



Standard Operating Procedures

1. **Objective:** To establish guidelines and procedures for all simple meetings, university events, or presidential event.

2. **Procedures:**

2.1 Booking

There are three types of bookings that can be made by KSU faculty, staff, and student organizations.

- 1) **Simple Meeting-** A simple meeting does not require any set up, special audio or visual needs, parking, will not have any food or catering, or any additional support from any other campus entity. Simple meetings are booked as a reservation and the space can be directly booked. They do not need prior approval. Registered student organizations may not book simple meetings.
- 2) **Campus Event-** Requires setup, special audio and/or visual needs, parking, food/catering, or additional support from any other campus entity. Campus Events are booked as requests. Campus events include all registered student organization reservations.
- 3) **Presidential Event-** Any event that requires the presence of the President of KSU must go through the Office of University Events.

Every request or reservation must be submitted via Virtual EMS (VEMS) for any KSU faculty, staff, or registered student organizations. All requests must be made at least 30 to 90 days in advance, depending on the scope of the event. Event requests will be reviewed by University Events and the requester will be notified that the request has been received. Once the event coordinator has all the information needed, including a signed contract by the host, the event will be confirmed or denied via email. Any modifications after a request is confirmed must be submitted by email to the event coordinator. An event that is modified or cancelled within 48 hours of the start of the event may result in monetary charges to the requesting organization.

KSU recognizes university departments, offices, or registered student organizations may sponsor non-affiliates seeking to hold events on campus. The sponsor accepts full responsibility for all stages of planning including execution of the event. Facility fees, event support fees, and auxiliary support fees may apply for such events.

2.1.2 Event Integrity Statement



The information submitted with your event request should be as accurate as possible. Once the event is confirmed, the scope of your event may not be changed from the original request without notifying your event coordinator immediately. Based on these changes, your event will be reevaluated by the Office of University Events or Campus Event Planning Committee (CEPC), if applicable. If these changes are considered excessive your original request will be cancelled and you will have to submit a new event request form with the new event information. For example, if a general meeting becomes a conference or an event with 40 guests becomes an event with 150 guests, these will be cancelled and need to be resubmitted on a new event request form. Your event coordinator will notify if your event is cancelled via email.

2.2 Auxiliary Support

University Events will work with support organizations such as, UITS, KSU Catering, Building Services, Parking, and Public Safety, to determine the needs based on the specificity of the event. There may be additional information needed to coordinate the event, and the requester should promptly answer any questions the event coordinator may have. The information given will supply University Events the details needed to ensure a proper and timely set up, as well as a safe and secure event.

The requester must provide the desired setup type and number of attendees for all spaces when submitting the event request along with the event start and end time. On the day of the event, the setup is as is. The host cannot modify any part of the setup or direct anyone else to do so, including Building Services. Modifications to the set up the day of the event, by the host, may result in additional fees or loss of the privilege of requesting space. An event must conclude at the end time designated on the confirmation email. All attendees must promptly vacate the space in order to allow Building Services enough time to tear down and set up for the next event. Weekend events may result in monetary charges to the requesting organization.

Once the event is approved, the requester is responsible for obtaining any facility access needed, as specified on confirmation. The host will also be responsible for coordinating the event's specific needs with UITS for any audio or visual needs, and KSU Catering as outlined in section 2.2.1.

2.2.1 Food/Drink (non-alcoholic)

All food and drink items must be documented on the EMS request form. KSU Catering is the preferred caterer. The host is responsible for contacting KSU Catering for all catering needs. Please see KSU Catering's website for more information.



<http://dining.kennesawstateauxiliary.com/catering/services/>

2.2.3 Parking

The requester must identify each person attending the event that does not have a KSU parking tag and will need to park a vehicle. University Events will coordinate any required parking with the appropriate organizations. The requester is responsible for notifying event attendees of parking locations and associated policies and guidelines.

2.3 Entertainment/Activities

2.3.1 Guest Speakers/Entertainers

This policy includes all of the following but not limited to:

- Guest Speakers
- Singers
- Bands
- Performers
- DJ's

The host is responsible for ensuring the appropriate agreements are signed and approved 14 days prior to the event; these forms can be found through the link listed below. Guest speakers should fill out the "Lecture Agreement" form, and all musical performances should fill out the "Performance Agreement" form. The instructions for each of these forms are also listed on the link. The host is required to obtain waivers for off campus visitors when applicable. Any musical performances on the KSU campus must be submitted to the CEPC for review at least 30 days prior to the event, before a confirmation can be provided. Failure to follow any of these guidelines may result in the cancellation of the event.

<http://www.kennesaw.edu/financialservices/forms.html>

2.3.2 Noise Control

Amplified sound must be approved by University Events. No amplified sound may be used with information tables that are directly booked through EMS.



2.3.3 Filming On Campus

Please see University Relations website for policies, guidelines, and forms. The host is responsible for following the proper guidelines and procedures to gain prior approval before the event.

<http://www.kennesaw.edu/ur/>

2.3.4 Inflatables/Tents

The requester is responsible for notifying the event coordinator if the host plans to have any inflatables or tents used for the event. The event coordinator will communicate all KSU policies in order for the event to stay compliant with all applicable regulations.

2.4 Alcohol

The host must gain prior approval from the President's Office to serve alcohol at an event by filling out and submitting the "Alcohol Request" form. Police presence will be required, and a bartender provided by KSU Catering is required at the host's expense. Alcohol may not be served prior to 4 p.m. EST and cannot be self-served. No employee can report to work or be at work while under the influence of alcohol. Alcoholic beverages can only be served to adults of legal drinking age for the state in which the activity is being held. The host is responsible for ensuring all guests safety and that all rules and regulations are being upheld. Please see the Office of University Events' website for alcohol policies, guidelines, and the "Alcohol Request" form.

<http://www.kennesaw.edu/events/policies/alcohol.php>

2.5 Event Materials

The host is responsible for all event materials such as name tags, table tents, copies, and maps.

2.5.1 Décor

The host is responsible for obtaining, set-up, break-down and removal of any needed event décor. All décor must follow décor guidelines in this policy in addition to all associated policies. The facility must be returned to its original configuration. The specific details will be outlined in the contract according to the space used for the event.



2.6 Communications

All communications (e.g. advertising, filming, and marketing) are the responsibility of the host and must be approved by University Relations.

2.7 Business Operations

The requester must provide a point-of-contact, usually the host, cell phone number and email for the day of and during the event. The host is responsible for the physical validation of the setup and supervision at the event, and must be available throughout the event.

2.7.1 Payment/Fees

University Events will provide an estimate for all required services prior to the event. University Events will handle all invoicing to the client and distribution of funds to the appropriate KSU auxiliary areas with the exception of KSU Catering, which will invoice the host directly. Deposit due dates will be specified in the contract, and this amount is non-refundable. Final payments will be due 15 days after event end date.

The following fees may apply, pending the details set forth in the event contract.

- Facility Fee
- Cancellation Fee
- Change Fee
- Damage Fee
- After Hours/Weekend Fee