



**Welcome to
The Law Center**
525 W. Jefferson • P.O. Box 895 • Boise, ID 83701
Ph: (208) 334-4500 • Fax: (208) 334-4515



Name of Group: _____

Organizer: _____ Phone: _____ Fax: _____

On-Site Set-Up Person: ☐ We will provide. ☐ Please appoint a staff person to help us.

Purpose of Meeting: _____

Meeting Date(s): _____ Start Time _____ Estimated Finish Time _____

Number of Attendees: _____ Preferred Room: ☐ Conference Room ☐ Board Room ☐ Classroom

Check if you need: ☐ Easels ☐ Wipe-Off Board ☐ TV ☐ VCR ☐ Power Point Projector ☐ Other _____

Meeting Room Charge: ☐ No ☐ Yes - \$ _____

Fees may apply, see back for fee details.

Welcome to the Law Center. We are pleased to share our facility with you for your meeting. In order to have your meeting run as smoothly as possible, we would ask that you be aware of the following policies:

1. Available Rooms. The Law Center has three meeting spaces available. They are generally assigned on a first-come, first-served basis. In unusual cases we may need to move your meeting to a different room, but we will do our best to post signs notifying your people of the room change. We have the following spaces available:

a) Conference Room. The Conference Room is located on the first floor, and has a long meeting table and chairs. You can comfortably seat 18 at the table, and including wall space the room capacity is 30.

b) Board Room. The Board Room is located on the first floor, and has a long meeting table and chairs. The table comfortably seats 14, and including wall space the room capacity is 25.

c) Classroom. The classroom is located on the second floor, and can be arranged with 8-foot tables and chairs. The classroom capacity is 40 at tables, or 50 at chairs only.

2. Meeting Room Rental Rates. There is no meeting room charge (equipment rental fees may apply) to use Law Center meeting rooms for the following: Bar or Foundation affiliated groups; non-meeting use by individual attorneys; or case related meetings or depositions for pro bono legal cases.

3. Cancellation/Coordination. Please let us know as soon as possible if your meeting is cancelled. Fees will be refunded if notice of cancellation is received 48 hours in advance. You should notify the staff liaison to your group or notify the office receptionist.

4. Office Hours. The Law Center is open Monday-Friday, from 8:00 a.m. to 5:00 p.m. If your meeting involves hours other than those listed, it is your responsibility to make sure that an ISB/ILF staff member will be in the building at all times. Meetings without an ISB/ILF staff member being present are not permitted.

5. Services.

a) Photocopies. We can make a limited number of copies for you, at \$.10 per page. Please ask the front-desk receptionist for a copy form and she will find someone to help you make the copies. For larger jobs, the receptionist can identify some professional copy shops that are within several blocks of The Law Center.

b) Fax Machine. If you are expecting a fax transmission, just inform the receptionist. Our fax numbers are (208)334-4515 and (208)334-2764. We will send local faxes at no charge, or long distance faxes on your calling card.

c) Telephone. There are telephones in each meeting room which you are welcome to use. Please check the card on the phone for instructions. Our regular phones can be used as speakerphones. We also have a speakerphone available for rent. Long distance calls for non ISB/ILF affiliated groups are to be placed on a calling card or credit card.

d) Refreshments. We have water, coffee and tea in our kitchen, which we are glad to share, at no charge. If you have guests, please ask them not to use the kitchen as a waiting room, as the kitchen doubles as our employee lounge. We do not have food service capabilities, nor do we have a stove,

although you are welcome to use the microwave oven. If you wish to have lunch in the meeting rooms, many local restaurants will deliver. Prior to your meeting, you will need to make independent arrangements for payment and delivery.

e) Restrooms. Are located directly behind the front reception desk on the first floor and next to the elevator on the second floor.

f) Parking Lot. The Law Center has its own parking lot, to the west and behind the building. Spaces are first-come, first-served. If the lot is full, there are metered, two-hour spaces around the building. Be sure to check them regularly, as parking enforcement is vigilant!

g) Miscellaneous. We have easels, wipe-off boards, some extra chairs, and dishes. A TV/VCR and power point projector are available for rent. Please make sure to note your needs on this form.

6. Clean-Up. Please return the room to the same condition as you found it. For extra large amounts of trash, we have a dumpster located behind the building.

We are proud of the Law Center and are pleased to be able to share it with you. **Please let us know if we if you have any questions about the facilities or equipment.**

Please return the form to:

Receptionist, The Law Center
P.O. Box 895, Boise, ID 83701
or Fax to: (208) 334-4515

Fees

Meeting Room Rental Rates. There is no charge to use Law Center meeting rooms for the following: Bar or Foundation affiliated groups; non-meeting use by individual attorneys; or case related meetings or depositions for non fee generating legal cases. The following fee schedule applies to other meetings:

Type of Group	Board Room & Conference Room Fees	Classroom Fees
Non-profit organizations, governmental agencies	\$10.00 per hour (\$80 per day)	\$15 per hour (\$120 per day)
Non legal groups & meetings associated with fee generating legal cases	\$20.00 per hour (\$160.00 per day)	\$25 per hour (\$200 per day)

Equipment Rental Rates

Power Point Projector	\$50
Speakerphone	\$25
TV/DVD/VCR	\$25

Payment Information

_____ Payment enclosed _____ Payment will be made on meeting date ____ To be billed (subject to approval)

Make checks payable to: Idaho Law Foundation, Inc.

For credit card payments, please complete: () Visa () Mastercard Amount: _____

Cardholder's name as imprinted on the card: _____

Acct. No: _____ Expiration Date: _____

Credit card billing address: _____

Phone No. _____

Signature: _____

For office use only: Actual Start/Finish Time: _____ No. of Hours: _____

Authorization No: _____ Taken by _____

Date _____ Amount _____

() Cash () Check No. _____ (___ Personal ___ Firm)

Firm Name _____