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| Title | Campus Space Reservation Procedure |
| Responsible Office | Department of Event and Venue Management |
| Contact Information | Executive Director of Event and Venue Management  Phone:470-578-6252  Email: [jskopitz@kennesaw.edu](mailto:jskopitz@kennesaw.edu) |

**Kennesaw State University Campus Space Reservation Procedure**

1. **Purpose Statement**

Kennesaw State University (KSU or the University) has many areas on its campuses that are accessible to members of the public. Expressive activity in publicly accessible areas of campus is subject to the University’s [Freedom of Expression Policy.](https://www.kennesaw.edu/student-affairs/docs/freedom-of-expression-policy.pdf)

The University is not a place of unrestricted public access. The areas of campus that are not accessible by the public (such as auditoriums, lecture halls, and recreational facilities) are primarily available for use by members of the University community (i.e., faculty, staff and students) with certain exceptions. Accordingly, areas of campus that are not accessible by the public may only be reserved through this procedure.

1. **Applicability**

This procedure applies to all individuals and entities seeking to reserve University-owned or -operated spaces, for the following:

1. University or Registered Student Organization (RSO) sponsored or co-sponsored events
2. Events organized by outside organizations
3. **Definitions**

* “Affiliated Entity” includes university departments, units, and divisions as well as registered student organizations, and cooperative agencies.
* “Co-sponsored Event" means an event which is organized, presented, or funded, in whole or in part by a university department or college in collaboration with an external, or non­ affiliated entity, including, but not limited to, events where the external or non-affiliated entity is primarily responsible for planning and the university co-sponsor is only providing space.
* “Facilities” shall include all buildings, structures, grounds, sidewalks, areas, streets, and spaces that are owned or leased by the Kennesaw State University.
* “Event” is a use that requires any type of setup, special audio or visual needs,

parking or food/catering.

* “External Event” is a meeting, event, conference, or a series of meetings or events held on campus on behalf of a non-Kennesaw State University organization, contracted directly with Kennesaw State University.
* “Fronting” refers to the act of allowing a Non-Affiliated Entity to register under the guise of an Affiliated Entity.
* “Non-Affiliated Entity” includes groups that are not affiliated with the University and do not qualify for University sponsorship or hosting, but who may rent University facilities in accordance with this procedure. A non-affiliated entity may also be referred to as "external entity."
* “Registered Student Organization (RSO)” is any student organization that has properly followed the process to register their organization at Kennesaw State University in accordance with the most current version of the RSO Policy and RSO Manual.
* “Responsible Party” is the primary contact for the reservation or event.
* “Sponsored Event" means an event which is organized, presented, or funded, in whole or in part by a university department or college or RSO.
* University Co-Sponsor" refers to the University department, college, organization, cooperative agency, or other Affiliated Entity that is collaborating with the Non-Affiliated or External Entity.
* “Use” refers to any event, activity, presence, or occupancy by an individual or a group.

1. **General Principles**
2. Reservation requests for the use of Facilities must be requested via the University [reservations portal](https://25live.collegenet.com/pro/kennesaw/) or an [outside event inquiry](https://kennesawstateuniversity-vbzux.formstack.com/forms/external_event_request_form).
3. Placing a reservation request does not guarantee the request will be approved. Reservations will be scheduled based on the priorities outlined in the [Space Usage Prioritization Procedure](https://www.kennesaw.edu/event-venue-management/event-planning-resources/docs/ksuspaceusageprioritizationprocedure2025.pdf). The denial of any reservation or rental request is based on content-neutral factors including, but not limited to:
   1. The availability of requested space
   2. Anticipated size of the proposed event
   3. Weather
   4. Proximity to academic calendar events (e.g., commencement, final exams and holiday breaks)
   5. The use or activity intended by the requester would conflict with or disturb previously planned programs organized and conducted by the University;
   6. Availability of required resources
   7. The policies and requirements of the requested facility
   8. The requestor or host is not in good standing with the University
4. Mission Priority: As detailed in the [Space Usage Prioritization Procedure](https://www.kennesaw.edu/event-venue-management/event-planning-resources/docs/ksuspaceusageprioritizationprocedure2025.pdf), KSU reserves the right to prioritize uses of space that directly support its core educational, research, and service missions. Limitations on space availability may apply to ensure sufficient facilities for academic programming and operations.
5. Compliance with Policies: All reservations and events must comply with the applicable policies and requirements of the University System of Georgia, the University, and particular facility, as well as local, state, and federal laws. The Responsible Party submitting the reservation request assumes all responsibility for the accuracy and reliability of the information regarding the reservation request and related event. These include, but are not limited to Kennesaw State University policies addressing alcohol possession and use, catering, sound amplification, posting, and vending. Copies of these and other applicable policies and regulations are available on the Policy Portal website (https://policy.kennesaw.edu/) or may be requested from the Department of Event and Venue Management at [events@kennesaw.edu](mailto:events@kennesaw.edu). Any event found in non-compliance with these laws, regulations, and/or requirements will be required to cease immediately and will not be eligible for a refund.
6. Individuals or organizations are not permitted to:
   1. Participate in fronting – allowing a Non-Affiliated Entity to reserve Facilities under the guise of an Affiliated Entity;
   2. Transfer reservations to another individual or organization; or
   3. Sublet reserved facilities.
7. **Categories of Event Sponsors**
8. University-Sponsored or Co-Sponsored Events - Events sponsored or co-sponsored by the University (including academic colleges, business units, or departments on behalf of the University) or RSOs. These events may include lectures, conferences, athletic events, student activities, and internal meetings. If the University or RSO is co-sponsoring an event, they should consider the benefit to the University and its community prior to submitting a reservation request. Securing a co-sponsor does not guarantee a reservation request will be approved. Members of the University community are not required to sponsor outside groups or individuals seeking to hold events on University property. Refer to the [Co-Sponsored Event Guidelines](https://www.kennesaw.edu/event-venue-management/event-planning-resources/docs/cosponsoredeventguidelines.pdf) for additional information.
   * **Facility Use Charges**: Official University entities, including academic colleges, business units, or departments, and RSOs will be billed for costs associated with their respective events. The University may assign support personnel to any event and bill the Responsible Party. The host will be notified in advance of estimated charges, which may include, but not be limited to charges for:
     1. Public Safety officers (see Freedom of Expression Policy and Security Policy for further information)
     2. Risk Management officials
     3. Catering personnel
     4. Custodians or grounds crews
     5. Audio/visual technicians
     6. Electricians
     7. Event Personnel
9. External Events -Includes events held on campus on behalf of governmental entities (federal, state, and local government agencies/organizations), nonprofits, corporations, community groups, and individuals unaffiliated with the University. These events will not receive priority scheduling, and may be subject to other facility-specific restrictions.
   * **Facility Use Charges**: Full facility and associated service fees apply. Facility use charges can be found here:\_ [Event Services](https://www.kennesaw.edu/event-venue-management/event-services/index.php).
   * Payment for associated charges must be remitted in advance of the reservation date, in compliance with applicable facility policies and requirements. The University reserves the right to cancel an event if any fees are not paid in accordance with the deadlines laid out in rental agreements and/or other usage agreements.
10. **Reservation Process**
11. **Request Submission**
    * Reservation requests for the use of Facilities must be requested via the University reservations portal or an outside event inquiry, both found [here](https://www.kennesaw.edu/event-venue-management/). Note: The following locations accept reservation requests through a separate specific reservation process:
      + 1. Fifth Third Stadium;
        2. Mickey Dunn Stadium;
        3. College of the Arts Facilities;
        4. the Dr. Betty L. Siegel Student Recreation & Activities Center; and
        5. The Zuckerman Museum of Art.
    * Reservation requests should be fully completed, including event details, desired date/time, sponsoring entity, and anticipated attendance.
12. **Deadlines**

* University-sponsored events: 14 days prior to the event
* RSO events: 14 days prior to the event
* Co-sponsored events: 6 weeks prior to the event
* External events: 6 weeks prior to the event

Requests submitted outside these timeframes may be denied.

1. **Space Assignment Criteria**  
   Requests will be evaluated based on the procedure outlined in the [Space Usage Prioritization Procedure](https://www.kennesaw.edu/event-venue-management/event-planning-resources/docs/ksuspaceusageprioritizationprocedure2025.pdf).
2. **Limitations on Use**
   * Some facilities may have restricted hours or periods when reservations are not permitted, to ensure the University has the necessary resources available that are necessary to fulfill its mission:
     + During the start of the academic term (one week before the first day of classes through three weeks after the first day of classes), the Carmichael Student Center, Wilson Student Center, Event Center, Convocation Center, Academic Learning Center, and Prillaman Hall are not available for reservation by external entities.
     + During Summer Conference Season (the period beginning the day after spring commencement and continuing until the Sunday before residence halls open for fall semester), event space may be available for external events, who must contract their rental via the Department of Event and Venue Management.
     + The University Rooms at the Carmichael Student Center and the Ballrooms at the Wilson Student Center may be reserved by external entities only during the Summer Conference Season.
     + The VyStar Arena at the Convocation Center may be reserved by external entities during the Summer Conference Season.
     + The VyStar Arena at Convocation Center is not available for reservation for RSO events, nor co-sponsored RSO events.
   * Note, recurring reservations may be limited to allow equitable access for multiple users.
3. **Confirmation**
   * Approval or denial will be issued in writing. Confirmed reservations are subject to cancellation for reasons including emergency closures, facility damage, or violation of University policy.
4. **Violations of this Procedure**

In the event that the University determines a Responsible Party (or affiliated individual or organization) has engaged in prohibited conduct or has knowingly provided inaccurate or misleading information, such Responsible Party, as well as any party on whose behalf or for whose benefit the offending party is deemed to have acted, shall have all reservation privileges—including existing and future reservations—suspended for a consecutive six-month period, exclusive of summer and academic break periods.

7.1. Review Process for Determination of Prohibited Conduct or Misrepresentation

If allegations of prohibited conduct or misrepresentation occur, the following review will occur:

1. **Investigation**
   * The Executive Director of Event and Venue Management will conduct a fact-finding investigation within 5 business days.
   * The outside entity or individual may present their account and supporting materials during the investigation.
2. **Determination**
   * The Executive Director of Event and Venue Management will make a decision based on the preponderance of evidence.
   * Written findings issued within 5 business days of investigation completion, including any sanction details.
3. **Sanction Implementation**
   * Violation results in suspension of all reservation privileges for six consecutive months, excluding summer and academic breaks.
   * Existing reservations during the suspension are canceled.
4. **Appeal**
   * The outside entity or individual may submit a written appeal within 10 business days.
   * Appeals are decided by the Associate Vice President of Campus Operations within 5 business days; decision is final.
5. **Associated Policies and Regulations**
   * KSU Freedom of Expression Policy
   * Posting and Chalking Policy
   * KSUPD Security Policy

1. **Associated Procedures**
   * Space Usage Prioritization Procedure
   * Co-Sponsored Event Guidelines
2. **Review Schedule**

This procedure will be reviewed annually.