



AKRON BAR ASSOCIATION
ROOM RESERVATION REQUEST

Name: _____

Phone: _____ Email: _____

Akron Bar Member? Yes No

Requested Meeting Date: _____ Time: _____

Number of People Attending: _____

Purpose of Meeting: _____

(client meeting, deposition, hearing, etc.)

ABA Members may reserve rooms at no charge.

Non-Members will be charged a rental fee starting at \$100.00 per half-day.

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The Bar Office is open Monday-Friday, 8:30 a.m.-5:00 p.m. Meetings must conclude by 5:00 p.m. **Meetings held after hours will be charged an additional \$25 per hour staffing fee.

Payment must be submitted with this completed form before a room will be reserved.

Cancellation must be received by noon the business day prior to the meeting or the payment will be forfeited.

Although there is no rental fee for members, cancellations not made by noon on the prior business day will be charged a \$100.00 cancellation fee.

Please contact Caroline Kirkner at (330) 253-5007 or carolinek@akronbar.org with any questions or concerns.

Return completed form with payment to:
Akron Bar Association
57 South Broadway
Akron, OH 44308