

Thurman J. White Forum & Conference Services

1704 Asp Ave
 Norman, OK 73072
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 forum@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	Extended Campus or Outreach Sponsored	University Department	Registered Student Organization
Forum Room	\$1,025	\$800	\$700	\$0	\$0
Conference Room	\$560	\$450	\$380	\$0	\$0
Super Suite	\$400	\$305	\$260	\$0	\$0
Suite	\$245	\$180	\$155	\$0	\$0
Seminar Room	\$90	\$60	\$45	\$0	\$0
Room 104	\$60	\$45	\$30	\$0	\$0

Room Equipment (per day)

Standard A/V Package (<i>laptop, projector, screen, wireless presenter, sound system</i>)	\$100
Wireless Microphone (<i>handheld or lapel</i>)	\$10
Additional Laptop	\$25
Additional Projector (<i>screen included</i>)	\$75
ELMO (<i>document camera</i>)	\$25
Keyboard	\$35
Flipchart (<i>includes stand, pad, and markers</i>)	\$10
Pipe & Drape (<i>8' x 10' section</i>)	\$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 (per day)

Table Cloth (<i>black, required for dining</i>)	\$7 per linen
Beverage Table	\$7 each
Buffet Table	\$7 each
Vendor Table	\$7 each

Services

Forum Room A/V Technician (<i>per hour</i>)	\$40
Zoom (<i>video conferencing, per meeting</i>)	\$15
Wired Internet Connection	\$25
Loading Software (<i>per computer</i>)	\$10
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 Furniture Removal	\$200

Forum Beverage Service

Coffee (<i>regular or decaf</i>)	\$16.50 per gallon
Iced Tea (<i>sweet or un-sweet</i>)	\$10 per gallon
Lemonade	\$10 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