

Thurman J. White Forum & Conference Services

1704 Asp Ave
 Norman, OK 73072
 405-325-7378
 conferenceservices@ou.edu

Forum Room Rates (per day)	External Events - Less than 50% of attendees are OU Students, Faculty, or Staff		Internal Events - Over 50% of attendees are OU Students, Faculty, or Staff	
	Non-University Groups	University Department Sponsored	University Department	Registered Student Organization
Forum Room	\$1250	\$960	\$200	\$100
Conference Room	\$690	\$540	\$100	\$50
Super Suite	\$480	\$360	\$75	\$45
Suite	\$320	\$240	\$50	\$30
Seminar Room	\$160	\$120	\$25	\$15
Room 104	\$0	\$0	\$0	\$0

Room Equipment (per day)

Standard A/V Package (<i>laptop, projector, screen, wireless presenter, sound system</i>)	\$60
Additional Laptop	\$25
Additional Projector (<i>screen included</i>)	\$60
ELMO (<i>document camera</i>)	\$10
Keyboard/Electric Piano	\$35

Forum Beverage Service

Coffee (<i>regular or decaf</i>) *includes cups, sweetener, and creamer	\$18.00 per gallon
Iced Tea (<i>sweet or un-sweet</i>) *includes cups	\$12 per gallon Minimum of 3 gal
Lemonade *includes cups	\$12 per gallon Minimum of 3 gal
Hot Tea (<i>assorted</i>) *includes cups	\$0.80 per bag
Bottled Water	\$1.75 each
Iced Water Station *includes cups	\$5.00 per station
Sodas (<i>Coca-Cola, Dr. Pepper, Cherry Coke, Sprite, Diet Coke, Diet Dr. Pepper, Coke Zero</i>)	\$1.50 each
Powerade	\$2.00 each
Vitamin Water	\$2.25 each

Services

Forum Room A/V Technician (<i>per hour</i>)	\$40
Zoom (<i>regular Zoom meeting setup by client includes laptop and integrated audio</i>)	\$0
Zoom (<i>setup and monitored by FCS</i>)	Inquire for rates
Room Reset - Seminar Room	\$50
Room Reset - Suite/Conference Room	\$75
Electricity (<i>includes running power/power strips to designated tables, per room, per day</i>)	\$50
Lounge/Cafe Furniture Removal	\$50
Forum Room Bulk Chair Removal	\$200
Out of building AV equipment	Inquire for rates

Linens & Tables (per day)

Tablecloth (<i>black, required for dining</i>)	\$9 per linen
Beverage Table	\$9 each
Buffet Table	\$9 each
Vendor Table	\$9 each