Finding a Space that Fits Your Meeting / Event

1. Log in to the Reservations Portal at reservations.kennesaw.edu with your Net-ID and password.

2. From the home page, click on the “book now” button to the right of the “Internal Event Request Form.”

3. From the pop-up window, read the information and booking rules before clicking on the “Book Now With This Template” button.

About The "Internal Event Request Form" Template

INFORMATION

- Approval by the Department of Event and Venue Management of the Division of Student Affairs AND the Event Oversight Committee. If your event is approved, you will receive an official confirmation email.
- Event requests are taken on a first come, first served basis and on space availability.
- Every effort will be made to acknowledge your request and contact you between 4 - 5 business days. However, due to the high volume of requests that are received daily and/or the complexity of your event request, it may take from 5 - 7 business days for your request to be acknowledged and the process begun.
- It is our goal to ensure thorough event coordination for a smooth and successful event.

BOOKING RULES

Click here
4. To search for a room based on attendee capacity, click the “Let Me Search For a Room” option. To calculate the room size, multiply your event attendance x5 and search for a room of that capacity. For example, if you plan on having 20 attendees at your meeting/event, you will multiply 20 x 5 to determine that your event space will need to hold at least 100 people. Then click the blue “Search” button.

5. A list of available rooms will appear. Once you select the room in which you would like to host your meeting/event, click the green button to the right of the room option. From the pop-up window change the number of attendees back to the actual number of attendees. From our example above, we will change this back to 20 attendees. Then click the blue “Add Room” button and follow the rest of the instructions.

If you have any questions, please email rsoreservations@kennesaw.edu.