



KENNESAW STATE
UNIVERSITY

Department of Event and Venue Management
Kennesaw Campus - Facility Rate Sheet

| Event Space | Capacity | Setup | Facility Fee | | |
|---|--|-------------------|--------------|------------|------------|
| | | | Internal | External | Non-Profit |
| Classrooms | Up to 150 | As Is | N/C | \$100.00 | \$75.00 |
| Tiered Classrooms (including Auditoriums*) | Up to 260 | As Is | N/C | \$300.00 | \$225.00 |
| Conference Rooms | Up to 30 | As Is | N/C | \$100.00 | \$75.00 |
| Carmichael Student Center | | | | | |
| Student Center - University Rooms ABCDE* | 410/230 | Theater/Banquet | N/C | \$800.00 | \$600.00 |
| Student Center - University Room A, B or CDE | 100/64 | Theater/Banquet | N/C | \$300.00 | \$225.00 |
| Leadership Room | Up to 64 | Banquet | N/C | \$300.00 | \$225.00 |
| Convocation Center | | | | | |
| Arena floor (w/approval) | Depends on | Flexible | N/C** | \$1,000.00 | \$750.00 |
| East/West Wing | Up to 700 | Flexible | N/C** | \$250.00 | \$187.50 |
| Hospitality Suite | 75 | As Is | N/C | \$400.00 | \$300.00 |
| Labs | | | | | |
| Computer | Up to 40 | As Is | N/C | \$250.00 | \$187.50 |
| Science | Up to 24 | As Is | N/C | \$250.00 | \$187.50 |
| Outside Areas | | | | | |
| Campus Green - All | Up to 12,750 | Flexible | N/C | \$2,000.00 | \$1,500.00 |
| Campus Green - each area | Varies | Flexible | N/C | \$500.00 | \$375.00 |
| Legacy Gazebo | 300 | Existing setup | N/C | \$500.00 | \$375.00 |
| Atriums | | | | | |
| Bagwell | Up to 50 | As Is | N/C | \$300.00 | \$225.00 |
| Burruss | Up to 80 | As Is | N/C | \$300.00 | \$225.00 |
| Clendenin | Up to 15 | As Is | N/C | \$300.00 | \$225.00 |
| Convocation Center | Up to 80 | As Is | N/C | \$300.00 | \$225.00 |
| Prillaman Hall | Up to 50 | As Is | N/C | \$300.00 | \$225.00 |
| Science Lab | Up to 50 | As Is | N/C | \$300.00 | \$225.00 |
| Social Science | Up to 80 | As Is | N/C | \$300.00 | \$225.00 |
| Other | | | | | |
| Auditorium check in lobby | | As Is | N/C | \$250.00 | \$138.00 |
| Prillaman Hall Indoor Plaza | 40/75 | Banquet/Reception | N/C | \$300.00 | \$225.00 |
| Fees based on 8 hours with set up/tear down included. Half day rates are available (minimum 4 hours) | | | | | |
| Event Personnel/Support Fees (4 hour min) | | | | | |
| Event Day Personnel | \$30.00 per hour per person | | | | |
| Custodial | \$20.00 per hour per custodian | | | | |
| Security Officer | \$30.00 per hour per SO | | | | |
| Police Officer | \$65.00 per hour per PO | | | | |
| Private Security | \$16.00 per hour per PS | | | | |
| Private Security Supervisor | \$19.50 per hour per PSS | | | | |
| Private Security Event Manager | \$21.50 per hour per PS Event | | | | |
| EMT | \$65.00 per hour per EMT | | | | |
| Audio Visual Support | \$200.00 daily rate (up to 8 hours) per person | | | | |
| Night Owl Supervisor | \$15.00/hour | | | | |
| Night Owl | \$12.00/hour | | | | |
| Administration Fee*** | | | | | |

Equipment Rental and Services

| | | |
|--|--|---------|
| Tables - 6'/8' rectangular | \$9.00 10' X 10' tent | \$50.00 |
| Tables - 60"/72" rounds | \$9.00 Linens | \$15.00 |
| Tables - Cocktail/high top | \$10.00 Rolling Risers (6' X 8' Section)**** | \$30.00 |
| Chairs (Padded - KSU) | \$3.00 Staging (4' X 8' Section)**** | \$50.00 |
| Pipe and Drape/section - up to 10 feet | \$25.00 Stanchions (Per piece) | \$10.00 |

Parking Rental and Services*****

| | | |
|--|---------------------|-----------------------------|
| Event Parking | \$2.00/spot | |
| Cones | \$2.00 | Replacement cost = \$25.00 |
| Barricades | \$12.00 | Replacement cost = \$150.00 |
| Candlesticks | \$6.00 | Replacement cost = \$75.00 |
| A-frame sign stand | \$8.00 | Replacement cost = \$85.00 |
| 4 seater golf cart | \$95.00 | Delivery fee = \$99.00 |
| 6 seater golf cart | \$115.00 | Delivery fee = \$99.00 |
| 1 Parking Ambassador***** | \$28.00/hour/person | 4 hours minimum |
| 1 Golf Cart Driver | \$28.00/hour/person | 5 hours minimum |
| Manager/Supervisor | \$40.00/hour/person | |
| Setup/Break down or delivery of supplies | Starts @ \$50.00 | \$50.00 minimum |

* Includes Lobby

** NC = No charge for use; setup fees will apply

*** 10% of total will apply. \$50.00 minimum

**** Indoor use only; available where space allows

***** Additional rental prices for unlisted items may be provided upon request.

***** A manager must be on site if two or more parking ambassadors are required