

WESLEY FOUNDATION RESERVATION RATES

When not in use for our own events, the Wesley Foundation facility has rooms available for OSU/NOC student groups, Methodist and other church groups, nonprofit organizations, and other individuals and businesses. Depending on the type of organization and event needs, there are four fees that you may be charged.

Room Rental

First Floor Rooms
Conference Room: 12
Activity Area: 100
Commercial Kitchen

Second Floor Rooms
Worship Room: 295
Multipurpose: 30
Library: 5

Table/Chair Setup

6FT round tables for seating and 6 or 8FT rectangular tables for serving are available, along with plenty of chairs. Tablecloths and napkins are also available.

Pricing based on the maximum anticipated number of attendees at \$20 per 25 people.

Food Cleanup

Only applicable for events where food, drinks, or snacks will be served. Happy to work with restaurant or caterer of your choice to make sure food is delivered and set up on time.

\$100/Space where food is served or prepared.

Audio/Visual

Only applicable when wanting to setup or connect to any of the following devices: Microphones, TVs, projectors, mobile speakers, sound system, stage lighting.

\$50 fee to setup as much or as little as needed. \$30 hourly rate if you need someone to run sound/lights during event. Connection fee plus hourly rate required if event includes live music.



Room Rental Fees

This portion of the reservation fees is waived for OSU/NOC student groups and Methodist groups. Student groups are those that are led by and for current OSU/NOC students. OSU departments are considered a nonprofit organization, but the nature of the event may affect how they are charged. Full day pricing goes into effect for any event scheduled for more than 4 hours.

Room	Nonprofit Price (Half Day/Full)	Businesses or Individuals (Half Day/Full)
Conference Room	\$60/120	\$120/180
Activity Area	\$80/160	\$160/240
Kitchen	\$80/160	\$160/240
Library	\$40/80	\$80/120
Multipurpose 201	\$80/160	\$160/240
Multipurpose 202	\$80/160	\$160/240
Worship Room	\$150/300	\$300/450

Additional Fees and Info

- No tobacco products, vaping, or alcohol are to be used or served on the premises.
- The Wesley reserves the right to refuse reservations at the discretion of the Executive Director.
- Lump sum pricing may be considered for large, special events like a wedding or recruitment/rush.
- The Wesley is committed to racial-ethnic and other types of experiential diversity and offers our facility at a priority and a discount to minority student groups. Please contact a staff member for more information.
- A \$75 fee will be assessed in lieu of reservation costs if an event is canceled within 10 days of the event date.
- If a group does not show up for their event, 50% of the total reservation cost will be charged to the group, and any future reservation requests may be refused.
- Some audio/visual equipment may be taken off-site for a rental fee of 10% of approximate replacement value. Contact a staff member for more information.