

CBN/Regent Campus Police

CBN/Regent Campus Police personnel patrol the University buildings and grounds, as well as Regent Student Housing. The Public Safety staff provides an added measure of safety and security for students, employees, and visitors. Upon issuance, all Regent University faculty, staff, and students are required to display their official Regent University ID Card at all times while on campus.

In case of emergency, Campus Police Dispatch can be reached at x2075 by using any of the house phones available within each building. Security assistance for Regent Student Housing can be obtained by dialing 226-2075. For emergencies, call 911. Please visit the CBN/Campus Police website at <http://www.regent.edu/campus/police/> for the latest, most up-to-date information available.

In addition to Campus Police, most university facilities are equipped with a video monitoring/motion detecting security system to enhance your safety and to better secure Regent assets.

It is encouraged to walk in pairs and in groups on campus after dusk. In emergency situations, call 911 for help from any house phone. Emergency call boxes are strategically located on the campus to provide immediate access to the security dispatcher. Any criminal activity occurring on the main campus or at Regent Student Housing should be immediately reported to Campus Police.

The CBN/Regent Campus Police Department should be called in the case of fire, medical emergency, theft, burglary, assault, and other such crimes.

Facility Services

If you are in need of maintenance (x4444) or housekeeping (especially in the case of a spill) (x4445), contact Facility Services. If it is an emergency during business hours, dial Administrative Services at x4442, and they can locate a member of Facility Services by radio.

Please be aware that food is not allowed in any classrooms, and the only beverage containers allowed are those that can be sealed, such as thermal-type coffee mugs with a lid.

Check out our web site for the Work order/ Housekeeping Request Form <http://www.regent.edu/admin/admsrv/facility.cfm>

Room Reservations

If your department or student organization has a need for a place to hold a conference, meeting, or event, complete the form at <http://www.regent.edu/admin/reservation/>. Admin Services reserves the following rooms in the Library: Auditorium, Balcony, Atrium, Lobby and Plaza; in Robertson Hall: Moot Courtroom, Atrium/Lobby, and 301; in the Student Center: Lobby and 118; and in the Classroom Building: 332. Administrative Services also takes care of reserving the campus grounds. Through the same form you may schedule classrooms or rooms in the Regent Ordinary. Reservations for theatre areas are handled by the School of Communication, x4744.

Special Events

The Housekeeping Department sets up the Library atrium and other areas for special events. *After* reserving a room for an event, complete the form http://www.regent.edu/admin/admsrv/event_setup.cfm at least seven business days in advance of the event. Late requests are subject to labor availability and a late fee.

Copy Services

Copiers for student use are located in the following locations:

Library Building – 1st, 2nd, and 3rd floors
Student Center – 1st floor lounge

Copy cards can be purchased at Copy Services. However, for large copy runs or unusual copy work (enlargements, lamination, reductions, transparencies, binding), Copy Services, located in the library near the circulation desk, is available to assist you, for a fee. Call 352-4191.

Hours are Monday through Friday, 9 am – 5 pm. Contact Copy Services via email at copies@regent.edu or visit our web site at http://www.regent.edu/admin/admsrv/copy_services/.

Fax Service

Personal fax receipt and transmission is available at Copy Services for a nominal fee. The fax number for Copy Services is 352-4319. The fee schedule has been established as follows:

<u>Transmission</u>	<u>Receiving</u>
Local - \$1.00 per page	.50 per page
Long distance - \$1.50 per page	
International - \$3.00 per page	

Mail Services

Mail Services guarantees that all incoming mail and packages received will be delivered on the same day, and that all outgoing mail and packages received by 4:00 p.m. will be sent out the same day - 100% of the time. Inter-office envelopes may be ordered on the Mail Services web site: http://www.regent.edu/admin/admsrv/mail_services/.

Personal mailing and shipping services are not provided at Mail Services. Stamps can be purchased at the Bookstore and outgoing mail can be placed in the mailbox located by LIB 102. Larger mail pieces may be dropped off at Mail Services, and USPS Priority Mail supplies are available there as needed.

Contact us with questions or concerns at x4069 or e-mail us at mailroom@regent.edu.

Bulletin Boards

All memos or announcements relevant to the Regent University community are regularly posted on official university bulletin boards located throughout the University buildings. Mail Services must approve any announcements before they are placed on these official university bulletin boards.

Please send 6 copies of your announcement to LIB103. Call x4069 with questions.

Any posts that are not official Regent business can be delivered to SC 201 and the Village Office for approval and posting on their board.

Telephones

House phones are located within each building to provide local dialing services at no cost.

Administration Building - 2nd floor hallway
Classroom Building - 1st floor
Library – 1st fl. by elevator
Robertson Hall – 1st floor near parking lot
Comm./Performing Arts – each floor
Student Center – 1st floor lobby

Office telephones can be installed, moved, or changed with the proper authorization, upon completion of the form on the IT website.

Lockers

Rental lockers are available in Robertson Hall, for the convenience of the students. Locker fees are \$20 per academic year. To rent lockers, stop by ADM116 to register and pay the fee. Call x4442.

Transportation

The University maintains a Toyota Camry for schools and departments to use on University-related business. Access the Vehicle Reservation Form on the web site, at http://www.regent.edu/admin/admsrv/vehicle_reservation.cfm to send in your request. Drivers must submit a driver history report.

Keys

If keys are needed for your staff office or student organization office, your department head, direct supervisor, or faculty advisor should visit the Regent web site to access the key request form, at http://www.regent.edu/admin/admsrv/key_policy.cfm. After the form is completed and submitted, you will be contacted to pick up the keys in ADM 116. Call x4008 for information.

Purchasing

The Purchasing department takes care of contracts, furniture requests, purchase requisitions, purchase orders, travel requests, and university credit cards. Information can be accessed through the web site at <http://www.regent.edu/admin/admsrv/purchasing/>.



ADMINISTRATIVE AND FACILITY SERVICES

The Offices of Administrative & Facility Services are responsible for the operational aspects of Regent University. Areas administered include: Parking, Maintenance, Housekeeping & Special Events, Mail/Copy Services, Purchasing, Security, and Vending. For information, call (757) 352-4442.

Parking

You must complete a parking sticker application either online or in person in ADM 116 or SC 201. The web address is <http://www.regent.edu/admin/admsrv/parkingform.cfm>. Any car not displaying a sticker will be ticketed. You may only park in a designated parking space, never along curbs, in grassy areas, or the like. For further information, please read the Parking Policy & Procedures on the website at http://www.regent.edu/admin/admsrv/parking_policy.cfm.

Visitors must display a green Temporary Parking Pass in their windshield, obtained from the department or school they are visiting.

University parking lots have a limited number of paid reserved spots, which are available to faculty and staff only. Parking in a reserved spot without authorization, parking in fire lanes, or in other areas where safety is affected, especially in the shuttle thoroughfare, will result in your car being towed. If you require access to a disabled parking spot, please apply for a disabled placard or plate from the Virginia Department of Motor Vehicles. Because of possible vandalism to cars parked in University lots, be sure to lock your vehicle each time you leave it, even if only for a few minutes.

**Regent University
Administrative & Facility Services
1000 Regent University Drive
Virginia Beach, VA 23464
(757) 352-4442 or 4008**