

Building Use Agreement

State Bar of Michigan
306 Townsend St.
Lansing, MI 48933-2012
(517) 346-6300

Date of Room Use _____ Day _____
 Organization _____
 Representative _____ Phone No. _____
 Address _____
 Expected Attendance _____

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 uses 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" and return with this form to Karla Eubank, 306 Townsend St., Lansing, MI 48933-2012.

Parking: The parking lot next to the building cannot accommodate your meeting participants, and this room use permit does not authorize its use. Please ask your meeting participants not to park there. Unauthorized vehicles may be ticketed and towed. Parking is available in the city parking facility across Townsend Street from the State Bar building.