

# HSBA CONFERENCE ROOM RENTAL GUIDE

(as of 09/01/2015)

## FOR MEETINGS

- |   |  |
|---|--|
| • HSBA-related Entities<br>(e.g. Volunteer Legal Services Hawaii, Hawaii Justice Foundation)  | Free                                   |
| • Lawyer Associations<br>(e.g. Native Hawaiian Bar Association, Hawaii Women Lawyers)   | Free                                   |
| • Law-related Entities<br>(e.g. Legal Aid, Honolulu Legal Secretaries Association, ALA)   | Free                                   |
| • Attorneys and Others (e.g. accountants, Lexis)<br>(can use for depositions and other activities where admission is not being charged to enter room) | \$50/hour (large)<br>\$25/hour (small) |
| • Use of phone to place long-distance domestic calls  | \$5/hour (1 hr. min.)                  |
| • Use of microphone (up to 3 mics)  | \$30/use                               |
| • 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

- |   |           |
|---|-----------|
| • 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 or [shiraishi@hsba.org](mailto:shiraishi@hsba.org) to reserve a room or ask additional questions.