



**OK STATE WESLEY FOUNDATION
VENUE PRICING ***

The OK State Wesley Foundation’s three-story facility is available for OSU/NOC student groups, off-campus organizations, nonprofits, and individuals when rooms are not in use for Wesley Foundation events. Contact info@okstatewesley.org to inquire about space availability.

ROOMS

	<u>OSU/NOC Student Groups</u>	<u>United Methodist Groups</u>	<u>Nonprofit Organizations</u>	<u>For-profit & Individuals</u>
Conference Room <ul style="list-style-type: none"> • First floor • Seats up to 20 people 	No charge	No charge	Full Day: \$120 Half Day: \$60	Full Day: \$200 Half Day: \$120
Library <ul style="list-style-type: none"> • Second floor • Available for small meetings – up to 8 people 	No charge	No charge	Full Day: \$75 Half Day: \$38	Full Day: \$150 Half Day: \$75
Multipurpose Room 201 <ul style="list-style-type: none"> • Second Floor • Space for up to 30 people 	No charge	No charge	Full Day: \$160 Half Day: \$80	Full Day: \$240 Half Day: \$160
Multipurpose Room 202 <ul style="list-style-type: none"> • Second Floor • Space for up to 30 people 	No charge	No charge	Full Day: \$160 Half Day: \$80	Full Day: \$240 Half Day: \$160
Worship/Meeting Space <ul style="list-style-type: none"> • Second floor • Space for up to 295 people 	No charge	No charge	Full Day: \$300 Half Day: \$150	Full Day: \$600 Half Day: \$300
Commercial Kitchen <ul style="list-style-type: none"> • First floor • Available for meal prep or catering 	No charge	No charge	Full Day: \$160 Half Day: \$80	Full Day: \$240 Half Day: \$160
Activity Area <ul style="list-style-type: none"> • First Floor • Space for up to 100 people 	No charge	No charge	Full Day: \$160 Half Day: \$80	Full Day: \$240 Half Day: \$160

*All rates are subject to change. A full day = 8 hours. Half day = 4 hours. After hours fees may apply. Proof of Liability Insurance and a signed contract are required to confirm registration. No alcoholic beverages may be served in the premises. The Wesley is a tobacco-free facility. The OK State Wesley Foundation reserves the right to refuse the reservation of space to any individual or group at the discretion of the Campus Minister or Director in charge. Additional space may be available for events at the discretion of the OK State Wesley Foundation. Contact us for more information.



Audio visual

In the Worship/Meeting Space an audio visual fee of \$45 will be issued for use and for a staff person to come and train on use throughout your event. If you would like to have a staff person stay throughout your event to run sound for you an additional \$20 per hour will be incurred.

Additional Fees

Cancellation fee (applies to all groups) – within 10 days of event Conference room, Library, and Multipurpose 201/202	\$30
Cancellation fee (applies to all groups) – within 10 days of event Worship/Meeting Space	\$75
No show fee (applies to all groups) no show by first 30 minutes of scheduled event lasting 2 hours or less	50% of total amount due
No show fee (applies to all groups) no show by first 30 minutes of scheduled event lasting 2 hours or more	50% of total amount due
Labor (if necessary)	\$20 per 50 persons
Clean-up charge for events that serve food	\$75 per space food is served/prepped