

# Conference Room Reservations

**Thank you for considering the use of the Conference Rooms at The Raymond John Wean Foundation for your next meeting/event.**

We are located in the Historic District surrounding Warren's Courthouse Square. While our newly restored location serves as home for the Foundation offices, we are pleased to also offer several conference rooms for the community to use.

**Use the forms below to begin the reservation process:**



[Reservation Policy](#)

| THE MARCHIONESS WEAN FOUNDATION   |  | Conference Room Scheduling Request Form                                      |   |
|---|--|--|---|
| <b>Applicant Information</b>  |  |  |   |
| Agency Name: _____  |  |  |   |
| Event Description: _____  |  | Title: _____   |   |
| Contact Name: _____   |  | Phone: _____   |   |
| Address: _____  |  | City: _____  |   |
| State: _____  |  | ZIP Code: _____  |   |
| <b>Meeting Information</b>  |  |  |   |
| Meeting/Event Name: _____   |  |  |   |
| Start Date: _____   | End Date: _____  | Approximate number of attendees: _____                                       |   |
| Event Start Time: _____   | Meeting Time: _____  | Event End Time: _____  | Meeting End Time: _____   |
| <b>Conference Room Information (check in Conference Room Policy document and/or website)</b>      |  |  |   |
| <input type="checkbox"/> DC   | <input type="checkbox"/> ROOM                                    | <input type="checkbox"/> DC  | <input type="checkbox"/> ROOM   |
| Request Reserve Room: _____   | Request Executive Board Room: _____                              | Request Conference Room: _____   | Request Board Room: _____   |
| <b>Meeting Room Details (if applicable - see page 2 of Conference Room Policy)</b>                |  |  |   |
| <input type="checkbox"/> Ball Up Right (corner stage area)  | <input type="checkbox"/> Stage Set Up (corner conference)        | <input type="checkbox"/> DC  | <input type="checkbox"/> Other  |
| Seating: Classroom  | Radius: <input type="checkbox"/> yes <input type="checkbox"/> no | Registration Table # _____   | Resource Table # _____  |
| Reception: Reception  | Tables # _____ Chairs # _____                                    | Resource Table # _____   |   |
| <b>Presentation Packages</b>  |  |  |   |
| <input type="checkbox"/> Standard Package   | No charge  | Microphone: _____  | Handheld <input type="checkbox"/> portable <input type="checkbox"/> none <input type="checkbox"/> wireless <input type="checkbox"/>   |
| <input type="checkbox"/> Premier AV Package   | 1-4 hrs: \$2500  | Power point/screen: <input type="checkbox"/> yes <input type="checkbox"/> no | Laptop: <input type="checkbox"/> PC provided <input type="checkbox"/> Other <input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> (2) <input type="checkbox"/> IP wireless monitors |
| <input type="checkbox"/> 1-4 hrs: \$2500  | 5-8 hrs: \$5000  |  |   |
| <b>Food Service (dining tables only available for general purpose and Executive Board Policy)</b> |  |  |   |
| <input type="checkbox"/> DC   | <input type="checkbox"/> MEAL                                    | <input type="checkbox"/> CATERING/BEVERAGE SERVICE                           | <input type="checkbox"/> BOUNTY TOW   |
|   | Breakfast  |  |   |
|   | Lunch  |  |   |
|   | Dinner   |  |   |
|   | Breakage   |  |   |
|   | Specialty  |  |   |
| <b>Special Instructions (Purpose of Event or Meeting contact / associate about if necessary)</b>  |  |  |   |
|   |  |  |   |

[Reservation Form](#)  
(Fillable PDF)