



QUEENS COUNTY BAR ASSOCIATION

90-35 148th Street, Jamaica, New York 11435 • Tel 718-291-4500 • Fax 718-657-1789 • WWW.QCBA.ORG

Room Reservation Request and Attestation

I attest that I and all persons accompanying me for my conference room reservation have been fully vaccinated for Covid-19. Fully vaccinated is defined as having two doses of the Pfizer or Moderna vaccine or one dose of the Johnson & Johnson vaccine, and at least two weeks have elapsed since receiving the final required vaccine. I further attest that I and all persons accompanying me for my conference room reservation have not received a positive test for Covid-19 within the past 14 days.

Each visitor to the QCBA building will be required to show his/her vaccination card, New York State Excelsior Pass, a green Attorney/Agency Pass issued by the New York State Unified Court System or other federal or state issued proof of vaccination. Each individual entering the building must have his/her own proof of vaccination. All visitors are also required to wear a face mask covering his/her nose and mouth in all common areas of the building, including but not limited to hallways, stairwells, restrooms and the law library. Masks may be removed within the confines of your conference room if all parties in the room agree to do so.

Any individual who fails to abide by these rules may be asked to leave the building and your ability to reserve a conference room in the future may be restricted.

Rooms may be reserved by attorneys in three hour time slots – either 9:30 am-12:30 pm or 1:00-4:00 pm. Conference rooms will be disinfected prior to each time slot. QCBA members may reserve rooms at no charge. The charge for non-members is \$250 per half-day slot or \$450 for a full day. You may reserve both time slots in the same day if required. We will contact non-members for payment, which must be made prior to your reservation date.

Attorney Name: _____ Attorney Signature: _____

Reservation Date: _____ Time: _____ Est. # People: _____
(9:30-12:30 or 1:00-4:00)

This acknowledgement must be signed and returned to us via fax (718-657-1789) or email (jruiz@qcba.org) at least 72 hours prior to your reservation date and time.

Submission of this form does not guarantee room availability and is not a confirmed reservation. Rooms are assigned on a first-come, first-served basis. All reservations will be confirmed within 24 hours of receipt of this form.

OFFICE USE ONLY:

Reservation Date: _____ Time: _____ Room: _____ Confirmed: _____