

## Thurman J. White Forum & Conference Services

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

<b>Forum Room Rates (per day)</b>	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	
	<b>Non- University Groups</b>	<b>University Department Sponsored</b>	<b>University Department</b>	<b>Registered Student Organization</b>
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

### 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
Lemonade *includes cups	\$12 per gallon
Hot Tea ( <i>assorted</i> ) *includes cups	\$1.25 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> )	\$1.75 each
Powerade	\$2.25 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