

State Bar of Michigan Building Use Policy

Purpose

The purpose of this policy is to establish rules and guidelines concerning the use of the State Bar of Michigan meeting rooms and facilities.

State Bar Business Hours for Meeting Rooms

The State Bar of Michigan is open for business for meeting room usage Monday through Friday from 8:30 AM to 5:00 PM, and 9:00 AM to 1:00 PM the first and third Saturday of each month. Meeting rooms may be used outside of these hours subject to receptionist and maintenance personnel availability, at a charge of \$15.00 per hour for receptionist services and \$20.00 per hour (2 hour minimum) for maintenance services.

Use of Meeting Rooms

State Bar entities have priority for room usage. Events whose purpose may conflict with the State Bar's interests will not be permitted. Because the State Bar of Michigan is nonpartisan, the building may not be used for political campaign purposes or political fundraising. A person or organization utilizing all or any part of the building may not state or imply that the event is sponsored or endorsed by the State Bar of Michigan without express permission to do so. The State Bar building shall not be used for advertising or marketing of individual attorneys or law firms. The State Bar reserves the right to refuse the use of its facilities to any organization.

Usage by State Bar and Related Entities

The following entities will not be charged for meeting rooms as long as the meeting is related to State Bar business or the business of the legal profession. The meeting may not conflict with State Bar interests.

- State Bar entities, including the Board of Commissioners, Committees, Sections, Task Forces, and Representative Assembly
- Attorney Discipline Board
- Attorney Grievance Commission
- Michigan attorney or law firm usage for depositions, arbitrations, hearings, and client meetings (subject to availability)
- American Inns of Court
- Institute of Continuing Legal Education (ICLE)
- Judicial branch entities
- Michigan law schools
- Law student organizations
- Legal aid organizations
- Local bar and special purpose bar associations
- Michigan Association of Legal Support Professionals
- Michigan Forum of Estate Planning Attorneys
- Michigan judges associations (Probate, District, Circuit)
- Michigan Lawyers Auxiliary
- Michigan Poverty Law Program
- Michigan Probate Association
- Municipal Attorneys Association
- NALS (National Association of Legal Secretaries)
- State Appellate Defenders Office
- UAW Legal Services

Use by Other Organizations and Meeting Room Rates

Other organizations and staff may use meeting rooms for civic and social functions as long as the meeting does not conflict with State Bar policies and subject to availability. A fee will be charged for room usage and a [Building Use Agreement](#) will be required. The rates for all meeting rooms used by other organizations will be \$100 for a full day and \$50 for a half day (4 hours or less). The room rates include room set up, use of audiovisual equipment (projectors, TV/VCRs, conference phones, easels, flip charts, etc.), room clean-up, assistance with catering meals and refreshments, assistance setting up conference calling, and room set up recommendations by the Internal Meetings Coordinator.

Refreshments and Meal Catering

The State Bar can take orders for refreshments and meals that would be catered from outside entities. Arrangements will be made for billing the costs to the user of the Facility.

Billing/Payment Procedures

Payment must be received along with a meeting use permit prior to the meeting. The Internal Meetings Coordinator will be responsible for sending the permit and checking to make sure payment has been received along with the signed contract prior to the meeting date (see [Building Use Agreement](#)). The coordinator is Karla Eubank and she can be reached at (517) 346-6314. Payment may also be required in advance for meals, refreshments, and conference calls.

Alcohol in the Building

Alcohol may be consumed on State Bar property for meeting functions but will be allowed only if the following requirements are met:

- 1) Hosted bar
- 2) Caterer must have a liquor license
- 3) Beer and wine only

Alcohol is not allowed for State Bar of Michigan employee events in the building.

Parking for Meetings

The parking lot adjacent to the State Bar building is provided for the general use of members of the State Bar and its employees. Due to the limited availability of parking, unless otherwise notified, meeting attendees, including State Bar members attending a scheduled event, are advised to park in the City of Lansing parking lot across the street and are advised that the State Bar does not validate their parking tickets unless prior arrangements have been made to do so. Persons parked illegally in the State Bar lot may have their vehicles towed at their expense.

Smoking Policy

Smoking is prohibited in the State Bar office building. There is a designated smoking area at the rear of the building. Guests of the State Bar should observe non-smoking area signs at the front of the building.

Meeting Room Configurations

There are 3 basic types of room configurations: conference style, classroom style, and theatre style. Conference style is an open square of tables and chairs. Classroom style is tables and chairs placed in rows all facing one way. Theatre style is rows of chairs with no tables. Below are the capacities and configurations for each room:

Room 1: Conference style – 12 to 15 people
Classroom style – 12 people
Theatre style – 15 people

Room 2: Conference style – 24 people (with no audio visual)
Classroom style – 24 people (with TV/VCR)
Theatre style – 40 to 50 people

Room 3: Conference style – 12 to 15 people
Classroom style – 12 people
Theatre style – 15 people

Rooms 1 & 2 combined: Conference style – 40 people
Classroom style – 35 people
Theatre style – 65 people

Roberts P. Hudson Room: Conference style – 20 to 24 people

Prentiss M. Brown Library: Conference style – 8 people

Boardroom: 32 seats with a row of seats along the outside walls

Milton E. Bachmann Atrium: Used for receptions up to 75 people, various configurations available

Training Room: Restricted use for 12 people for approved functions

Equipment

- Pull down screens in all rooms except the Library – 1 portable screen
- 3 LCD Projectors: 1 in the Boardroom which is permanent
- 3 TV/DVD players
- 1 lapel mike
- 1 Laser pointer
- Conference phones for each meeting room
- Flip charts with markers
- White boards with markers
- Complimentary WI-FI wireless Internet Access
- Teleconferencing either alone or simultaneously with Internet access
- Web telecast service available through APC