

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/DUS/State/Municipal Agency	
Conference Rooms	Room Capacity/ Covid Capacity	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
2006	20/1	221	No Min. Req.	\$ 100.00	No Min. Req.	\$ 75.00	No Min. Req.	\$ 10.00
2007	12/1	233	No Min. Req.	\$ 75.00	No Min. Req.	\$ 56.00	No Min. Req.	\$ 8.00
2049	20/5	402	No Min. Req.	\$ 115.00	No Min. Req.	\$ 80.00	No Min. Req.	\$ 12.00
Morrison Boardroom	30/8	672	\$ 560.00	\$ 140.00	\$ 400.00	\$ 100.00	\$ 160.00	\$ 40.00
Classroom	Room Capacity/ Covid Capacity	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
2029	40/12	868	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2035	40/12	878	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2039	40/12	875	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2047	70/18 or 23**	1360	\$ 860.00	\$ 215.00	\$ 640.00	\$ 160.00	\$ 160.00	\$ 40.00
Event Space	Room Capacity/ Covid Capacity	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
Pioneer Event Room	49/15	1232	\$ 760.00	\$ 190.00	\$ 560.00	\$ 140.00	\$ 240.00	\$ 60.00
Pioneer Event Room & Foyer	200/15	3181	\$ 1,000.00	\$ 250.00	\$ 760.00	\$ 190.00	\$ 320.00	\$ 80.00
Fireside Suite	12/4	1228	\$ 860.00	\$ 215.00	\$ 640.00	\$ 160.00	\$ 200.00	\$ 50.00

Fees Waived for
FY 21

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

** if whiteboards are not used

OSU Portland Center Additional Service Fees

Room rental fees at the OSU Portland Center include:

- Event scheduling and coordination
- Room setup and breakdown as per your booking specifications
- Staffing to receive, setup and remove your catering
- IT and AV equipment assigned to each room
- IT and AV setup

For additional event support beyond those listed above, [OSU Conference Services](#) may be contacted. OSU Conference Services is able to provide comprehensive planning, consultative, budgetary, and overall logistical support from beginning to end for all event needs

Additional fees at the OSU Portland Center:

Microphone - handheld	\$25
Microphone - lapel	\$25
Extended video	\$40
Extensive Audio setup - passive (just setup equipment)	\$75
Extensive Audio setup - active (manning equipment)	\$75 setup + \$25/hour
Checkout laptop	\$50
Digital signage coordination	\$60/hour
Alcohol permit coordination	\$100/event
Cancellation fee	\$65/reservation
Damage/Cleaning fees	Based on damage/cleaning