



147 West Market Street • Warren, Ohio 44481 • 330.394.5600

Conference Room Reservation Policy



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. Due to the historic nature of the building and the Foundation's significant effort in restoring the structure, the Foundation has set forth the policies contained herein.

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 7.1.13

Conference Room Reservation Policy

Events	<ul style="list-style-type: none"> • Available to nonprofit, civic organizations and public entities for meetings and events • The following events are NOT permitted: <ul style="list-style-type: none"> – Private parties – Political events – Lobbying events – Religious/secterial ceremonies 																					
Availability	<p>Western Reserve Room:</p> <ul style="list-style-type: none"> • Monday thru Friday: 7:00 a.m. - 9:00 p.m. • Saturday: 9:00 a.m. - 1:00 p.m. <p>Conference Rooms:</p> <ul style="list-style-type: none"> • Monday thru Friday: 9:00 a.m. - 5:00 p.m. 																					
Conference Room Set Up (see page 5)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: center;">Western Reserve Room – Ground Level</th> </tr> </thead> <tbody> <tr> <td style="width: 70%;">Theatre – chairs facing stage</td> <td style="text-align: right;">Max. capacity 120</td> </tr> <tr> <td>Classroom Style - chairs/tables facing stage</td> <td style="text-align: right;">Max. capacity 80</td> </tr> <tr> <td>Horseshoe Style - tables facing stage</td> <td style="text-align: right;">Max. capacity 25</td> </tr> <tr> <td>Banquet – round tables</td> <td style="text-align: right;">Max. capacity 112</td> </tr> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: center;">Conference Rooms – 2nd Level and Garden Level</th> </tr> <tr> <td>Jack Wean Executive Board Room – 2nd level</td> <td style="text-align: right;">Max capacity 16</td> </tr> <tr> <td>River Conference Room – 2nd level</td> <td style="text-align: right;">Max capacity 6</td> </tr> <tr> <td>The Hatch – Garden level</td> <td style="text-align: right;">Max capacity 12</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>Final room set up must be determined 2 weeks prior to your event.</i></td> </tr> </tbody> </table>	Western Reserve Room – Ground Level		Theatre – chairs facing stage	Max. capacity 120	Classroom Style - chairs/tables facing stage	Max. capacity 80	Horseshoe Style - tables facing stage	Max. capacity 25	Banquet – round tables	Max. capacity 112	Conference Rooms – 2 nd Level and Garden Level		Jack Wean Executive Board Room – 2 nd level	Max capacity 16	River Conference Room – 2 nd level	Max capacity 6	The Hatch – Garden level	Max capacity 12	<i>Final room set up must be determined 2 weeks prior to your event.</i>		
Western Reserve Room – Ground Level																						
Theatre – chairs facing stage	Max. capacity 120																					
Classroom Style - chairs/tables facing stage	Max. capacity 80																					
Horseshoe Style - tables facing stage	Max. capacity 25																					
Banquet – round tables	Max. capacity 112																					
Conference Rooms – 2 nd Level and Garden Level																						
Jack Wean Executive Board Room – 2 nd level	Max capacity 16																					
River Conference Room – 2 nd level	Max capacity 6																					
The Hatch – Garden level	Max capacity 12																					
<i>Final room set up must be determined 2 weeks prior to your event.</i>																						
Fee Structure	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="3" style="text-align: center;">Western Reserve Room</th> </tr> <tr style="background-color: #d3d3d3;"> <th style="text-align: center;">Organization Annual Budget</th> <th style="text-align: center;">1 – 4 hours</th> <th style="text-align: center;">4 – 8 hours</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 - \$25,000 (security deposit)*</td> <td style="text-align: center;">\$25*</td> <td style="text-align: center;">\$50*</td> </tr> <tr> <td style="text-align: center;">\$25,001 – \$100,000</td> <td style="text-align: center;">\$25</td> <td style="text-align: center;">\$50</td> </tr> <tr> <td style="text-align: center;">\$100,001 – \$500,000</td> <td style="text-align: center;">\$75</td> <td style="text-align: center;">\$125</td> </tr> <tr> <td style="text-align: center;">\$500,000 or greater</td> <td style="text-align: center;">\$150</td> <td style="text-align: center;">\$200</td> </tr> <tr style="background-color: #d3d3d3;"> <td colspan="3" style="text-align: center;">The Jack Wean Executive Board Room, River Conference Room, and The Hatch are free of charge.</td> </tr> </tbody> </table>	Western Reserve Room			Organization Annual Budget	1 – 4 hours	4 – 8 hours	0 - \$25,000 (security deposit)*	\$25*	\$50*	\$25,001 – \$100,000	\$25	\$50	\$100,001 – \$500,000	\$75	\$125	\$500,000 or greater	\$150	\$200	The Jack Wean Executive Board Room, River Conference Room, and The Hatch are free of charge.		
Western Reserve Room																						
Organization Annual Budget	1 – 4 hours	4 – 8 hours																				
0 - \$25,000 (security deposit)*	\$25*	\$50*																				
\$25,001 – \$100,000	\$25	\$50																				
\$100,001 – \$500,000	\$75	\$125																				
\$500,000 or greater	\$150	\$200																				
The Jack Wean Executive Board Room, River Conference Room, and The Hatch are free of charge.																						
Rental Frequency	<ul style="list-style-type: none"> • Usage limits per organization in one calendar year are as follows: <ul style="list-style-type: none"> Western Reserve Room – 4 times Conference Rooms – 4 times 																					

Reservations	<ul style="list-style-type: none"> • Western Reserve Room: Reservations must be made at least 4 weeks prior to the date of your event and are taken on a first-come, first-served basis. • Conference Rooms: Reservations must be made at least 2 weeks in prior to the date of your event and are taken on a first-come, first-served basis. • Foundation sponsored events receive first priority. • Reservation time must INCLUDE any set up and tear down time needed by your organization. • To access reservations you may choose one of the following options: <ul style="list-style-type: none"> – Call the Office Manager at 330.394.5600 – Go to our website: www.rjweanfdn.org • Please note that your reservation is not considered confirmed until the fee has been paid in full and you have received <u>Reservation Confirmation</u> correspondence directly from the Foundation via mail, email or phone.
---------------------	--

Cancellations	<p>When canceling any reservation, refunds do not include any penalties assessed by event caterers and/or other vendors and are honored as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">Days prior to event/meeting:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">14 days or greater</td> <td style="text-align: center;">100%</td> </tr> <tr> <td style="text-align: center;">13 – 7 days</td> <td style="text-align: center;">50%</td> </tr> <tr> <td style="text-align: center;">6 days or less</td> <td style="text-align: center;">No refund</td> </tr> </tbody> </table>	Days prior to event/meeting:		14 days or greater	100%	13 – 7 days	50%	6 days or less	No refund
Days prior to event/meeting:									
14 days or greater	100%								
13 – 7 days	50%								
6 days or less	No refund								

Presentation Packages	Western Reserve Room	
	<p>“Standard Package” which includes:</p> <ul style="list-style-type: none"> • 11.5’ x 6.5’ retractable projection screen • LCD tabletop projector with presenter remote • podium • laptop • Wi-Fi network access • flipchart and markers 	Included with rental fee
	<p>“Premier AV Package” which includes:</p> <ul style="list-style-type: none"> • 11.5’ x 6.5’ retractable projection screen • overhead projector with presenter remote • (2) 55” flat screen LED monitors • microphones / speaker system • podium • laptop • Wi-Fi network access • flipchart and markers 	1 – 4 hrs.: \$25.00 5+ hrs.: \$50.00

Presentation Packages (cont.)	Conference Rooms	
	<p>“Presentation Package” which includes:</p> <ul style="list-style-type: none"> • 55” wall mounted flat screen monitor • presenter remote • laptop/projector • conference phone • Wi-Fi network access • flipchart and markers 	Included
Food Services	Options available for meeting your food needs:	
	<p>Catered - Food being delivered, served & replenished by a caterer</p>	<ul style="list-style-type: none"> • Must be from the “Approved Caterers List” found on page 8. • The facility catering kitchen is <u>ONLY</u> available for use by approved caterers.
	<p>Delivered – Food being delivered and possibly set up - but then is unattended by the vendor</p>	<ul style="list-style-type: none"> • The facility catering kitchen is <u>NOT</u> available for use by delivery vendors nor the renting organization.
Alcoholic Beverages	Alcoholic beverages <u>may only</u> be provided by the caterer’s found on the “Approved Caterer’s List” found on page 8.	
Smoking	Smoking is strictly prohibited inside the entire facility and is restricted to the designated smoking areas outside of the front and back entry doors.	
Decorations	<ul style="list-style-type: none"> • Due to the smoke detection and fire suppression equipment, all open flames including candles and votives, are strictly prohibited. • Battery-operated candles are permitted. • No decorations, papers (other than flipcharts), or other items may be hung from or affixed to the walls or ceiling. • All charges or fees of any kind incurred by the Foundation because of a violation of this section will be passed to the user. 	
Security	Security is not provided by the Foundation. A Foundation employee will remain at the facility to secure the building at the conclusion of your event. If additional security is required, it will be the responsibility of the organization.	
Cleaning	<ul style="list-style-type: none"> • The usage fee covers normal cleaning expense incurred for the event. • The Foundation reserves the right to pass to the user any fees for extraordinary cleaning services needed in addition to customary post-event clean-up. 	

Certificate of Insurance

- 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, Cortland Savings and Banking Company and Chesler Investments, LLC. as certificate holders and MUST be listed as ADDITIONAL INSURED.

Minimum coverage shall be in the amounts of one million dollars (\$1,000,000) for death or bodily injury or loss sustained by one person in any occurrence; one million dollars (\$1,000,000) for each or bodily injury or loss sustained by more than one person; one million dollars (\$1,000,000) general aggregate; one million dollars (\$1,000,000) for products – comp/op aggregate; one hundred thousand dollars (\$100,000) for fire damage, any one fire; and five thousand dollars (\$5,000) for medical expenses, any one person.

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.

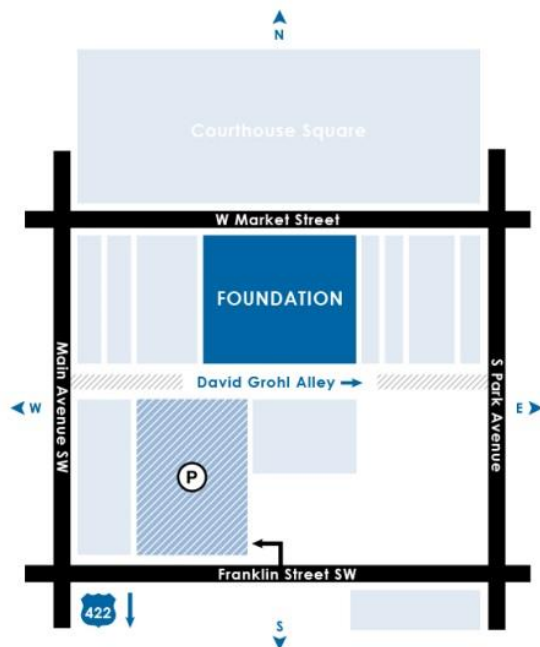
The Office Manager must receive the certificate of insurance no later than thirty (30) days prior to the event, unless previous arrangements have been approved.

Parking

Parking for events is located in the Franklin Street Parking Deck, located directly behind the Foundation. Free parking is provided to your attendees upon communicating to the parking attendant their attendance to an event at the Foundation’s facility.



Parking Deck Location (P)
140 Franklin Street SW • Warren, Ohio 44481



**Promotional
Materials**

In order to avoid confusion with The Raymond John Wean Foundation's activities, mention of The Raymond John Wean Foundation cannot appear in the title of the event or in any written or web based materials or media relations including posters, announcements, prospectus or any other text.

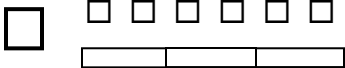
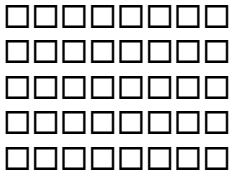
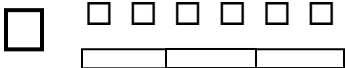
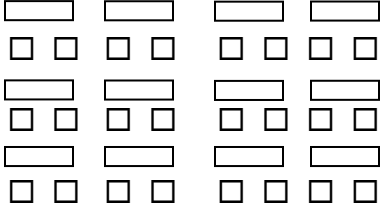
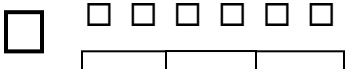
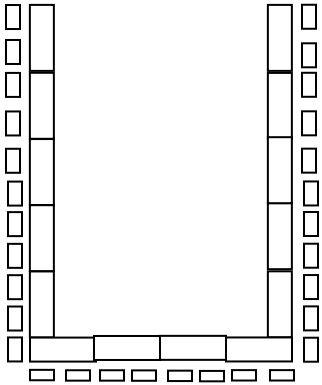

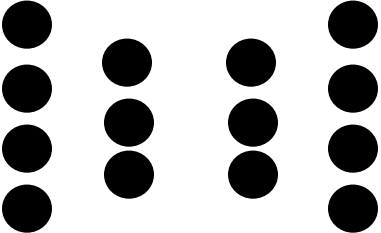
The Raymond John Wean Foundation may, however, be mentioned when indicating the location of the event, the name of the building and the room name, but this information must be in lettering that is considerably smaller in relation to the rest of the text. For these purposes, please make all references to the Foundation in the following format:

The Raymond John Wean Foundation

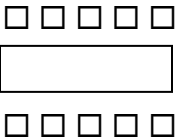
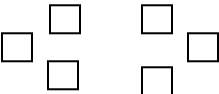
As soon as possible, please provide the Foundation with a copy of any of your promotional materials for reference.

Western Reserve Room – Set Up Options

Only Foundation furniture/equipment is to be used. Rented items must have prior approval from the Foundation.

<p>Theatre Style (all chairs – no tables) Maximum capacity: 120</p> <p>Stage: any combination of podium, 3 tables and 6 chairs</p> <div style="text-align: center;">  </div>	<p style="text-align: center;">Stage</p> <div style="text-align: center;">  </div>
<p>Classroom Style (chairs & tables facing stage) Maximum capacity: 80</p> <p>Stage: any combination of podium, 3 tables and 6 chairs</p> <div style="text-align: center;">  </div>	<p style="text-align: center;">Stage</p> <div style="text-align: center;">  </div>
<p>Horseshoe Style – tables facing stage Maximum capacity: 36</p> <p>Stage: any combination of podium, 3 tables and 6 chairs</p> <div style="text-align: center;">  </div>	<p style="text-align: center;">Stage</p> <div style="text-align: center;">  </div>
<p>Banquet Style – up to 14 - 72” round tables Maximum capacity: Total – 112 Each table – 8</p> <p>Stage: any combination of podium, 3 tables and 6 chairs</p> <div style="text-align: center;">  </div>	<p style="text-align: center;">Stage</p> <div style="text-align: center;">  </div>

Conference Rooms - Set Up Options

<p>Jack Wean Executive Board Room Maximum capacity: 16</p> <p>The Hatch Maximum capacity: 12</p>	<div style="text-align: center;">  </div>
<p>River Conference Room Maximum capacity: 6</p>	<div style="text-align: center;">  </div>



APPROVED CATERER LIST - 2013

Leo's Ristorante

7042 East Market Street

Warren, Ohio 44484

330.856.5291

<http://www.leosristorante.com>

The Saratoga Restaurant and Catering

Jim Economos

129 East Market Street

Warren, Ohio 44481

330.393.6646

<http://www.warrensaratoga.com>

Sodexo at YSU

Debbie Picchiottino

One University Plaza

Youngstown, Ohio 44555

330.941.1979

Debbie.Picchiottino@sodexo.com