# Conference Room Request Form

## Applicant Information
- **Organization Name:**
- **Authorized Organization Agent:**
- **Title:**
- **Today's Date:**
- **Email:**
- **Phone:**
- **Address:**
- **City:**
- **State:**
- **ZIP Code:**

## Purpose of Event/Meeting
*(refer to Conference Room Policy for restrictions)*

## Meeting Information
- **Meeting/Event Name:**
- **Start Date:**
- **End Date:**
- **Approximate number of attendees:**
- **Set up Time:**
- **Start Time:**
- **End Time:**

## Conference Room Information
*(refer to Conference Room Policy for room set up options)*

### Room Options
- **Western Reserve Room (cap 80)**
- **The Hatch (cap 12)**

## Western Reserve Room Details
- **Set Up Style** *(please check one)*
  - [ ] Theatre
  - [ ] Classroom
  - [ ] Horseshoe
  - [ ] Banquet
- **Stage Set Up** *(if applicable)*
  - Tables #___ Chairs #___
- **Other**
  - Registration Table #___
  - Resource Table #___

## Presentation Equipment
- Handheld Microphones: 2 available
- [ ] 55” sidewall monitors
- [ ] Lapel microphone
- [ ] Laptop (Mac users must provide own adapter/cable)

## Food Service
*(Catering kitchen only available for catered events – see Conference Room Policy)*

<table>
<thead>
<tr>
<th>MEAL</th>
<th>CATERER/DELIVERY SERVICE</th>
<th>DELIVERY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Breakfast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Dinner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Special Instructions
# Fee/Payment Information:

## Western Reserve Room

<table>
<thead>
<tr>
<th>Organization Annual Budget</th>
<th>1 – 4 hours</th>
<th>4 – 8 hours</th>
<th>After Hours Fees</th>
<th>Total amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $25,000</td>
<td>$25</td>
<td>$50</td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>$25,001 - $100,000</td>
<td>$50</td>
<td>$75</td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>$100,001 - $500,000</td>
<td>$75</td>
<td>$125</td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>$500,001 or greater</td>
<td>$150</td>
<td>$250</td>
<td></td>
<td>$50</td>
</tr>
</tbody>
</table>

## Agreement:

Please initial:

- I authorize and verify that the information provided on this form is true and accurate.
- I have reviewed the Conference Room Policy and agree to all of the policies stated therein.
- I acknowledge and agree that the use of The Raymond John Wean Foundation facility is undertaken at my own risk. Neither the Foundation nor any of its directors, officers, or employees are responsible for any injury, lost or stolen property of user or its attendees on the Foundation property, or for the theft or damage to vehicles parked at or near the Foundation's property.
- I agree to pay the Foundation for use of the facility according to the terms stated on this agreement.
- I will provide a Western Reserve Room Certificate of Insurance, if applicable, with my payment.
- I acknowledge that the agreement for the use of the conference room(s) neither constitutes an endorsement nor recommendation by **The Raymond John Wean Foundation** of my organization's beliefs, policies or programs.
- We agree that no mention of The Raymond John Wean Foundation will appear in the title of the event or in any written or web based materials or media relations beyond indicating the location of the event or the name of the building/room.

<table>
<thead>
<tr>
<th>Signature of Authorized Organization Representative:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of the Foundation Staff:</th>
<th>Date:</th>
</tr>
</thead>
</table>

When cancelling any reservation, refunds do not include any penalties assessed by event caterers and/or other vendors and are honored as follows:

<table>
<thead>
<tr>
<th>Days prior to meeting/event:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 days or greater</td>
<td>100%</td>
</tr>
<tr>
<td>9 – 6 days</td>
<td>50%</td>
</tr>
<tr>
<td>5 or less</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Please submit completed form to:

**The Raymond John Wean Foundation**  
147 West Market Street  
Warren, Ohio 44481  
Phone: 330.394.5600  
E-mail: admin@rjweanfdn.org

FOR OFFICE USE ONLY

- Entered into Conference Room Database
- Confirmation Email Sent
- Invoiced
- CC Processed
- Reimbursement processed