

# STANISLAUS COUNTY LAW LIBRARY CONFERENCE ROOM POLICY AND PROCEDURES

There are two conference rooms available for public use. These rooms may be reserved for court related activities during regular business hours for use by judges, members of the State Bar, and by self-represented litigants. Students may also book conference room space. Approved use may include arbitrations, mediations, depositions, 4-way meetings, attorney-client meetings, study groups, and administrative hearings. The library facility shall not be used in lieu of an office for the practice of law or other professional or business activity, including the teaching of classes. After hours, the Stanislaus County Bar Association, LeGals, and other Stanislaus County legal related organizations may reserve use of the conference rooms and library building.

A staff member at the Law Library must be contacted during business hours in order to reserve a conference room. Conference rooms will be reserved on a first-come-first-serve-basis. A conference room will be reserved upon payment of the fee. A reservation made without payment will be honored up to seven (7) days to await payment. The fee shall be paid prior to commencement of the scheduled event. The fee is non-refundable, even if the scheduled event is canceled or there is a no show. However, if a request to reschedule an event is received prior to the day originally set, the fee will be applied to the new date. Contact a staff member at the Law Library during business hours or send a fax to cancel a scheduled event. Messages on the Law Library's answering machine will not be accepted for scheduling, rescheduling, or canceling an event. A reservation may be lost to another party if the party that reserved the conference room is more than thirty (30) minutes late. Payments by check or cash only. Returned checks are subject to a processing fee of \$20.00.

A speaker phone is provided exclusively for incoming calls or long distance calls charged to a credit card or a calling card. Under no circumstances will the Law Library accept financial responsibility for phone charges. A TV/VCR is also available for use in conference room "A".

***Fee arbitrations conducted by the Stanislaus County Bar Association will not be subject to the room fee. A party to the action must provide library staff with a copy of the "Notice of Appointment of Arbitrator" or "Notice of Hearing" to qualify for the fee waiver.***

There are no kitchen facilities. Food and beverage is permitted, however, the conference room users are responsible for clean up.

## FEE SCHEDULE

	<b>Half Day</b>	<b>Full Day</b>	<b>Seats</b>	<b>Equipt</b>
<b>Conference Room A</b>	\$50	\$80	8-10	TV/VCR/phone
<b>Conference Room B</b>	\$50	\$80	4-6	phone

1101 13<sup>th</sup> Street Modesto, California 95354 (209) 558-7759

*Adopted May 1, 2002 by the Stanislaus County Law Library Board of Trustees;  
Amended November 6, 2002, February 4, 2004, May 18, 2005*