



South Penn Campus Conference Room Prices

All pricing includes room set-up, audio/visual equipment use (including laptops and projectors) and Internet. No food or drink items from outside the facility are allowed. An approved list of caterers will be provided upon request. Prices are for events held on or after July 1, 2014.

Room	Approx. Size	Set-up Options with Capacity	PRICE	
			Weekday	Friday after 4:30 p.m. or Sat.
Conference Center — All Sections	6,336 SF 66'x96'	Theater – 450 Classroom – 300 Banquet – 288-350	\$725**	
Section A,B,D, or E of Conference Center	1,040 SF 33'x33'	Theater – 60 Classroom – 40 Banquet – 48 U-shape – 14 Pods – 28	\$245**	All Conference Center Configurations are charged at a \$1,085 flat fee Friday after 4:30 p.m. and Saturdays**
1/3 of Conference Center (Section AB, C, or DE)	2,178 SF 66'x33'	Theater – 190 Classroom – 100 Banquet – 96 U-shape – 60	\$365**	
2/3 of Conference Center (Sections ABC or CDE)	4,356 SF 66' x 66'	Theater – 310 Classroom – 200 Banquet – 224	\$605**	
Rotunda	1591 SF 43'x37'	Catering/Vendor Tables	\$245*	Free if renting Conference Center
First Floor Break-out Rooms (P109/P110 or P111/P112)	800 SF 29'x23'	Theater – 24 Classroom – 24 U-shape – 16 Pods – 20-24	\$185**	\$305**
Combined First Floor Break-out Rooms (P109/P110 or P111/P112)	1600 SF 29'x46'	Theater – 48 Classroom – 48 U-shape – 30 Pods – 40	\$305**	\$605**

*Rotunda is free if renting 2/3 of Conference Center or more. If renting less than 2/3 of Conference Center, cost is \$245.

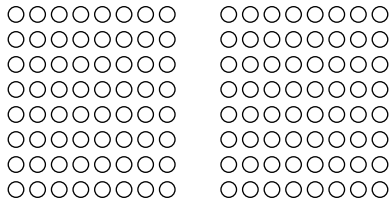
** Events occurring after 4:30 p.m. Monday through Friday or anytime on Saturday are subject to a \$30/hour fee that covers the cost of additional staff needed to cover event.

Please note: Moore Norman Technology Center offers facilities for conferences as an additional service to the community. Its primary function is that of a technology training center, and is bound by all state laws and regulations governing public school districts. Amenities, staffing, and services may not be the same as traditional conferencing facilities. Conference rooms are used for ongoing training efforts on a regular basis during days and evenings. Contact an MNTC Event Planner for more details.

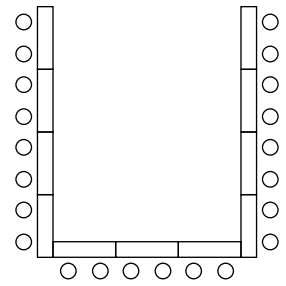


Seating and Set-Up Options

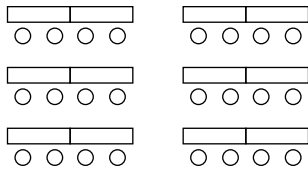
Theater Style Seating
(Chairs only for *maximum* capacity)



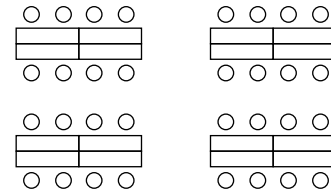
U-Shape Seating
(*Minimum* capacity)



Classroom Style Seating
(Tables & chairs facing speaker)



Pod Seating
(Tables & chairs facing each other)



Banquet Style Seating
(Round tables with six chairs)

