

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)
2006	20	221	\$ 400.00	\$ 100.00	\$ 300.00	\$ 75.00	\$ 40.00	\$ 10.00
2007	12	233	\$ 300.00	\$ 75.00	\$ 224.00	\$ 56.00	\$ 32.00	\$ 8.00
2049	20	402	\$ 460.00	\$ 115.00	\$ 320.00	\$ 80.00	\$ 40.00	\$ 12.00
Morrison Boardroom	30	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	878	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2039	40	875	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2047	70	1360	\$ 860.00	\$ 215.00	\$ 640.00	\$ 160.00	\$ 160.00	\$ 40.00
Event Space	Room Capacity	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
Pioneer Event Room & Foyer	200	3181	\$ 1,000.00	\$ 250.00	\$ 760.00	\$ 190.00	\$ 320.00	\$ 80.00
Fireside Suite	12	1228	\$ 860.00	\$ 215.00	\$ 640.00	\$ 160.00	\$ 200.00	\$ 50.00

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

OSU Portland Center Additional Service Fees

Room rental fees 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 needs; staffing when appropriate

Additional fees at the OSU Portland Center:

	External, Non-Profit, OUS, State, and Municipal Agency	Internal
Alcohol permit coordination	\$100/event	
Cancellation fee	30% of Room Fee or \$65, whichever is greater	\$65
Damage/Cleaning fees	Based on damage/cleaning cost	
Digital signage coordination	\$100/event	
Extended video (Pioneer Event	\$80/Hour	\$65/Hour
Extensive audio setup	\$90/Hour	\$65/Hour
Hours - weekend fee (Including	\$80/Hour	\$65/Hour
Setup - short-turnaround	\$50	\$50
Security guard (additional)*	\$50/Hour	\$23/Hour
Laptop rental (windows only)	\$50	\$50
Tables (60" Rounds)	\$8/Table	
Cocktail Tables (36" D 42" H)	\$6/Table	
Table Linens	\$25/Table	
Linen Napkins	\$0.40/Napkin	
Plates (10")	\$0.50/Plate	
Mugs (16oz)	\$0.50/Mug	
Glasses (20 oz)	\$0.50/Glass	
Cutlery	\$0.50/Set	

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