



KENNESAW STATE
UNIVERSITY

Department of Event and Venue Management
Marietta 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
Joe Mack Wilson Student Center					
Ballrooms A&B (with no divider) *	361/160	Theater/Banquet	N/C	\$700.00	\$525.00
Ballroom A	100/64	Theater/Banquet	N/C	\$400.00	\$300.00
Ballroom B	100/64	Theater/Banquet	N/C	\$400.00	\$300.00
Lobby - Upper Level	50	Flexible	N/C	\$250.00	\$187.50
Meeting Rooms					
204	16	Open square	N/C	\$100.00	\$75.00
213	10	Conference style	N/C	\$100.00	\$75.00
214	25	Theater style	N/C	\$100.00	\$75.00
215	24	Classroom Style	N/C	\$100.00	\$75.00
216	32	Classroom Style	N/C	\$100.00	\$75.00
Dogwood	40	Flexible	N/C	\$100.00	\$75.00
Atrium - Lower Level	50	Flexible	N/C	\$250.00	\$187.50
Theater	450	As Is	N/C	\$2,000.00	N/A
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					
Area Between the Residence Halls	200	Flexible	N/C	\$500.00	\$375.00
Globe Area	200	Flexible	N/C	\$500.00	\$375.00
Sycamore Grove	200	Flexible	N/C	\$500.00	\$375.00
Amphitheater	200	As Is	N/C	\$500.00	\$375.00
Alumni Walk	100	Flexible	N/C	\$200.00	\$150.00
Q Walkway	100	Flexible	N/C	\$200.00	\$150.00
Atriums					
Harris Textile Center (M)	60	As Is	N/C	\$200.00	\$150.00
Engineering Technology (Q)	150	As Is	N/C	\$300.00	\$225.00
Atrium Building (J)	75	As Is	N/C	\$200.00	\$150.00
Other					
Auditorium check in lobby		As Is	N/C	\$250.00	\$187.50
Executive Dining Room	48	Flexible	N/C	\$300.00	\$225.00
Marietta Event Center*	1800	Flexible	N/C**	\$500.00	\$375.00
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 Manager				
EMT	\$75.00 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 (Ushers/conversions)	\$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 (Plastic - Samsonite)	\$1.00	Staging (4' X 8' Section)****	\$50.00
Chairs (Padded - KSU)	\$3.00	Stanchions (Per piece)	\$10.00
Pipe and Drape/section - up to 10 feet	\$25.00		

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

**** Available in specific areas only

**** 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
