

# OSU Portland Center Room Rental Fees

The OSU Portland Center welcomes the use of its event and classroom spaces by members of the OSU family including administrators, faculty, staff, students, alumni, donors and community partners.\*

			Corporate		Non-Profit		OSU/State/Municipal Agency	
Conference Rooms	Room Capacity**	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
Multnomah	12	317	\$ 400.00	\$ 100.00	\$ 300.00	\$ 75.00	\$ 40.00	\$ 10.00
Columbia	8	221	\$ 300.00	\$ 75.00	\$ 224.00	\$ 56.00	\$ 32.00	\$ 8.00
Yamhill	16	402	\$ 460.00	\$ 115.00	\$ 320.00	\$ 80.00	\$ 48.00	\$ 12.00
Morrison Boardroom	20	672	\$ 560.00	\$ 140.00	\$ 400.00	\$ 100.00	\$ 160.00	\$ 40.00
Classroom	Room Capacity**	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
2029	40	868	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2035	40	876	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2039	40	878	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
Event Rooms	Room Capacity**	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
Heritage Hall	70	1360	\$ 860.00	\$ 215.00	\$ 640.00	\$ 160.00	\$ 160.00	\$ 40.00
Fireside Suite	12	1170	\$ 860.00	\$ 215.00	\$ 640.00	\$ 160.00	\$ 200.00	\$ 50.00
Pioneer Event Room & Foyer	42	2400	\$ 1,000.00	\$ 250.00	\$ 760.00	\$ 190.00	\$ 320.00	\$ 80.00

\*CRN classes and space to support CRN classes are always exempt from room rental fees or any additional charges

\*\* Room Capacities are based on standard room configuration, other layouts available

For mission-aligned partners and programs that advance OSU's impact in the community, reduced rates may be available. We encourage you to connect with the Portland Center management team to discuss eligibility. Please review our [Complimentary & Discounted Space Criteria](#) and complete the [discount request form](#). All requests are reviewed through a standardized process to ensure equitable access and responsible stewardship of university resources.

# OSU Portland Center Additional Fees

## All room reservations at the OSU Portland Center include:

- Event scheduling and coordination
- Room set-up and break down as per your booking specifications
- Catering coordination; staffing to receive, setup and remove your catering
- IT and AV setup assistance

<b><u>Service and Staffing</u></b>	<b>External, Non-Profit, OUS, State, and Municipal Agency</b>	<b>Internal</b>
75+ Attn. Consultation	\$100.00	
Alcohol permit coordination	\$100.00	
AV/IT Consultation and Support	\$100.00/Hour	\$100.00/Hour
Day-of-Event Staffing (Registration/Setup)	\$100.00/Hour	\$100.00/Hour
Digital signage coordination	\$100.00	
Evening and weekend fee (Including setup and vacate time)	\$80/Hour	\$65/Hour
Security guard (additional)*	\$50/Hour	\$23/Hour
Setup - short-turnaround	\$50.00	

<b><u>Rentals</u></b>	<b>External, Non-Profit, OUS, State, and Municipal Agency</b>	<b>Internal</b>
Cocktail Tables (36" D x 42" H)	\$6/Table	
Conference Services	\$100/Hour	
Extended video (Pioneer Event Room)	\$80/Hour	\$65/Hour
Extensive audio setup	\$90/Hour	\$65/Hour
Laptop rental (windows only)	\$50	\$50
Linen Napkins (Black)	\$0.40/Napkin	
Sound System	\$90/Hour	\$65/Hour
Tables (60" Rounds)	\$8/Table	
Table Linens (Black/White)	\$25/Table	

<b><u>Additional Fees</u></b>	<b>External, Non-Profit, OUS, State, and Municipal Agency</b>	<b>Internal</b>
Cancellation fee	30% of Room Fee or \$65, whichever is greater	\$65
Damage/Cleaning fees	Based on damage/cleaning cost	

*Alcohol Designee requirement: on-site supervision by university faculty/staff is required for all events where alcohol is being served. The OSU Department hosting or sponsoring an event is required to provide the alcohol designee.*

\*Request must be made no less than 2 weeks in advance