

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 | |
|----------------------------|---------------|----------------|-------------------|-----------------------|-------------------|-----------------------|----------------------------|-----------------------|
| Classroom | Room Capacity | Square Footage | Minimum (4 hours) | Additional (per hour) | Minimum (4 hours) | Additional (per hour) | Minimum (4 hours) | Additional (per hour) |
| Multnomah | 12 | 221 | \$ 400.00 | \$ 100.00 | \$ 300.00 | \$ 75.00 | \$ 40.00 | \$ 10.00 |
| Columbia | 8 | 233 | \$ 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 | \$ 150.00 | \$ 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 |
| Classroom | 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 | 42 | 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 Room) | \$80/Hour | \$65/Hour |
| Extensive audio setup | \$90/Hour | \$65/Hour |
| Hours - weekend fee (Including setup and vacate time) | \$80/Hour | \$65/Hour |
| Laptop rental (windows only) | \$50 | \$50 |
| Security guard (additional)* | \$50/Hour | \$23/Hour |
| Setup - short-turnaround | \$50 | \$50 |
| Sound System | \$90/Hour | \$65/Hour |

Conference Services and Rentables:

| | |
|---------------------------------|---------------|
| Conference Services | \$100/Hour |
| Tables (60" Rounds) | \$8/Table |
| Cocktail Tables (36" D x 42" H) | \$6/Table |
| Table Linens (Black/White) | \$25/Table |
| Linen Napkins (Black) | \$0.40/Napkin |
| Plates (10") | \$0.50/Plate |
| Mugs (12 oz) | \$0.50/Mug |
| Glasses (16 oz) | \$0.50/Glass |
| Cutlery | \$0.50/Set |

All Conference Services rental items are subject to one time \$100 service charge

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