



# BUILDING USE AGREEMENT

Date of room use: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Meeting purpose: \_\_\_\_\_

Organization: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Rooms Used	Hours Of Use	Full Day	Half Day	Amount
Receptionist Fee				
Maintenance Fee				
Total				

Seating plan: \_\_\_\_\_

Food order (to be billed directly from caterer): \_\_\_\_\_

The State Bar of Michigan building has been constructed for the use of its members whose needs must have priority over other organizations. In the unlikely event that it becomes necessary to cancel or to designate a meeting room other than the room(s) scheduled, you will be notified as soon as the need arises. In accepting this agreement, the organization using State Bar facilities agrees to abide by the building use policies attached and assumes all risks and liability of using these facilities and agrees to hold the State Bar of Michigan harmless from any liability, now or in the future, in connection with its use of these facilities. In the event State Bar property is damaged, or a loss is incurred through the use of these facilities, the organization agrees to compensate the State Bar for any such loss or damage.

Prepared by: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_ Organization: \_\_\_\_\_

State Bar approval: \_\_\_\_\_ Title: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

Make check payable to: "STATE BAR OF MICHIGAN"

Return this form with check to Doreen Dobias, 306 Townsend St., Lansing, MI 48933-2012.

Parking: During normal business hours between 8:30 AM and 5:00 PM Monday through Friday, the State Bar parking lot adjacent to the building cannot accommodate your meeting participants, and this Building Use Agreement does not authorize its use. Unauthorized vehicles may be ticketed and towed. Parking is available for a fee in the city parking facility across the street from the State Bar building. Please communicate these parking instructions to your participants.