

**LANCASTER BAR
ASSOCIATION**

**LETTER OF AGREEMENT
ROOM USE**

The Agreement, between THE LANCASTER BAR ASSOCIATION, 28 E. Orange Street, Lancaster, Pennsylvania, and _____(the attorney(s) who will be present, the "Occupant") is as follows:

1. Use of the Lancaster Bar Association board room (the "room") is granted for _____ on _____ from _____ to _____ for the following purpose: _____. In no event shall the use of the facility extend beyond 4:30 p.m. weekdays or occur on weekends.
2. The room shall be returned by the Occupant to the Lancaster Bar Association in the same condition as when possession was delivered to it. _____ shall oversee the set up and clean up of the room.
3. A rental fee of **\$80 for full day or \$60 for half day** is due 5 days prior to use of the room. If the foregoing amount is not received by such date, this Agreement shall automatically terminate.
4. Any costs incurred by the Bar Association for cleaning or repairs as a result of the use of the room by the Occupant will be reimbursed by the Occupant.
5. Any photocopying requested by the Occupant, of Bar Association staff, will be done time permitting and may be billed at cost.
6. The Occupant shall indemnify, defend and hold The Lancaster Bar Association harmless from and against any claim, loss, cost, or expense resulting from or arising out of its use of the room.
7. Refunds will not be issued for cancelled or rescheduled events unless notification of change is received at least seven (7) days in advance of the date for which the room has been reserved. If the Occupant cancels a reservation with less than seven (7) day notice, while the Lancaster Bar Association will not refund Occupant's reservation fee, the Lancaster Bar Association will allow Occupant to reschedule the reservation for a future date within the next nine (9) months of the original, cancelled date. The Occupant may apply the original reservation fee to the new, rescheduled reservation.

The parties hereto, intending to be legally bound, have executed this Agreement on the date set forth below.

Elijah R. Reed
Lancaster Bar Association

Date

Signature

Date

Print name

Position