

**North Carolina State Bar Building
Conditions and Requirements for Use**

(Revised October 22, 2013)

Welcome to the North Carolina State Bar Building. We are pleased to make the building available, free of charge, to active members of the North Carolina State Bar and to bar-related organizations. We are able to do so only with your cooperation. We ask that you comply with the following conditions and requirements while you are in the building. If you have a question about any condition or requirement, please direct your question to the Office Manager or the receptionist.

1. Hours: Use of the building is limited to regular business hours (8:00 a.m. to 5:00 p.m., Monday-Friday). Please wrap-up your activity prior to 5:00 p.m., so that you or your group or organization can leave the building promptly at 5:00 p.m. The receptionist leaves at 5:00 p.m. Any extensions of this time must be approved by the Office Manager or senior management. If an employee is compensated for staying after hours to accommodate you or your group or organization, you will be charged.
2. Parking: The State Bar does not provide parking for visitors. There are a few parking spaces available on the streets adjacent to the building and there is a state government surface (pay) parking lot immediately west of the building on East Edenton Street. There are other public parking lots and street parking in the Fayetteville Street area, approximately 2 blocks from the building.
3. Location in the Building: Please confine your activities to the room or area of the building to which you or your group or organization have been assigned and to the public areas on the first and second floors.
4. Visitor's Badges and Nametags: Single visitors and groups of less than 10 will be given visitor's badges by the receptionist when they sign the registration book at the front desk. Please wear your visitor's badge at all times. Groups of more than 10 should provide nametags for participants that are sufficient to identify the participants as visitors in the building. A list of participants for groups of 10 or more should also be provided to the receptionist or Office Manager in advance if possible.
5. Greeters for Groups of 10 or More: At least 30 minutes before a meeting or event begins, a representative from any group of 10 or more must stand at the front door of the building to identify and allow entry to participants and to direct the participants to the location of the meeting.
6. Fire Safety: At the beginning of your use of the building, you must familiarize yourself with the location of the fire exits. If you are the organizer of a group event, you are responsible for alerting all participants to the location of the fire exits. If a fire alarm sounds, everyone must evacuate the building immediately—no exceptions.
7. Food and Beverages in the Members Suite: Bottled water and ice are available in the refrigerators in the Members Suite (Rooms 104A-G). Paper cups and towels are also available in the Members Suite. Other food, beverages, and supplies will not be provided by the State Bar. You may bring food and beverages into the Members Suite provided the food and beverages are discarded and the room cleaned before you leave. If food or a beverage spills, you must notify the receptionist. If professional cleaning is required, you will be charged.
8. Food and Beverages in Rooms Other than the Members Suite: Permission must be obtained in advance from the Office Manager to have food or beverages in rooms in the building other than the Members Suite. Catered events are subject to special requirements and are addressed in a separate agreement. There are no kitchen privileges unless by prior, separate agreement.

9. AV Equipment: Our conference rooms and courtrooms that are equipped for AV projection onto LCD screens require a video output source with either an HDMI or VGA out connection. Microphones are also available. Because IT support will be limited, please plan to come in advance to connect and test equipment prior to use.
10. Wireless Access: There is wireless computer access throughout the first and second floors. Instructions for access can be obtained from the receptionist, the Office Manager or the IT Manager.
11. Technical Support: The IT staff of the State Bar will not provide assistance for any electrical or computer equipment that is not owned by the State Bar. The IT staff will explain State Bar equipment and will assist with set-up only if arranged prior to your meeting or event.
12. Assistance From Members of the State Bar Staff: The receptionist is glad to answer your questions as she is able while performing her other job functions. Please be respectful of the receptionist's first priority which is to answer telephone calls and monitor the entryway to the building. If the receptionist is unable to answer a question, she will contact a person who can. Other members of the staff are actively engaged in performing their own job duties; please do not ask our employees to make copies for you, move furniture, locate or provide supplies, get food or beverages, etc.
13. Office Supplies and Copies: Please bring any office supplies that you will need with you. They will not be provided by the State Bar. A copier/printer is available to visitors assigned to the Members Suite. Paper is in the cabinet below the printer. You will not be charged if you make less than 50 copies. You will be charged 5¢ per copy for copies of 50 or more. The number of copies made must be reported on a form found next to the copier. Please use the copier with care. If the copier is damaged, you will be charged.
14. Costs Incurred by the State Bar: Any costs incurred by the State Bar because of the use of the building by you or your group or organization will be charged to you or the organization.

I understand and agree to these conditions and requirements for use of the State Bar Building.

Individual: _____ [name]
 _____ [signature]
 _____ [date]

Group/Organization: _____ [name]
 _____ [name of representative]
 _____ [signature] _____ [date]

Contact Information
 Phone Number: _____

Email: _____