

Lycoming Law Association Room Rental Policy

Lycoming Law Association (“LLA”) has decided to make its rooms available for use both by LLA Members (“Members”) and by Non-Members.

Terms of Rental:

- 1) Members may use the rooms free of charge during business hours;
 - a. A reservation is necessary;
 - b. Applications may be obtained and submitted at the LLA offices;
 - c. The event must be completed and all guests must have left by the close of business hours, which for the LLA office is 9:00 AM – 3:00 PM Monday through Thursday, 9:00 AM – 1:00 PM on Fridays.
- 2) A rental fee is charged for use by Non-Members and by Members after business hours; “after hours” begins at 3:00 PM Monday through Thursday and 1:00 PM on Fridays. Rental fees are set forth below.
- 3) An application for use must be submitted, and upon approval, Renter may make a reservation with LLA to use the classroom or conference room.
- 4) An application or request for rental must be submitted at least 10 days prior to the anticipated event date. LLA reserves the right to deny any application or request for use if satisfactory notice is not given.
- 5) In the event that a reservation must be cancelled, notice of cancellation must be provided to LLA at least 24 hours prior to the scheduled reservation. If at least 24 hours’ notice is not provided, the LLA shall retain any fees collected in connection with that rental.

Administrative Provisions:

- 1) All fees must be paid in advance.
- 2) The term “event” as used in this policy is used to refer to any use of the LLA rooms; every use of the conference room or classroom, whether for a deposition, class, reception or mediation session, is an “event.”
- 3) Time necessary for set-up, decorating or other preparation must be done during the rental period.
- 4) There shall be no sale of alcoholic beverages.
- 5) LLA reserves the right to cancel a reservation prior to use and will return a Renter’s rental fee and deposit in that event.
- 6) LLA reserves the right to make additional conditions for use prior to approval of a room use application.

- 7) Members and Non-Members alike shall notify LLA as soon as possible of an event cancellation.
- 8) Failure to adhere to the terms of this Policy will jeopardize future access to the conference room and classroom.

Renter Responsibilities:

- 1) Renters are responsible for setting up tables, chairs and equipment as needed.
- 2) Renters will put away tables, chairs and equipment after their event.
- 3) Renters will return the room to the same condition it was in before the event.
- 4) All food and beverage must be removed from the room and the LLA Offices after the event.
- 5) Renters are responsible for any and all damage caused by them and/or their guests.
- 6) Renters shall not put any holes in the walls for any purpose; stapling or tacking to the walls is not allowed.
- 7) Renters shall not affix anything, for example with tape, to any painted wall.

Rental Rates:

- 1) Members: \$0.00 for use during business hours (Monday through Thursday, 9:00 AM – 3:00 PM and Friday 9:00 AM – 1:00 PM).
- 2) Non-Members: \$100.00 for full day rental of conference room, and \$150.00 for full day rental of classroom. All rentals shall take place between 9:00 AM and 3:00 PM Monday through Thursday and 9:00 AM – 1:00 PM on Friday.
- 3) Afterhours Rentals (Members & Nonmembers): Afterhours rentals may be requested through the Executive Director and must be approved by the Executive Committee. Cost for after-hours rentals shall be quoted by the Executive Committee on a case by case basis.