

New Procedures for Scheduling Special Events and Reserving Rooms:

The university now requires all student organizations who want to schedule a special event to fill out a Special Event Application form. Anything that is not a competition, board meeting, or members-only meeting is considered a special event and requires the form. If an outside speaker will be speaking, you must also fill out a Request for Speaker form. These forms are found at http://www.regent.edu/admin/stusrv/student_life/onlineforms.cfm.

Required forms must be submitted before any room reservations can be made, and must be approved by Student Life, the School of Law, and Administrative Services. To submit the forms, go to the link, save them in Word, and fill them out. Then attach them to an email to the Director of Student Life, Carolyn Hughes, at chughes@regent.edu. Once approval has been received from all departments, you will be notified via email. The email will contain instructions for reserving rooms, set-up, a/v equipment, etc. Follow the instructions in the email to reserve rooms and anything else needed (with the exception of Law School tables). If you have filled out and received approval for a Special Event Application, you do not need to request a room through Anna Becker. Instead, reserve rooms using the link to the room reservation form in the approval email.

The School of Law has three tables that may be reserved by student organizations free of charge. You are required to set them up and take them down yourself. Once your event has been approved, you may request the use of a Law School table from Anna Becker by emailing abecker@regent.edu. Otherwise, tables must be reserved through Administrative Services.

If you need to reserve a room for a competition, board meeting, or members-only meeting, simply submit your request to Anna Becker via email, by calling 757-352-4633, or in Robertson Hall 223.

Please be sure to begin planning and scheduling your event as far in advance as possible, as these procedures take time. The Special Event Application form must be submitted three weeks prior to the desired date of the event for an indoor event, and six weeks prior for an outdoor event. Failure to submit the proper requests/forms in a timely manner may result in the inability to hold your event.

Please feel free to contact Anna Becker with any questions.