

## **GENERAL RESERVATION GUIDELINES AND PROCEDURES**

1. All University policies and procedures must be observed at all times. No tobacco, drugs or alcohol is permitted on campus or any event. All events requesting food must be approved by KSU catering.
  - i. KSU Event Policies: <https://www.kennesaw.edu/event-venue-management/event-planning-resources/policies-procedures.php>
2. KSU reserves the right to delay, postpone, and cancel events due to weather or other unforeseen circumstances surrounding the facility.
3. KSU reserves the right to cancel events for non-receipt of required information.
4. Facilities used must be returned in the condition it was upon arrival. (ex. trash removed to dumpster, tables and chairs returned to storage by stated closing time) or additional fees will be applied.
5. On site verification by the user group event staff must ensure all participants have signed KSU waiver to participate. Non-participating spectators and non-recreators are not required to sign a waiver.
6. All groups require a determined point of contact from the user group to be on site for the entirety of the event, including set up and breakdown, prior to the start of the event.
7. Facility request must be submitted a minimum of two weeks in advance. Requests submitted less than two weeks may be denied if additional setup is required.
8. KSU Parking will be consulted to establish a parking plan for the event. Any costs associated with the plan will be paid in full by the user group. Reservation requests must contain all pertinent information.
9. All minors are required to have a legal guardian sign their facility waiver and must follow all Protection of Minors Program Sponsor Guidelines set by the Board of Regents and University System of Georgia.
10. Any facility request beyond normal operating hours will be reviewed; if approved and available, the cost of additional staff will be paid by the user group.
11. Additional equipment is available for a cost and are itemized in the matrixes below.
12. Facility requests detailing hosting programming comparable to the Department of Sports and Recreation program offerings may be denied due to the potential conflict of interest.
13. User groups may be asked to rent their own resources (tables, chairs, etc.) due to inventory supply on hand in the recreation center(s). A fee will be applied to the user group if floor covering placement is required.
14. Registered Student Organization (RSO) user groups must go through the Department of Student Affairs, prior to event approval. Individual students cannot reserve space within the facility.

### Larger Scale Events – Anticipated attendance 250+, or utilizing 3+ spaces within either facility

15. KSU Campus Security/Police will be consulted to establish a security plan for the event. Any costs associated with the plan will be paid in full by the user group.
16. Large-scale event requests need to be made a minimum of four weeks in advance.
17. A facility walkthrough is required two weeks out from the requested large-scale reservation event date, prior to each facility reservation approval.

## FACILITY USE FEES

Please see the below matrixes for Sports and Recreation space rental fees:

- Internal User Rates: Student Recreation and Activities Center & Recreation and Wellness Center (**Matrix A**)
- External User Rates: Student Recreation and Activities Center & Recreation and Wellness Center (**Matrix B**)
- Sports Park: Owls Nest and The Perch Rates (**Matrix C**)
- Recreation Center Staffing: If staff are required for the event, they will be assessed at the rates below:

	During Operating Hours – Per Hour	Outside of Operating Hours – Per Hour
<b>Internal</b>	Facility Operations Assistant \$15.00	Facility Operations Assistant \$20.00
	Service Desk Attendant \$10.00	Service Desk Attendant \$17.00
	Facility Attendant \$10.00	Facility Attendant \$17.00
	Lifeguard \$11.75	Lifeguard \$18.50
<b>External</b>	Facility Operations Assistant \$20.00	Facility Operations Assistant \$25.00
	Service Desk Attendant \$17.00	Service Desk Attendant \$22.00
	Facility Attendant \$17.00	Facility Attendant \$22.00
	Lifeguard \$18.50	Lifeguard \$23.00

- Guest Fees: For guests whether they are recreating or spectating.

	Recreating	Spectating
<b>Recreation Center - Kennesaw</b>	\$10	-
<b>Recreation Center – Marietta</b>	\$10	-
<b>The Owls Nest</b>	-	-
<b>The Perch</b>	\$10	\$10

### Additional Resources:

- Event and Venue Management: <https://www.kennesaw.edu/event-venue-management/index.php>
  - Public Safety/Campus Police (to be negotiated separately)
  - Building Services/Custodial (to be negotiated separately)
  - KSU Catering (to be negotiated separately)
  - Parking (to be negotiated separately)
  - Various associated costs may apply through outside vendors:
    - Excess tables, chairs, stage, podiums, pipe & drape, etc.
    - Audio/Visual needs might require a fee

## **Matrix A – Internal User Rates – Recreation Centers**

Recreational Facility Use Fees - Internal Users (July 1, 2025 - June 30, 2026)				
Daily Rate Used for Any Event 8+ Hours in Length; Cleaning fee of \$50 an hour in any spaces left dirty				
Student Recreation and Activities Center - Kennesaw Campus	Square Footage & Occupancy		Internal User Groups	
<i>Space</i>	<i>Sq. Ft</i>	<i>Occupancy</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>
Lobby	3700	75	\$25	\$100
Activity Room 1090 A	1056	100	\$25	\$100
Activity Room 1090 B	1485	100	\$25	\$100
Activity Room 2090	2788	250	\$50	\$200
Basketball Courts (4)	5850/court	450/court	\$40/court	\$170/court
Racquetball Courts (3)	800/court	15/court	\$25/court	\$100/court
MAC Gym (including bleachers)	10181	1400	\$50	\$200
Indoor Pool (by lane)			\$10/lane	\$100/lane
Indoor Pool (all)	9752	200	\$150	\$600
Outdoor Pool	9687	200	\$100	\$400
Outdoor Pool Patio	5667	75	\$30	\$120
Wet Classroom	380	15	\$25	\$100
Conference Room	429	20	n/a	n/a
Sand Volleyball Court	2100	50	\$25	\$100
Tennis Courts (8)			\$5/court	\$20/court
Outdoor Basketball Court	10250		\$20	n/a
Group Exercise Studio 1	1674	35	\$25	\$100
Group Exercise Studio 2&3	3735	75	\$50	\$200
XP Room or Specialty Spaces	1580	32	\$50	\$200

Recreation and Wellness Center - Marietta Campus	Square Footage & Occupancy		Internal User Groups	
<i>Space</i>	<i>Sq. Ft</i>	<i>Occupancy</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>
Basketball Courts (2)	6930/court	530/court	\$40/court	\$170/court
Racquetball Court	800	15/court	\$25/court	\$100/court
Fitness Room	1152	25	\$25	\$100
Conference Room	176	10	-	-

Reservable Items	
<i>Items</i>	<i>Rate</i>
Tables - 6 foot	-
Chairs	-
A Frame Signage	-
Sound Systems – utilized inside only	\$100
Projector & Screen	\$250
Stage	\$25
Floor Covering	\$200/court

## Matrix B – External User Rates – Recreation Centers

Recreational Facility Use Fees - External Users (July 1, 2025 - June 30, 2026)				
Daily Rate Used for Any Event 8+ Hours in Length; Cleaning fee of \$150 an hour in any spaces left dirty				
Student Recreation and Activities Center - Kennesaw Campus	Square Footage & Occupancy		External User Groups	
<i>Space</i>	<i>Sq. Ft</i>	<i>Occupancy</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>
Lobby	3700	75	\$40	\$350
Activity Room 1090 A	1056	100	\$45	\$375
Activity Room 1090 B	1485	100	\$55	\$450
Activity Room 2090	2788	250	\$100	\$800
Basketball Courts (4)	5850/court	450/court	\$85/court	\$700/court
Racquetball Courts (3)	800/court	15/court	\$50/court	\$425/court
MAC Gym (including bleachers)	10181	1400	\$100	\$825
Indoor Pool (by lane)			\$24/lane	\$20/lane
Indoor Pool (all)	9752	200	\$200	\$1,625
Outdoor Pool	9687	200	\$250	\$2,000
Outdoor Pool Patio	5667	75	\$75	\$625
Wet Classroom	380	15	\$40	\$350
Conference Room	429	20	\$40	\$350
Sand Volleyball Court	2100	50	\$50	\$425
Tennis Courts (8)			\$10/court	\$100/court
Outdoor Basketball Court	10250		\$25	\$175
Group Exercise Studio 1	1674	35	\$50	\$425
Group Exercise Studio 2&3	3735	75	\$125	\$1,025
XP Room or Specialty Spaces	1580	32	\$100	\$825

Recreation and Wellness Center - Marietta Campus	Square Footage & Occupancy		External User Groups	
<i>Space</i>	<i>Sq. Ft</i>	<i>Occupancy</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>
Basketball Courts (2)	6930/court	530/court	\$85/court	\$700/court
Racquetball Court	800	15/court	\$50	\$425
Fitness Room	1152	25	\$50	\$425
Conference Room	176	10	\$40	\$350

Reservable Items	
<i>Items</i>	<i>Rate</i>
Tables - 6 foot	\$9/table
Chairs	\$3/chair
A Frame Signage	\$8/sign
Sound Systems – utilized inside only	\$250
Projector & Screen	\$500
Stage	\$45
Floor Covering	\$400/court



**KENNESAW STATE  
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DIVISION OF STUDENT AFFAIRS  
Sports and Recreation

## Matrix C – Sports Park Rates

Recreational Facility Use Fees - The Owls Nest - Kennesaw Campus						
			External User Groups <i>5K Races Only</i>		Internal User Groups	
<i>Space</i>	<i>Sq Ft</i>	<i>Occupancy</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>
Field 1 (turf)			\$125		\$75	\$300
Field 2 (turf)			\$125		\$75	\$300
Conference Room			\$40	\$160	\$25	\$100
Large Team Room			\$45	\$180	\$25	\$100
Indoor Netted Area			\$45	\$180	\$25	\$100

Recreational Facility Use Fees - The Perch- Kennesaw Campus						
			External User Groups <i>5K Races Only</i>		Internal User Groups	
<i>Space</i>	<i>Sq Ft</i>	<i>Occupancy</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>	<i>Hourly Rate</i>	<i>Daily Rate</i>
Field 3 (turf)			\$125		\$75	\$300
Field 4 (turf) <sup>+</sup>			\$300		\$150	\$600
Field 5 (turf) <sup>+</sup>						
Field 6 (turf) <sup>+</sup>						
Field 7 (Natural)			\$125		\$75	\$300
Volleyball Pits (per pit)					\$25	\$100
Parking Lot			\$125	\$500	\$75	\$300
Picnic Area/Restrooms*				\$150		\$100
Walk/Jog Trail (5K races only)			\$100	\$300	\$60	\$200
Team Room A (rm.109, single door)			\$45	\$180	\$25	\$100
Team Room B (rm. 110, double door)			\$45	\$180	\$25	\$100
Team Room Overnight storage**				\$180		\$100
Certified 5K route***				\$500		\$300

### NOTES:

Daily rate applies to any reservation lasting for more than 4 hours.

External User Groups are defined as any group not directly affiliated with a student organization (ie: Registered Student Orgs, Fraternity and Sorority Life (Greek Life, etc.)

### KEY:

(+)When reserving fields 4-6 for 5K races, all three fields are reserved for a total rate per hour; individual fields are not available for reservation ("all or nothing").

(\*) Picnic area and restroom charges only apply if event is NOT reserving field/sand volleyball space (ie: parking lot only and want restroom access).

(\*\*) Overnight storage in team room is available for a flat rate; items may be dropped off last two hours of normal operating hours

(\*\*\*) Certified 5K route is a flat rate charge; time limit 3 hours

<b>Additional setup, equipment and item costs:</b>	<b>External</b>	<b>Internal</b>
Perch Water table set up (1 table on Perch trail, 1 table at finish line, 2 coolers at picnic tables, no cups)	\$25	\$15
External Water table set up (1 table on trail, 1 table at finish line, 2 coolers at picnic tables, no cups)	\$50	\$25
Coolers/ ea. (5 maximum, without placement, no cups)	\$5/ea	0
5K race sign placement	\$25	\$15
Perch Team Room set up	\$30	\$20
Cleaning costs (if not properly cleaned by user group following event)	\$150	\$150