

OKLAHOMA BAR CENTER HOUSE RULES

The following are adopted by the Board of Governors of the Oklahoma Bar Association as House Rules of the Oklahoma Bar Center governing the use and occupancy of the building, grounds and facilities at 1901 North Lincoln Boulevard, Oklahoma City, Oklahoma, and general rules regarding the maintenance and supervision of the building and contents, consistent with the purpose of the Oklahoma Bar Association.

I.

Use of Building and Facilities

1. **GENERAL.** The Executive Director, under the direction of the Bar Center Facilities Committee appointed by the Board of Governors, shall be in charge of the building, grounds and facilities and shall have the power to grant or deny the use of the building, grounds and facilities, subject to these rules.

2. **HOURS.** The building and facilities shall be open from 8:30 a.m. to 5:00 p.m. Monday through Friday. Special permission shall be obtained from the Executive Director for use of the building and facilities outside of regular hours.

3. **AUTHORIZED USE.** Only members of the Oklahoma Bar Association; committees and sections of the Association; Oklahoma Bar Foundation; Board of Bar Examiners; and law related groups or organizations shall be permitted to use the building, grounds and facilities.

4. **CHARGE FOR USE OF BUILDING.** The authorized use of the building for a revenue generating purpose shall be charged for the use of the building at a charge fixed by the Executive Director based on the prevailing rates for the use of similar commercial space and facilities.

The authorized use of the building for a non-revenue generating purpose shall be subject to a cleanup charge at the discretion of the Executive Director.

5. **MEETING ROOMS.** The use of all rooms and facilities in the building shall be subject to assignment by the Executive Director. Insofar as meeting rooms are available, they shall be assigned in order of application, except that the Board of Governors and the Trustees of the Oklahoma Bar Foundation shall have priority at all times for the use of the rooms. The use or assignment of any room or facility may be canceled by the Executive Director.

6. **REQUESTS FOR USE.** All requests for use of the building and facilities, including use outside of regular hours, shall be made to the Executive Director as far in advance of the meeting date as possible.

7. USE OF ROOMS. Any member, group, committee or section assigned the use of any room or facility shall be responsible to see that such use is in accordance with these House Rules and that such use shall in no way interfere with the comfort or convenience of other persons using the building or be contrary to the dignity and purposes of the Association.

8. LIBRARY. All books, including periodicals and other publications, in the library shall be available for use only in the Center. They shall be appropriately marked as property of the Center.

9. PLACE OF BUSINESS. No person shall use any part of the Center as a regular office or place of business. Employees shall not be available for private work.

10. TELEPHONE PRIVILEGES. Persons using the facilities of the Center may use the telephone for local calls subject to availability of a telephone and line. Long distance calls may be placed collect or on a credit card. No personal long distance calls shall be placed unless the caller arranges and pays for such calls through the receptionist.

11. USE OF PHOTOCOPIER AND FAX MACHINE. The use of photocopy machines and, FAX machines for non-association purposes shall be subject to a reasonable charge as determined by the Executive Director.

12. BEVERAGES AND FOOD. All food and beverage service for group meetings or events, including committee or section meetings, are to be coordinated through the Executive Director or his/her designee. The Director of Continuing Legal Education is authorized to arrange for food service for CLE events in Emerson Hall and Room 131. Every person or group eating and/or drinking in the Bar Center is responsible for properly disposing of all waste. Any person or group that does not properly dispose of waste, serves food that is noxious in odor, is not sanitary in food handling or storage, or causes damage to the Bar Center or its furnishing in the serving, eating or disposing of food or beverages may be barred from eating and drinking in the Bar Center; or be limited to such areas as may be designated by the Executive Director. Staff members are encouraged to eat meals in the Employee Break Room. Emerson Hall may also be utilized for staff dining when not otherwise occupied. Staff members may consume food and beverages in their offices subject to the conditions set forth above. Committees, sections or other groups meeting in the Bar Center that request food service are to be assigned Emerson Hall or Room 131. Consumption of food in any other meeting rooms, public areas or any other location in the Bar Center must be approved by the Executive Director.

13. SMOKING POLICY. The Oklahoma Bar Center is a "smoke free building." Smoking will be permitted outside the Bar Center. Receptacles will be provided for discarding cigarette butts.

14. PARKING. Members may park in the parking area while on business at the Center when space is available. Parking privileges shall not be granted to persons other than members, employees and guests of the Association or Foundation. The Executive Director shall post signs and use such other means of control as may be

necessary to maintain reasonable parking facilities for the automobiles of persons coming to the Center on official business of the Association or Foundation.

15. **LOSS OF PROPERTY.** Neither the Center nor the Association shall be responsible for the loss of or damage to property on the premises or in the Center, whether the same shall be received by any employee or left on the premises or in the building.

16. **KEYS.** Keys to doors in the building will be made available only to persons designated by the Executive Director.

17. **FIREARMS.** Firearms are not permitted in the Bar Center Building, except by law enforcement officers or CLEET-certified persons. Any person who violates this policy may be permanently excluded from the Bar Center.

18. **SIGNAGE, HANGINGS, PAMPHLETS, POSTERS AND OTHER ITEMS IN PUBLIC AREAS.** The placing, hanging, posting or otherwise leaving signage, pamphlets, posters or other items in the lobby, halls, atrium, elevators, landing, foyers, break rooms, and rooms utilized for general membership or public meetings must be first approved by the Executive Director. Temporary directional signs or signage that is posted for a specific event may be allowed as long as its content is limited to a specific event, is not posted more than 24 hours before the event and will be removed at the conclusion of the event.

No signage, hangings, posters, banners or other item may be affixed to any walls, doors or painted surfaces without approval of the Executive Director, with the exception of the Board of Bar Examiners being allowed to affix Bar Examination results on the glass panels in the atrium and meeting notices posted by the Council on Judicial Complaints.

No information may be placed for public view at any location at the Oklahoma Bar Center which advocates or advertises any religious doctrine or political party or candidate for office.

II

Maintenance of Building and Facilities

1. **MAINTENANCE.** Maintenance and cleaning of the building and facilities, including furniture, fixtures and equipment, lawn care, snow removal and upkeep of the premises, shall be under the jurisdiction and shall be the responsibility of the Executive Director, subject to the direction and approval of the Bar Center Facilities Committee. It shall be the responsibility of the Executive Director to see that the building and facilities are at all times maintained in a state of order and cleanliness so as to reflect credit upon, and maintain the dignity of, the Association.

2. **INVENTORY.** The Executive Director shall maintain a current inventory of all furniture, fixtures and equipment, all library books and any and all other personal property of the Center, with the cost of each item and the date of acquisition.

III

Enforcement of House Rules

The Bar Center Facilities Committee and the Executive Director are authorized to take such action as may be necessary to enforce the House Rules and any amendments thereto, and to insure that the Center is used only for the purpose for which it was created.

IV

Report and Recommendations

The Bar Center Facilities Committee and the Executive Director shall annually, and more frequently, if appropriate, submit to the Board of Governors and Trustees a written report and recommendations on the operation, use, maintenance and protection of the Center and its facilities, and on expenditures and budget requirements.

V

Amendments

These House Rules may be amended at any time by action of the Board of Governors at any regular or special meeting.

Approved:

Revised: April 15, 2000 – Section I, Para. 17

Revised: July 16, 2004 – Section I, Para. 18

Revised: May 23, 2008 – Section I, Para. 12