



147 West Market Street • Warren, Ohio 44481 • 330.394.5600

Conference Room Reservation Policy

The use of the conference rooms neither constitutes an endorsement nor recommendation by The Raymond John Wean Foundation of any organization's beliefs, policies or programs. The Foundation reserves the right to waive or change its conference room policy and fees.

Revised 1/24

Located in the Historic District surrounding Warren’s Courthouse Square, we are pleased to extend the use of our facility to the community. As a way to preserve the historic nature of the building and significant restoration efforts, the Foundation has set the following policies.

Policies for Use of Conference Rooms

- 1. Eligibility for Use of Conference Rooms:** Conference rooms are available for use by local nonprofit, civic organizations and public entities. When not scheduled for Foundation purposes, they are available on a first come first served basis. **We do not permit commercial use, parties, fundraising events, events where fees are assessed, political events, lobbying events or religious/sectorial ceremonies.**

In the rare instance when a cancellation becomes necessary the organization will be notified as far in advance as possible, so that other arrangements may be made.

- 2. Availability of Conference Rooms:** The Foundation’s general policy is to accept conference room requests up to 90 days in advance and no later than two (2) weeks prior to the requested date. No long-term or month-to-month agreements for the usage of rooms will be made. An organization is eligible to use conference rooms up to four (4) times per calendar year (January 1 – December 31). Rooms are available:

Monday - Friday 8:00 a.m. - 8:00 p.m.
Saturday 8:00 a.m. - 5:00 p.m.

- 3. Cost:** The Hatch is free of charge. The usage fee to reserve the Western Reserve Room covers normal cleaning expenses incurred for the event.

The Foundation reserves the right to charge for any damage or extra cleaning costs that arise from use of space. An organization may not incur any expense or liability to the Foundation (i.e. long-distance phone charges, parking, security, etc.).

FEE SCHEDULE			
Organization Annual Budget	Up to 4 hours	Up to 8 hours	After hours fee
Up to \$100,000	\$0	\$0	\$50
Over \$100,000	\$75	\$125	\$50
Events outside of Foundation business hours (Tuesday-Friday, 8 a.m. – 6 p.m.) are subject to standard fees + after hours fees. No Sunday usage.			

4. **Reserving a Conference Room:** To complete the online Conference Room Request Form, visit weanfoundation.org/book-conference-room. If assistance is needed, please call 330.394.5600 x100.

Foundation staff will contact the organization within 48 hours after receiving the Conference Room Request Form to initially confirm reservation.

The following will then be emailed to the organization's representative: Day of Event Procedures, an invoice and requests for a certificate of insurance and any promotional materials. **Advertising materials must be reviewed and approved by Foundation staff before finalizing the reservation.**

The representative is encouraged to perform a walkthrough to confirm setup one (1) week in advance.

Payment must be received within ten (10) days from invoice date or reservation will be released.

Any organization that is using the conference room on days that are not consecutive may not store materials in the conference room(s). If the event is on consecutive days, materials may be stored in the conference room(s). Any materials left unattended are the responsibility of the organization's meeting/event attendees.

5. **Western Reserve Room Insurance Requirements:** User shall provide and maintain, at its expense, Commercial General Liability Insurance from an insurance company authorized to transact business in the State of Ohio and subject to suit in Ohio.

A CERTIFICATE OF INSURANCE shall be provided naming The Raymond John Wean Foundation 147 West Market Street LLC and Farmers National Bank as certificate holders and **MUST** be listed as **ADDITIONAL INSURED**. For use of The Raymond John Wean Foundation facilities that include a request for bar services and alcoholic beverages are to be provided, one million dollars (\$1,000,000) for host liquor liability coverage must be added and included as part of the insurance coverage.

The Foundation office must receive the certificate of insurance **no later than ten (10) days** prior to the event.

Your organization hereby agrees to release, hold harmless and indemnify the Foundation from all claims, suits, damages and expenses including attorney's fees, arising from the use of The Raymond John Wean Foundation meeting space by the organization, its members, participants, guests or invitees.

6. **Cancellations:** Are required no later than five (5) working days prior to the event, failure to do so will result in forfeiture of payment and may prevent the organization from future use of the space.
7. **Catering:** The Western Reserve Room offers a catering kitchen with warming ovens, microwave, ice maker and refrigerator. All other catering materials including tablecloths, plates, napkins, eating and serving utensils, cups, décor, etc. must be provided by your organization. The Foundation encourages the use of local caterers consistent with our values. Alcoholic beverages may only be provided by those caterers who hold the required license, which must be provided.
8. **Decorations:** The following, or similar items, are not permitted on Foundation premises: Open flames, smoke machines, hanging lights, glitter, confetti, sparklers, live animals or weapons of any kind. Decorations require prior permission from the Foundation. The following are not allowed to be placed on walls: Tape, thumb tacks, putty or any other item that may damage or affect the appearance of the wall when removed.

- 9. Parking:** Parking is available at the organization's or its participants' expense in the Franklin Street Parking Deck or street parking on Courthouse Square. For more information, visit <https://www.weanfoundation.org/contact/#parking>.
- 10. Mailings and Media Releases:** To avoid confusion with The Raymond John Wean Foundation, sponsored events and activities, the Foundation's phone number may not appear on advertising and mention of the Foundation may only appear in reference to the building and/or room location. All advertising of the event and signage must clearly state, "the use of the conference room neither constitutes an endorsement nor recommendation by The Raymond John Wean Foundation of any organization's beliefs, policies or programs."
- 11. Security:** The Foundation does not provide professional security. A Foundation representative will remain onsite and will secure the building before and after your event. If required, additional security is the responsibility of the organization.

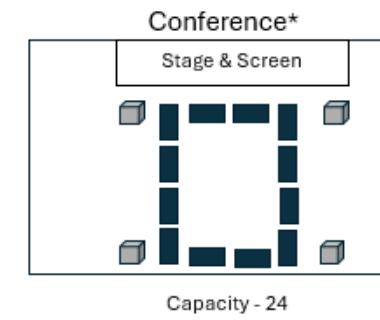
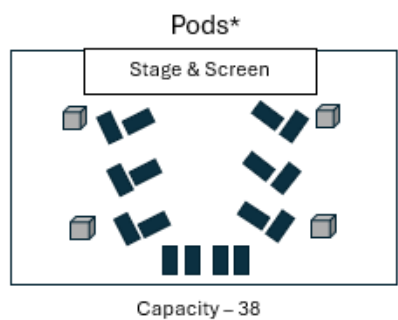
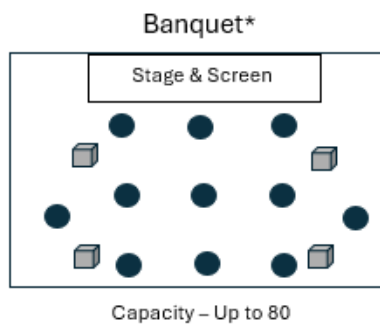
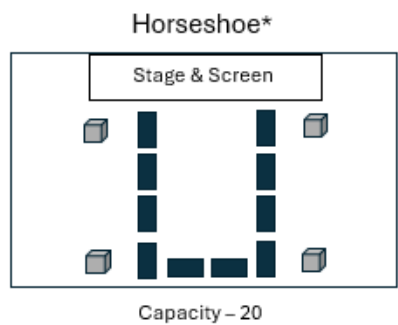
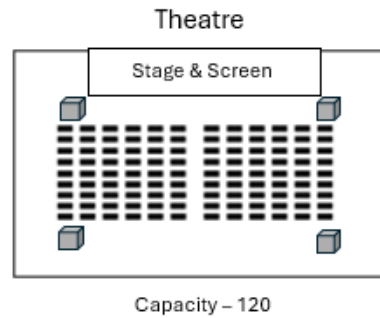
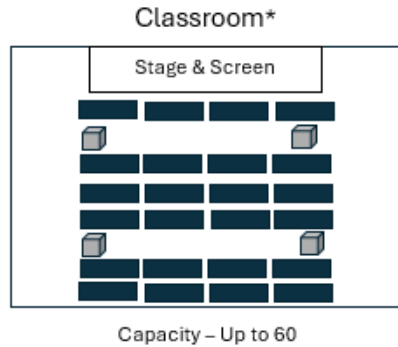
Rooms & Equipment

All rooms include Wi-Fi and phone access.

Western Reserve Room:

Presentation Package: 11.5' x 6.5' retractable screen, LCD projector; podium with stationery microphone; laptop; (2) 55" LED flat screen monitors, handheld microphones.

Setup styles include:



Symbol	Key	# Available
-	Chair	120
■	Rectangular Table (5 ft.)	36
●	Large Round Table (6 ft.)	14
Not Shown	Cocktail Table (2.5 ft.)	6
<p>*NOTE: The capacity count for this option reflects that each rectangular table accommodates two chairs and each large round will seat up to seven chairs. represents the four structural pillars in the Western Reserve Room.</p>		

The Hatch:

Maximum Capacity: 12

Presentation Package: 55" LED flat screen; HDMI hook-up.

Setup:

