TV Display/computer FREE

Additional services

- Coffee/tea service per pot (regular only)..... \$10
- Self-serve candy and sodas (kitchen fridge)..... FREE
- Flipchart and markers..... \$10

Meeting information

• Meeting description

• Please specify date/time of facility use including set up and tear down time:

• Expected attendance count

• OTLA Member contact and cell phone

Total Event Fees: \$_____