



**Co-Sponsored Events - Event Fee
Kennesaw & Marietta Campuses**

Please add applicable costs from each area to determine Event Fee

# of Attendees	Cost
0-100	FREE
101-250	\$100.00
251-500	\$250.00
501-750	\$350.00
751-1000	\$500.00
1000 - 2500	\$750.00
2500+	\$1,000.00

Cost for # of attendees for event:

Event Space	Cost
Per Academic Building*	\$150.00

of buildings utilized in your event _____ X \$150
 Cost for event space:

Personnel Event Support Fees

Department	RATE
Custodial	\$18/hr/custodian**
Public Safety Specialist	\$25/hr**
Public Safety Officer	\$55/hr**
Parking	\$10/vehicle
Audio Visual	\$20/hr**
Event Management	\$250***
Change Fee	\$75/\$125****

Cost for additional support personnel:

Total Event Fee

**The above formula should be used to determine an event fee for academic spaces ONLY. For non academic venue charges, please refer to the 'Conferences & Unaffiliated events' document.*

***4 hour minimum. University Events will provide costs.*

****Based on length and scope of event and number of event coordinators needed.*

For example: multiple setups, number of people, etc.

Event fee can be used for estimates ONLY. University Events will determine the exact cost of your event.