



The Jacksonville Bar Association

841 Prudential Drive, Suite 1320 ~ Jacksonville, FL 32207
(904) 399-4486 (904) 399-4854 (fax)
Business Hours: Monday – Friday 9 a.m. – 5 p.m.

Room Rental Policy

JBA Members: One time free half-day usage for either the large or small conference room. Regular price: \$50 for each half day and \$100 each full day for use of any or all rooms.

Non-Members: \$100 per half day and \$200 each full day for use of any or all rooms.

Room Rental Fees: Due at time of usage.

Deposit Return Policy: There is a \$50 deposit required (check preferred). The check will be held in the office and returned upon receipt of the room rental fee.

Cancellation Policy: Room deposit fees will be returned with five (5) business days cancellation notice.

Rooms are available during business hours only. If the room is occupied past 5:00 p.m., a fee of \$25 per hour will be charged in addition to the rental rate. A minimum fee of \$10 will be charged for use of the copier, soft drinks and water for a half day, \$25 for the full day.

Due to the high volume of calls received by the association, usage of JBA phones is not allowed.

Visitor Parking: Parking will be available at a reduced rate (\$1.00 per half hour; \$5.00 per day maximum) in the parking garage attached to the Aetna Building at 841 Prudential Drive. Parking tickets must be validated at the security desk.

A Bistro style cafeteria and a snack/coffee bar are located in the building.

Room reservations will be confirmed upon receipt of deposit. We accept check, Visa & Mastercard.

Reservation Request: Please submit the following information to the JBA office.

Contact Information: _____

Member **Non Member**

Dates Requested: **Begin Date**_____ **End Date**_____

Which room(s) would you like to reserve?

Large Conference Room (holds 15-18 people) _____

Small Conference Room (holds 6-8 people) _____

President’s Office, not available Tuesdays (holds 3-4 people) _____

Method of Payment: **Check**_____ **Visa**_____ **MC**_____

Card #: _____ **Exp:** _____ **3 Digit Security Code:** _____