

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	\$1050	\$800	\$0	\$0
Conference Room	\$575	\$450	\$0	\$0
Super Suite	\$390	\$300	\$0	\$0
Suite	\$260	\$200	\$0	\$0
Seminar Room	\$130	\$100	\$0	\$0
Room 104	\$65	\$50	\$0	\$0

Room Equipment (per day)

Standard A/V Package (<i>laptop, projector, screen, wireless presenter, sound system</i>)	\$50	Room rental includes whiteboard and standing lectern or podium.	
Extra Wireless Microphones (<i>handheld or lapel</i>)	\$0	All other audio, video, and room equipment is available for rent at an additional charge.	
Additional Laptop	\$25	Forum Room rental requires a Forum A/V Technician for all hours of use.	
Additional Projector (<i>screen included</i>)	\$50		
ELMO (<i>document camera</i>)	\$0	Linens & Tables (per day)	
Keyboard	\$35	Tablecloth (<i>black, required for dining</i>)	\$9 per linen
Flipchart Pad	\$10	Beverage Table	\$9 each
Pipe & Drape (<i>8' x 10' section</i>)	\$30	Buffet Table	\$9 each
		Vendor Table	\$9 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>)	\$25
Lounge/Cafe Furniture Removal	\$50
Forum Room Bulk Chair Removal	\$200
Wired Internet Connection	\$75

Forum Beverage Service

Coffee (<i>regular or decaf</i>)		\$18.00 per gallon
Iced Tea (<i>sweet or un-sweet</i>)		\$12 per gallon
Lemonade		\$12 per gallon
Juice (<i>orange, apple, or grape</i>)		\$9 per gallon
Hot Tea (<i>assorted</i>)		\$0.65 per bag
Bottled Water		\$1.50 each
Sodas (<i>Coca-Cola, Dr. Pepper, Cherry Coke, Sprite, Diet Coke, Diet Dr. Pepper, Coke Zero</i>)		\$1.25 each
Powerade		\$1.75 each
Vitamin Water		\$2.00 each