

OSM Room Rental Policy and Rates Salem Campus

Room rentals are subject to classroom availability. A rental application outlining the activity, dates and times is required. OSM management will review applications to ensure activities are compatible with the school's values. For reservations of 1/2 day or longer, a deposit of 50% of the total rental amount (\$75.00 minimum) must be received in order to secure the room. This deposit will be credited toward the rental fee subject to staff checkout. A \$25.00 fee is charged on cancellations less than 2 weeks prior to the scheduled rental.

Rental Rates:

Room	Sq Ft. (Approx.)	Hourly Rate	1/2 Day (4hr Max)	Full Day (8 hr Max)
A – River View	830 sq ft	\$25.00	\$87.50	\$175.00
B – River View	1020 sq ft	\$35.00	\$125.00	\$250.00
C	960 sq ft	\$35.00	\$125.00	\$250.00

Facility Equipment:

All rooms come equipped with lecture tables, chairs and an overhead projector. Room A seats approximately 40 people (24 lecture style with tables). Rooms B and C seat approximately 50 people (32 lecture style with tables).

Equipment Rentals:

Massage Tables	Included with Room Rental
TV/DVD/VCR	Included with Room Rental
Hydrocollator	\$10.00 per day
Slide projector	\$10.00 per day