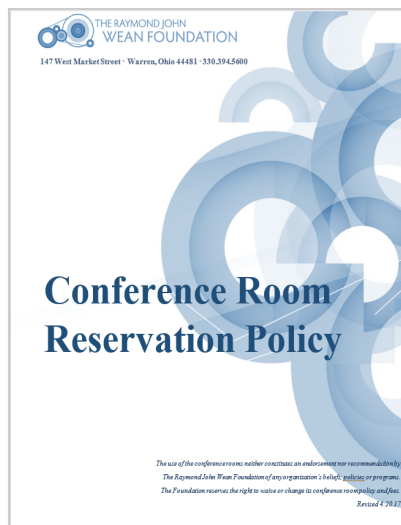


Conference Room Reservations

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 MARCHIONNI WEAN FOUNDATION		Conference Room Scheduling Request Form	
Applicant Information			
Agency Name: _____			
Event Description: _____		Title: _____	
Contact Name: _____		Phone: _____	
Address: _____		City: _____	
State: _____		ZIP Code: _____	
Meeting Information			
Meeting/Event Name: _____			
Start Date: _____	End Date: _____	Approximate number of attendees: _____	
Event Start Time: _____	Meeting Time: _____	Event End Time: _____	Meeting End Time: _____
Conference Room Information (check in Conference Room Policy document and/or website)			
<input type="checkbox"/> DC	<input type="checkbox"/> ROOM	<input type="checkbox"/> DC	<input type="checkbox"/> ROOM
Student Resource Room	Room Conference Room	Jack Wean Executive Board Room	The Board
Meeting Room Details (if applicable - see page 2 of Conference Room Policy)			
<input type="checkbox"/> Set Up Staff (unless stated otherwise)	<input type="checkbox"/> Stage Set Up (unless otherwise stated)	<input type="checkbox"/> DC	<input type="checkbox"/> Other
Reception	Classroom	Refreshments <input type="checkbox"/> yes <input type="checkbox"/> no	Registration Table # _____
Registration	Breakout	Tables # _____ Chairs # _____	Resource Table # _____
Presentation Packages			
<input type="checkbox"/> Standard Package	No charge	Microphones: _____	Handheld <input type="checkbox"/> available
Power AV Package	1-4 hrs: \$25.00	5-8 hrs: \$50.00	9+ hrs: \$75.00
		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) 15' wireless monitors
Food Services (dining services only available for events of 10 or more - see Conference Room Policy)			
<input type="checkbox"/> DC	<input type="checkbox"/> MEAL	<input type="checkbox"/> CATERING/BEVERAGE SERVICE	<input type="checkbox"/> BOUNTY TOW
	Breakfast		
	Lunch		
	Dinner		
	Breakage		
	Refreshment		
Special Instructions (Purpose of Event or Meeting, contact person, etc.)			

[Reservation Form](#)
(Fillable PDF)