

Texas Law Center Meeting Room Policy
As passed by SBOT Board on June 25, 2008

3.12.03 Meeting Rooms. The meeting rooms at the Texas Law Center will be reserved for State Bar business and activities and for members of the State Bar. Permanent meeting rooms and their seating capacities are:

Floor P1: Governor Bill & Vara Daniel Conference Room – seating capacity 12

1st Floor: Stewart Morris Board Room - seating capacity 13 – 40

1st Floor: Hatton W. Sumners Room - seating capacity 13 – 150

1st Floor: Room 102 - seating capacity 12

1st Floor: Room 103 – seating capacity 12

2nd Floor: CDC Conference Room #1 - seating capacity 10

2nd Floor: CDC Conference Room #2 – seating capacity 10

3rd Floor: Room 330 - seating capacity 8

4th Floor: Room 410 – seating capacity 16

4th Floor: Room 437 – seating capacity 8

4th Floor: Room 438 - seating capacity 6

5th Floor: Room 528 – seating capacity 8

6th Floor: Room 603 – seating capacity 17

The President, Executive Director and Deputy Executive Director are authorized to allow any law-related organization to meet in the Law Center on such terms and conditions as are deemed appropriate:

A. Meeting rooms on floors 1 and P1 shall be available for use by members of the State Bar, local bars and law-affiliated groups. These groups shall be booked on a first-come, first-served basis no more than seventy-five days in advance.

B. All meeting rooms in the Law Center shall be available for use by the State Bar Board, Sections, Committees and staff departments. Rooms may be reserved no more than one year in advance.

C. Meeting rooms scheduled on floors 3 – 6 may include non-staff members, but must be scheduled by staff and staff must be in attendance. Any staff member may schedule a meeting for any floor whether or not their office/work station is on that floor.

D. Food and drinks may be consumed in any meeting room except the Stewart Morris Board Room as specified below. Facilities staff will provide drink set-ups for meetings on floors P1 & 1. Meeting coordinators will be responsible for drink set-ups for meetings on floors 2-6. Soft drinks, bottled water and coffee packets may be obtained from the P1 supply store with advance notice of at least two hours.

E. Except for State Bar Officer and Board Committee meetings, meetings in the Stewart Morris Board Room: shall only be scheduled for meetings having in excess of 12 participants; must have the approval of the Executive Director or Deputy Executive Director; food consumption, if any, must take place in the lobby; drinks are allowed as long as coasters are used; and AV equipment must be operated by a qualified staff member with staff time charged at \$30/hour.

F. Parking must be arranged by the meeting's coordinator at an off-site location since parking can't be guaranteed in the Law Center parking garage. Staff and non-staff members with parking badges may always park in the Law Center parking garage. There are eight visitor parking spaces on the west side of the Law Center that are intended for those having "drop-in" business at the Law Center.

G. Use of meeting rooms is permitted only if the number of occupants and their conduct are not disruptive of business use and the activities of others in the building. Activities must not violate any law, regulation, rule or policy, nor constitute a nuisance, hazard or building use problem in the opinion of the Executive Director and/or the Director of Purchasing and Facilities.

H. All furniture is permanent and must not be moved except by authorized personnel.

I. Any audiovisual equipment needed for the meeting must be listed on the meeting request form.

J. No personal events (weddings, showers, etc.) are to be booked in the meeting rooms. Receptions and events connected with employment, retirement or judicial appointments may be held in the meeting rooms.

K. No meeting shall be scheduled to extend past the regular business hours of the Texas Law Center without prior written authorization from the Director of Purchasing and Facilities. Regular business hours are 8:00a.m. – 5:00p.m. Monday through Friday and 8:00 a.m. – 12:00 noon Saturdays.

L. All meeting rooms are smoke-free areas. All weapons and firearms are prohibited on the premises of the Texas Law Center.

COST SHEET FOR LAW CENTER MEETINGS:

- SODAS: \$.70 EACH
- COFFEE: \$5.00 A POT
- BOTTLED WATER: \$.50 EACH
- SECURITY GUARD: \$35.00 HR. (CHARGED ON WEEKENDS ONLY)
- LUNCH CHARGES BASED ON CATERER AND MENU SELECTIONS. (Typically range from \$12 to \$18 per person)

TO: All State Bar staff meeting coordinators
RE: VISITOR PARKING at the TEXAS LAW CENTER

As of May 2010, the Texas Law Center underground parking, *all spaces on all levels*, are badge-only access. Meeting Planners are responsible for determining alternative parking for those attending their meeting. Meeting Planners should also inform the front desk of where their attendees should be parking.

West Side Surface Lot: Due to the number of visitors to the Law Center, the west-side surface lot will be reserved for only those visitors who will spend (30) thirty minutes or less in the building.

Metered Spaces on East Side: The metered spaces on the east side of the building (by the flags) can be utilized by drop-in visitors who do not mind paying a meter OR the meters can be reserved should you have a small meeting in the building. To reserve the metered spaces for your meeting you must contact Chris Currens at 512-463-8594 or fax the reservation request form to 512-475-3366. Cost to reserve is \$8 per day per meter, and must be **arranged 72 hours in advance**. All meters in the Capitol Complex are available to rent. Note: Metered spaces are free on Saturday and Sundays.

Nearby Parking Garages: For larger meetings it is suggested that you inform your attendees of the various nearby parking options. The closest parking garage is the Wells Fargo Bank at 400 W. 15th Street. Entrance to the parking is on Guadalupe Street. The State Bar account will be charged \$2 for every half hour with a \$10 maximum. The attendee must have their parking ticket validated by the meeting planner or they will be charged the regular parking price. (\$2.50 for every half hour with a \$12.00 maximum.) Remember to notify all attendees to bring the parking tickets to the Meeting Planner to be validated. The validation stamp must have "**STATE BAR OF TEXAS**" on it. The person validating the tickets **must also write the department name or coding on the ticket**. Central Parking will send Purchasing copies of all validated tickets at the end of each month for payment. Contact Ann Nunez at ext. 6810 or Central Parking at 512-474-1530 for additional information.

Also nearby is the Capitol Visitors garage, 1201 San Jacinto Avenue, at \$6 per day maximum. No validation is available at this location.

All State Bar staff who arranges meetings of any size at the Law Center must inform attendees of the options and costs of parking. All SBOT Meeting Planners must confirm the parking arrangements and policies with any offsite Meeting Coordinator.

Please be mindful that visitors to the Center, whether for a short visit or a meeting, should be well-informed as to our parking policy so that we have a minimum of confusion as we transition to our new parking plan.

NOTE: For security requirements - all requests to park in the Texas Law Center underground garage during Saturday meetings must be approved by Executive.

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# Parking at the Texas Law Center

## Parking Alternatives

**Due to limited parking spaces at the State Bar Law Center, parking spaces are no longer being allocated in the parking garage for meetings. Please notify the attendees about these parking options before the meeting:**

**Capitol Visitors Parking Garage** located at San Jacinto, between 12th and 13th Streets. Telephone number is **512-305-8400**. This garage fills quickly, particularly during the legislative session.

**Moody Bank Building Parking Garage** at 400 W. 15th Street. The entrance to the garage is at 16th and Guadalupe streets. Telephone number is **512-320-8900**

### **Taxi**

Visitors are encouraged to take a taxi from the airport. The cost of a taxi from the airport to the Law Center is about \$25.

**Handicap Parking:** While the Texas Law Center provides handicap parking for properly identified handicap vehicles, such spaces are available on a first-come, first-serve basis.

### **Taxi Cabs**

Visitors are encouraged to take a taxi from the airport. The cost of a taxi from the airport to the Law Center is about \$25.

**Yellow Cab** – 512-452-9999

**Austin Cab** – 512-478-2222

**Handicap Parking:** While the Texas Law Center provides handicap parking for properly identified handicap vehicles, such spaces are available on a first-come, first-serve basis. Please notify Security upon arrival that you need to use the handicap parking.