

# ASSOCIATION POLICY

## **ISBA CRO Space Usage**

Adopted: 9-08-15

Effective: 9-08-15

**Para. 1.1. Purpose.** From time to time and at the ISBA's sole discretion, the ISBA may provide meeting space and related services at the Chicago Regional Office ("CRO") to groups or individuals on a space available basis subject to the provisions below and usage fees. This Policy identifies the purposes, preferences, and guidelines under which the ISBA may make the CRO available for use.

**Para. 1.2. Preferences.** The ISBA maintains meeting space at the CRO for use by its Officers, Board of Governors, Committees, Section Councils, other ISBA groups, and ISBA CLE programs. These bodies and activities have meeting space and time priority over any other use. If CRO space remains available, the ISBA may allow its use for non-CLE events or functions subject to usage fees. ISBA space shall not be used for non-ISBA CLE or non-ISBA press conferences.

**Para. 1.3. Depositions/Litigation Conferences.** Consistent with the preferences identified above in paragraph 1.2, the ISBA may allow the use of CRO meeting space or offices for depositions or settlement conferences (including mediations or arbitrations) by ISBA members at no cost for space usage, as long as the ISBA member remains on site for the duration of usage. This use is limited to one-time per month, per member. The ISBA member will be responsible for any other costs (court reporter, video technology, beverages, food, etc.).

**Para. 1.4. Guidelines.** If the ISBA at its sole discretion allows the use of CRO meeting space for non-ISBA meetings or events, the following guidelines shall apply:

(a) Activities must ordinarily be held during regular ISBA business hours between 8:30 a.m. and 5:00 p.m. Monday through Friday. Unless approved in advance by the Chicago Office Director, no activity may continue past 5:00 p.m. Even with prior approval to conduct an activity past 5:00 p.m., no non-ISBA activity may continue beyond 7:00 p.m.; Activities beyond the ISBA's regular business hours (8:30 a.m. to 5:00 p.m.) will be charged an additional \$100 per hour fee;

(b) The CRO features 6 meeting rooms of various sizes (A, B, C, D, E and the Board Room). All rooms feature A/V presentation capabilities and conference calling, available for a flat fee. Conference room rental only includes use of the room and standard provision and refreshing of coffee, tea and water. ISBA staff is not available for secretarial services. A usage fee schedule is available from the ISBA.

(c) The using entity will be charged for ISBA provided beverages or food items. The charge will be determined at the ISBA's sole discretion based upon either a per attendee or per item fee;

(d) Users under this Policy shall be solely responsible for the conduct of activity attendees, invitees, and guests and shall indemnify and hold harmless the ISBA from any liability associated with, or resulting from, the activity;

(e) No alcoholic beverages may be served in conjunction with any non-ISBA activity.

**Para. 1.5. Policy Audit.** As necessary, the Executive Director, or his or her designee, shall review this Policy, consider any changes thereto, and report to the Board of Governors for appropriate action (if any).

**Para. 1.6. Dissemination.** The Executive Director, or his or her designee, shall take appropriate steps to ensure that this Policy is disseminated and otherwise made available to ISBA members, employees, and affiliated bars.

**Approved and made effective by the Executive Director**