

Use of State Bar Building

This policy sets forth the terms and conditions upon which certain conference rooms, hearing rooms, and common areas of the State Bar building will be made available for use by active members of the State Bar and bar-related organizations. Only the executive director¹, with the consent of the President of the State Bar, may make exceptions to this policy.

- I. North Carolina State Bar Council, Disciplinary Hearing Commission and State Bar-Related Uses
 - A. Shall have the highest priority for the use of all conference rooms, hearing rooms and common areas in the building.
 - B. Rooms shall be reserved in advance by use of the building scheduling calendar.
- II. Professional and Business Use by State Bar Active Members
 - A. Use of designated conference rooms, hearing rooms, and common areas subject to prior approval of the executive director.
 - B. Use shall be limited to regular business hours (8:30 a.m. to 5:00 p.m., Monday-Friday) unless approved by the executive director.
 - C. No charge for use during regular business hours unless the executive director determines that the proposed use justifies a damage deposit, security personnel, liability insurance, set-up fee, cleaning fee, or the recoupment of other expenses incurred by the State Bar by reason of the use.
 - D. Use of the building before or after business hours, or on weekends or holidays, will incur a fee for the State Bar personnel required to open, close, and be present in the building.
 - E. No charge for cancellation.
- III. Professional and Business Events Sponsored by Bar-Related Groups
Examples include NC Bar Association, NC Advocates for Justice, NC Association of Women Attorneys, NC Legal Aid, Chief Justice's Commission on Professionalism, Equal Access to Justice Commission, judicial entities and law schools.
 - A. Same procedures as II. above.
 - B. If there is a question as to whether it is a bar-related group, the executive director will make the determination.
- IV. Reservations by State Bar Active Members and Bar-Related Groups.
 - A. Shall be on a first-come, first-served basis (with priority to State Bar uses as noted in I. above).
 - B. Shall be made as far in advance as possible using the Use Agreement Form [attached].

¹ All references hereafter to the executive director also include his/her designee for management of the building.

- C. The agreement shall set forth (1) the intended use, (2) the date and hours of use, (3) estimated number of persons expected to attend, (4) the name of a responsible State Bar member or responsible person with a bar-related group.
- D. The executive director shall have the discretion to decline to schedule or to cancel, without penalty, any event or reservation that might compromise or otherwise conflict with the goals and objectives of the State Bar.

V. Other Conditions of Use

- A. Use shall be restricted to the rooms designated for a given event as well as ingress and egress from the building.
- B. Members and bar-related organizations using the building shall leave the building in the condition in which it was found. Any expense for cleaning or repair will be the responsibility of the member or group using the building.
- C. Parking arrangements shall be the sole responsibility of members or bar-related organizations using the building.
- D. The executive director has the discretion to require security personnel to be hired, at the user's expense, as necessary to protect the State Bar employees and property.
- E. No food shall be brought into the building unless previously approved by the executive director. Catered events shall require use of a caterer approved by the executive director.
- F. No alcohol shall be served at any function unless previously approved by the executive director. Any event at which alcohol is served shall require an approved caterer with all legally required licenses or permits and with a certificate of insurance, naming the State Bar as an additional insured, for comprehensive general liability coverage and liquor liability endorsement with minimum limits of \$1,000,000.

Adopted: January 25, 2013; Revised July 21, 2023; Revised November 1, 2024