

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 Sponsored	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 (laptop, projector, screen, wireless presenter, sound system)	\$60
Extra Wireless Microphones (handheld or lapel)	\$0
Additional Laptop	\$25
Additional Projector (screen included)	\$60
ELMO (document camera)	\$10
Keyboard	\$35
Flipchart Pad	\$10
Pipe & Drape (8' x 10' section)	\$30

Room rental includes whiteboard and standing lectern or podium. All other audio, video, and room equipment is available for rent at an additional charge. Forum Room rentals may require a Forum A/V Technician depending on client needs.

Linens & Tables (per day)

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

Services

Forum Beverage Service

Forum Room A/V Technician (per hour)	\$40	Coffee (regular or decaf)	\$18.00 per gallon
Zoom (regular Zoom meeting setup by client includes laptop and integrated audio)	\$0	Iced Tea (sweet or un-sweet)	\$12 per gallon Minimum of 3 gal
Zoom (setup and monitored by FCS)	Inquire for rates	Lemonade	\$12 per gallon Minimum of 3 gal
Room Reset - Seminar Room	\$50	Juice (orange, apple, or grape)	\$9 per gallon
Room Reset - Suite/Conference Room	\$75	Hot Tea (assorted)	\$0.80 per bag
Electricity (includes running power/power strips to designated tables, per room, per day)	\$50	Bottled Water	\$1.75 each
Lounge/Cafe Furniture Removal	\$50	Iced Water Station	\$5.00 per station
Forum Room Bulk Chair Removal	\$200	Sodas (Coca-Cola, Dr. Pepper, Cherry Coke, Sprite, Diet Coke, Diet Dr. Pepper, Coke Zero)	\$1.50 each
		Powerade	\$2.00 each
		Vitamin Water	\$2.25 each