



**CONFERENCE ROOM RENTAL AGREEMENT**  
**AVAILABLE FOR LEGAL USES ONLY (DEPOSITIONS, ARBITRATIONS, ETC.)**

**MON - FRI: 9:00 AM TO 4:45 PM**

1. Renter's Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Firm: \_\_\_\_\_ Email: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Date Needed: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (include setup/break down)
5. **Room size/Rate:**
  - ☐ **Conference room, seats 5–6 at table:** \$30/hour Conference phone, Internet access, natural light from window
  - ☐ **Board room, seats 12–14 at table:** \$40/hour Accommodates extra seating; conference phone, credenza, Internet access, natural light from windows
  - ☐ **Kurt W. Melchior Seminar room: seats 40–60:** \$50/hour Flexible layout to meet renter's needs; spacious room, floor to ceiling windows on 2 sides; auditorium, classroom seating; projector/screen; podium, Internet access; conference phone, side tables.
6. Number of Attendees: \_\_\_\_\_ Extra supplies: Water - Pitcher and # glasses \_\_\_\_\_ ; Easel
7. **Reservations & Payment:** Fees must be paid in full at the time of making the reservation, by credit card, check or cash. A reservation is not secured until the Rental Agreement and all fees are received. Rates are per hour; partial hours are charged as a full hour. Drop-ins may rent the rooms upon availability and full payment of fees prior to use. There are no refunds for partial hour use. Fees may be waived for legal pro bono activities if the attorney is not paid. Renters are responsible for payment of all usage time, including any time necessary for setup and breakdown, and for any damage or extra cleaning. Room configurations or extra supplies must be requested at the time of the reservation or no less than 24 hours in advance. Renter agrees to act in accordance with all Library policies.
8. Credit Card Info: Visa MasterCard Discover - Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Name on Card: \_\_\_\_\_  
Card billing address: \_\_\_\_\_
9. **Cancellations: Cancellation must be received by phone (554-1772) 48 hours (2 days) prior to the event in order to receive a refund of all monies paid.** Cancellations received less than 2 days prior to the event will incur a \$20 cancellation fee. The Library reserves the right to change or cancel reservations if an emergency or extreme situation occurs, or if a special program intervenes. In such case, as much notice as possible will be given. If the Library cancels a reservation, renter will receive a full refund of all fees paid.
10. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Email or Fax RENTAL AGREEMENT to [sflawlibrary@sfgov.org](mailto:sflawlibrary@sfgov.org) or 415-863-4022. More info, call 415-554-1772.**