## Forum Room Rates

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Non-University Sponsored</th>
<th>University Department Sponsored</th>
<th>Internal Events - Over 50% of attendees are OU Students, Faculty, or Staff</th>
<th>Registered Student Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forum Room</td>
<td>$1050</td>
<td>$800</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$575</td>
<td>$450</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Super Suite</td>
<td>$390</td>
<td>$300</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Suite</td>
<td>$260</td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Seminar Room</td>
<td>$130</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Room 104</td>
<td>$65</td>
<td>$50</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

## Room Equipment

- **Standard A/V Package** (laptop, projector, screen, wireless presenter, sound system): $50
- **Extra Wireless Microphones** (handheld or lapel): $0
- **Additional Laptop**: $40
- **Additional Projector** (screen included): $50
- **ELMO** (document camera): $0
- **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 rental requires a Forum A/V Technician for all hours of use.

## Linens & Tables

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

## Services

- **Forum Room A/V Technician** (per hour): $40
- **Zoom** (regular Zoom meeting setup by client includes laptop and integrated audio): $0
- **Zoom** (setup and monitored by FCS): Inquire for rates
- **Room Reset - Seminar Room**: $50
- **Room Reset - Suite/Conference Room**: $75
- **Electricity** (includes running power/power strips to designated tables, per room, per day): $25
- **Lounge/Cafe Furniture Removal**: $50
- **Forum Room Bulk Chair Removal**: $200
- **Wired Internet Connection**: $75

## Forum Beverage Service

- **Coffee** (regular or decaf): $18.00 per gallon
- **Iced Tea** (sweet or un-sweet): $12 per gallon/minimum of 3 gallons
- **Lemonade**: $12 per gallon/minimum of 3 gallons
- **Juice** (orange, apple, or grape): $9 per gallon
- **Hot Tea** (assorted): $0.65 per bag
- **Bottled Water**: $1.50 each
- **Sodas** (Coca-Cola, Dr. Pepper, Cherry Coke, Sprite, Diet Coke, Diet Dr. Pepper, Coke Zero): $1.25 each
- **Powerade**: $1.75 each
- **Vitamin Water**: $2.00 each