

REQUEST NO-FEE CONFERENCE ROOM TO
MEET WITH A CLIENT*

Today's Date _____

Member Name _____

Member Address _____

Member Work Phone _____ Member Home/Cell Phone _____

Member Email _____

Client Name _____

DATE & TIME REQUESTED _____

Time In: _____

Time Out: _____

1. Members may request a room in writing no more than 1 month in advance of date needed. If space is available, reservations are honored on a first come, first served basis. However a Member who has not utilized this No-Fee Conference Room benefit in the prior month will receive priority over a Member who has already utilized this benefit.
2. Members may apply for use of a NYCLA Conference Room for up to 2 hours during approved NYCLA hours. Additional hours may be requested, and requests for additional hours will be contingent upon space availability.
3. Room use is restricted to appropriate legal business.

CERTIFICATION: *I certify that I do not have access to a conference room to meet with my client and affirm my need for free use of NYCLA space.

Signature _____ Date _____

PLEASE EMAIL COMPLETED APPLICATION TO DKOSANOVICH@NYCLA.ORG