

|  |  |
| --- | --- |
| Title | Co-Sponsored Event Guidelines |
| Responsible Office | Department of Event and Venue Management |
| Contact Information | Executive Director of Event and Venue Management Phone:470-578-6252Email: jskopitz@kennesaw.edu |

# Purpose Statement

The purpose of this document is to establish a uniform guideline by which Kennesaw State University hosts co-sponsored events with external or non-affiliated entities.

As stated in the Kennesaw State University [Space Prioritization Procedure](https://www.kennesaw.edu/event-venue-management/event-planning-resources/docs/ksu-space-usage-prioritization-procedure-fy2024.pdf),

*"Kennesaw State University campus space is considered a total resource under the control and management of the President's Cabinet. No individual spaces or areas are regarded as the "real property" of any department, college or division of the University. Space is allocated taking into consideration several factors including campus priorities, best use, potential for academic classroom disruption, and obligations related to funding or other covenants and the campus mission. These factors will be fully considered in decisions about all space a/locations, use and changes in assignments."*

# Definitions

The term "Affiliated Entity" means university departments, units, and divisions as well as registered student organizations, and cooperative agencies.

The term "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" includes all buildings, structures, grounds, sidewalks, areas, streets, and spaces that are owned or leased by 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."

"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.

# Guidelines

Co-Sponsored Events are considered external events for purposes of the Space Usage Prioritization Procedure. A request to co-sponsor an external event must first be submitted to the department or unit’s Vice President or Dean for review and approval. Once approved, the co-sponsor must upload the documented approval, along with a clear rationale or justification for sponsorship, when submitting the event request through the KSU Reservations Portal.

For Co-Sponsored Events, the University Co-Sponsor is responsible, individually and jointly with the Non-Affiliated Entity, for the following:

* 1. Being present throughout the event and have available for inspection the confirmation copy of the Event Request Form and applicable support documents and licenses;
	2. While the Department of Event and Venue Management will coordinate event logistics directly with the Non-Affiliated or External Entity, the co-sponsor is expected to remain informed of all event details and discussions. Any breakdowns in communication between the University and the the Non-Affiliated or External Entity may need to be resolved by the sponsor;
	3. Communicating any restrictions regarding the facility to the group and the participants; and
	4. All charges levied for use of the facility, special services and equipment, repair of any damages to the facility, and any costs for cleaning above what is usual and customary.

Long-term or significant collaboration with a Non-Affiliated or External Entity does not transform an entity into an Affiliated Entity. Allowing a Non-Affiliated Entity to register under the guise of an Affiliated Entity is specifically forbidden and may result in the forfeiture of the event reservation or the associated funds.

# Rates

Co-Sponsored Events are levied the non-profit, external rates for facility rentals and the applicable rates of the Affiliated Entity for all AV/Technical services.

# Exclusions or Exceptions

Exceptions to these guidelines can only be made by a member of the President's Cabinet, and written documentation of the rationale behind the decision must be maintained by the Department of Event and Venue Management.

# Restrictions

Hosted external activities may be accommodated during the academic year on a space-available basis in accordance with the Space Usage Prioritization Procedure. They will not receive priority scheduling and may be subject to other facility-specific restrictions.

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 to conferences, who must contract their rental via the Department of Event and Venue Management.

No member of the university community has an obligation to sponsor an outside group or individual seeking to hold an event on the university’s campus.