



KANE COUNTY BAR ASSOCIATION

Conference Room Policy / Reservation Form

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The Kane County Bar Association has two conference rooms available, free of charge, for members to reserve for client meetings or depositions, etc. The rooms are available on a first come, first serve basis, whenever KCBA meetings or activities are not scheduled. The large conference room seats twelve comfortably and can accommodate up to twenty people. It has a speakerphone hook up for conference calls if necessary. The small conference room seats six comfortably and can accommodate up to eight people. Both conference rooms have wireless internet access. Active KCBA members can reserve one or both rooms, depending on availability, by calling the KCBA office, and must be present during the room usage. KCBA members cannot reserve conference rooms for non-members, even if the non-member is part of the member's firm. Non-members can rent a conference room for \$50 for up to 3 hours. Additional hours: \$15/hour, in one hour increments. (Minimum \$50 fee for non-member reservation, payable upon arrival.) Should they join the KCBA the rental fee will be applied to their dues.

Hours: Monday through Friday, 8:45 am – 4:45 pm.

Conference room rental includes only the use of the room. Additional services, such as copies and faxes, may be available for an extra fee, payable at time service is provided. KCBA staff is not available for secretarial services.

Copies: \$0.10 per page.

Fax: \$1 per page (local); \$1.50 per page (long distance).

(Available only when KCBA staff and equipment are able to perform services)

Soft drinks/bottled water: Upon consumption, \$1 each

Coffee: \$5/pot

(Please request beverage service in advance.)

As a courtesy, if you have reserved the room and need to cancel, advance notification is requested so that the room may be made available for other members and/or uses. **The person reserving the room is responsible for any damages that may occur.**



Name _____ Firm _____

Phone _____ Fax _____ Email _____

Date Requested _____ From (am/pm) _____ To (am/pm) _____

Contact phone number on day of rental _____ Number of people _____

Room preference (Circle choice) Large Room Small Room

Beverage Service (Circle if requested) Soft drinks/ bottled water Coffee

Member Signature _____

Approved: Date _____ KCBA Authorized Signature _____