

## 2024 Facility Rental Fees

The ECBA facility rates listed below are for spaces during normal ECBA business hours (this does not include weekends, holidays or the cost of overtime for staff). They include use of the specific space reserved, available AV equipment, parking, coffee/tea/water/soda, WiFi, and limited photocopies if needed. Breakfast and/or lunch can be ordered at an additional cost.

**Room(s) available:** Large Conference Room (Board Room), wheelchair accessible, accommodates 16 people  
Medium Conference Room (Lawyer's Lounge), accommodates 6-8 people  
Small Conference Room, accommodates 6 people  
Will and Mary Schaaf Education Center, wheelchair accessible, accommodates 40 people

### ECBA Member Fees – Headquarters:

*Person reserving the room must be present for meeting.*

- Meeting with handicapped client, no cost
- Deposition, no cost
- Arbitration (panel chair is an ECBA member), no cost
- Mediation (includes up to 3 rooms), \$125.00 – four hours or fewer
- Mediation (includes up to 3 rooms), \$175.00 – five to seven hours
- Zoom conferencing (minimum 1 hour), \$100.00/hour

### ECBA Member Fees – Schaaf Education Center:

- Meeting with handicapped client, no cost
- Deposition, no cost
- Arbitration (if panel chair is an ECBA member), no cost

### Non-Member Fees – Headquarters:

- Deposition, \$100.00 – four hours or fewer
- Deposition, \$175.00 – five to seven hours
- Arbitration (panel chair is non-member), \$100.00 – four hours or fewer
- Arbitration (panel chair is non-member), \$175.00 – five to seven hours
- Mediation (includes up to 3 rooms), \$125.00 – four hours or fewer
- Mediation (includes up to 3 rooms), \$175.00 – five to seven hours
- Zoom conferencing (minimum 1 hour), \$150.00/hour
- External organization meetings/events, \$100.00 – four hours or fewer
- External organization meetings/events, \$175.00 - five to seven hours

### Non-Member Fees – Schaaf Education Center:

- Deposition, \$100.00 – four hours or fewer
- Deposition, \$175.00 – five to seven hours
- Arbitration (panel chair is non-member), \$100.00 – four hours or fewer
- Arbitration (panel chair is non-member), \$175.00 – five to seven hours
- Educational programming/meetings/events, \$200.00 – four hours or fewer
- Educational programming/meetings/events, \$300.00 - five to seven hours

**Cancellation Policy:** Members will be charged \$25 for room set-up if cancellation is less than 24 hours in advance of scheduled use. Non-members will not receive a refund if cancellation is less than 48 hours in advance of scheduled use.

**Contact the ECBA office at 814-459-3111 or email [capalicia@eriebar.com](mailto:capalicia@eriebar.com).**