

HSBA CONFERENCE ROOM RENTAL GUIDE

(as of 04/01/2019) *HSBA Members & Law related organizations Only*

FOR MEETINGS

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|---|--|
| • HSBA-related Entities
(e.g. Volunteer Legal Services Hawaii, Hawaii Justice Foundation) | Free |
| • Lawyer Associations
(e.g. Native Hawaiian Bar Association, Hawaii Women Lawyers) | Free |
| • Law-related Entities
(e.g. Legal Aid, Honolulu Legal Secretaries Association, ALA) | Free |
| • Attorneys and Others (e.g. accountants, Lexis)
(can use for depositions and other activities where admission is not being charged to enter room) | \$50/hour (large)
\$25/hour (small) |
| • Use of laptop/LCD projector/television (each or all) | \$30/use |

FOR SEMINARS

Free Seminars for HSBA Members

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|---|-----------|
| • HSBA-Related Entities, Lawyer Associations Law-related Entities | Free |
| • Commercial Use (unless co-sponsored with HSBA) | \$50/hour |

Fee Charging Seminars

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|---|-----------|
| • HSBA-Related Entities, Lawyer Associations, Law-related Entities | \$25/hour |
| • Commercial Entities (seminar advertising is subject to approval by HSBA and must make clear that HSBA is not co-sponsoring) | \$75/hour |

ORDER OF PRIORITY FOR RESERVING CONFERENCE ROOM

1. HSBA Board, YLD, SCD, Committees, Sections
2. HSBA-related entities (e.g. VLSH, HJF)
3. Lawyer Associations (e.g. HWL, Native Hawaiian Bar Association)
4. Law-Related Entities (e.g. Legal Aid, Na Loio, Secretaries Association)
5. Attorneys
6. Commercial Entities

* Conference Room is available only during normal working hours and HSBA reserves the right to refuse use of our Conference Room.

* You are responsible for reading and adhering to the [Conference Room Rules](#).

* Please contact (808) 537-1868 to reserve a room or check on availability.

* **Default is Conference Room Layout: 24 seats around the table & 10 seats along back wall. May request Theatre Style Layout: 50 seats maximum.**