



THE RAYMOND JOHN  
WEAN FOUNDATION

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 05.02.19*

The Raymond John Wean Foundation is pleased to extend the use of our facility to the community. We are located in the Historic District surrounding Warren’s Courthouse Square. Due to the historic nature of the building and significant restoration efforts, the Foundation has set forth the policies contained herein.

## Policies for Use of Conference Rooms

- 1. Eligibility and Priority for Use of Conference Rooms:** Conference rooms are available for use by local nonprofit, civic organizations and public entities. **We do not permit commercial use, parties, fundraising events, events where fees are assessed, political events, lobbying events or religious/sectorial ceremonies.**

**Priority order for reservations:**

1. Foundation sponsored events
2. Building tenant’s events
3. All other eligible events

The best interest of the Foundation may make it necessary to give priority to or cancel one event in favor of another. In the rare instance when such a cancellation becomes necessary, the organization holding the reservation 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 9:00 a.m. - 1:00 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 will pass along, to the organization, any fees for extraordinary cleaning services beyond customary post-event clean-up. 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
\$0 - \$25,000	\$25	\$50	\$50
\$25,001 - \$100,000	\$50	\$75	\$50
\$100,001 - \$500,000	\$75	\$125	\$50
\$500,001 or greater	\$150	\$250	\$50
Monday - Friday events outside of Foundation business hours (9:00 a.m. - 5:00 p.m.) and Saturday events outside of 9:00 a.m. - 1:00 p.m.) are subject to standard fees + after hours fees. No Sunday usage.			

- 4. Reserving a Conference Room:** To complete the online Conference Room Reservation Form, visit <https://www.rjweanfdn.org/events/conference-room-reservations>. If assistance is needed, you may call 330.394.5600 ext 100.

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

Once confirmed, the “Day of Event Procedures” an invoice and request for a certificate of insurance, if applicable, will be emailed to the organization’s representative (see #5).

The representative may perform a site visit with Foundation staff at least seven (7) days prior to requested date to ensure the room requested will meet the organization’s needs and to provide an overview of the building and policies.

Payment must be received within ten (10) days from invoice date or reservation will no longer be "confirmed."

Any organization that is using the conference room on days that are not consecutive, may not leave materials in the conference room(s). Any materials left overnight, during meal breaks, etc. 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 Cortland Banks 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 unless previous arrangements have been approved.

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:** Meeting cancellations are required no later than five (5) working days prior to the requested date, 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, coffee maker (organization must supply their own coffee and filters), ice maker and refrigerator. The Foundation encourages the use of local caterers; a list of caterers can be provided. Alcoholic beverages may only be provided by those found on the Foundation’s “Approved Caterers List.”

- 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. Service animals are permitted. 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 affect the appearance or damage of the wall when removed.
- 9. Parking:** The Foundation does not validate parking. Parking is available in the Franklin Street Parking Deck or street parking on Courthouse Square. For more information, visit <https://www.rjweanfdn.org/about/contact-parking-info/>.
- 10. Mailings and Media Releases:** To avoid confusion with The Raymond John Wean Foundation 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 on site and will secure the building before and after your event. If required, additional security is the responsibility of the organization.

# Rooms & Equipment

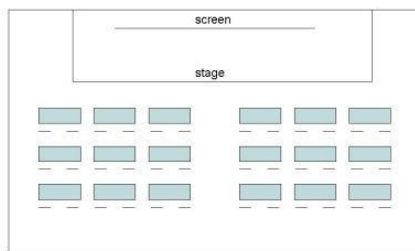
All rooms include Wi-Fi and phone access.

## 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.

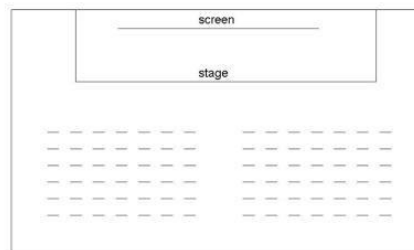
Setup styles include:

### Classroom



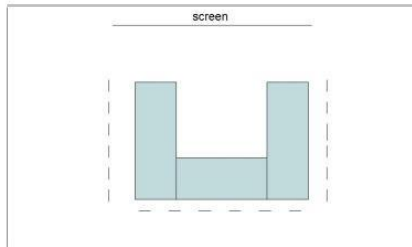
Capacity (80)

### Theatre



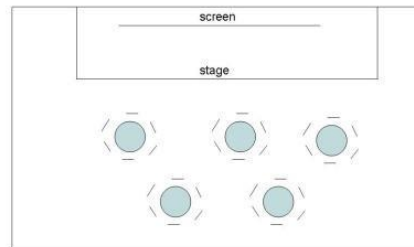
Capacity (120)

### Horseshoe



Capacity (25)

### Banquet



Capacity (80)

## The Hatch:

Maximum Capacity: 12

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

