



MBA Conference Room Use Form

The MBA is pleased to offer its conference room to members for professional law-related business when it isn't needed for MBA activities. Reservations are required and may be made up to one month in advance. Reservations may sometimes be made further in advance but are not guaranteed. Requests for use of more than one day require the approval of the Executive Director. Call 503.222.3275 to make arrangements.

Terms of Use

1. Hours for use of the conference room are 8:30 a.m. to 4 p.m. Monday-Friday.
2. Please include time to set-up and clean-up the room in your schedule.
3. Water is provided. Coffee may be brought in.
4. If you need to make copies of a document during your meeting, the MBA is able to provide copier services at no charge at a limit of 20 black and white pages. Availability of the copier is not guaranteed and must not interfere with MBA business.
5. The MBA is released from any type of liability.

Please complete and sign below, indicating that you agree to abide by the above terms of use.

Date of use _____
Beginning Time _____ Ending Time _____
Name _____
Firm _____
Address _____
City/State/Zip _____
Phone _____
Signature _____

After confirming your reservation with MBA staff, return completed form to mba@mbabar.org or fax 503.243.1881
Questions? Call us at 503.222.3275