

REGENT UNIVERSITY

1000 Regent University Drive Virginia Beach, VA 23464
Phone (757) 352-4867, Fax (757) 352-4100

APPLICATION FOR SPECIAL EVENT BY A STUDENT ORGANIZATION

This application shall be submitted not less than three weeks for indoor events, or six weeks for VIP/High Profile and outdoor events, prior to the date of the proposed activity. This application should also be used for on and off-campus fundraising events/campaigns. The only activities not requiring this form are regular meetings of the organization's members.

Any misrepresentations in this application or deviation from the final agreed specifications described herein may result in revocation of approved use of facility and rented items.

This form must be submitted from your Regent email address to verify your identity.

Student Organization Name _____

Event Coordinator's Name _____

Phone _____ Email _____

Cell _____ On-campus ext. _____

Faculty Advisor _____

Is this a Law organization? No Yes

Name of Event _____

Purpose of Event _____

Description of Event _____

If this is a court competition, will you have a special meal or banquet associated with the event?
(Special Meal being defined as more than just boxed lunches or a hospitality suite with food.)

No Yes NA

Is this request is to have a table day ONLY? No Yes

If so, please give details as to what topic and nature your table materials will represent.

Approximate number of expected participants _____

Date Requested _____ Time _____

Outdoor event No Yes

If so, do you expect to contract with a vendor for any of the following items: Tents, Moonwalk,
Cotton Candy, etc. No Yes

VIP or HIGH PROFILE EVENT

Does your event involve fundraising, major donor attendance, VIP/high profile guests, or publicity/media coverage? No Yes (if so, contact the Department of Advancement at 352-4849)

ROOM/AREA DESIRED (please check all that apply; this does NOT reserve the room):

- Special Event Room(s):
LIB: Atrium AUD Balcony Kitchen Lobby Plaza
RH: Lobby MCR Kitchen RH 301 Robertson Field
SC: Lobby SC118
CRB: 332
 Classroom(s) (Include Building Name) _____
 Ordinary
 Communication Building
 Other _____

GUEST SPEAKER(S) No Yes (if so, please complete the next section)

Name(s) _____

Topic(s) _____

Completed Speaker Form: Yes

A Campus Speaker Form is required for all guest speakers on campus. Pick up form in Student Services or online:
http://www.regent.edu/admin/stusrv/forms/request_for_speaker.pdf

PARKING

Do you anticipate the need for Reserved Parking for your Guest Speaker(s)? No Yes (if known at this time, please list name(s) and/or organization below)

Number of Spots _____ Parking Lot desired _____ Approximate time of arrival _____

Do you need to discuss parking details/instructions for a large number of expected visitors?

No Yes

FOOD AT EVENT

Do you plan to serve food at this event? No Yes (if so, please complete the following section)

Will this be: a light meal/snacks OR a banquet/sit-down meal

What will your food source be? (check all that apply)

- Costco or Sam's Club (email purchasing@regent.edu to reserve purchasing card)
 Delivery/Take Out: Pizza/Sandwiches
 Wal-Mart, Farm Fresh, or other grocery retailer
 Ordinary
 Founders Inn
 Other catering source (If so, list name of restaurant) _____

(Call x4442 to verify if the desired restaurant is currently on approved list)

See the Policy for Food in Classrooms http://www.regent.edu/admin/admsrv/facility_use.cfm

See information regarding contracts <http://www.regent.edu/admin/admsrv/purchasing/contracts.cfm>

I, the undersigned, hereby acknowledge and accept responsibility for all event room(s) used for the event & event date stated within this application. I promise to return the premises in the same condition as received. **I agree that trash will be taken out by my group, and that tables, chairs, floor, etc. will be cleaned prior to leaving.** If Regent University facilities staff is required to clean, repair, or replace any items in said room(s), I will bear the cost for my group. Agreed

MUSIC AND ENTERTAINMENT

Will there be music/entertainment/dancing at this event? No Yes (if yes, completely answer the following questions)

List what genre of music/dancing/type of entertainment? _____

Is the music and/or entertainment contracted? No Yes

If yes, through whom are the services contracted? _____

Please see information regarding contracts <http://www.regent.edu/admin/admsrv/purchasing/contracts.cfm>

FINAL DETAILS

Do you anticipate the need for the following services?

(Please check all that apply and understand that to requisition any of the following services you must complete the correct on-line form(s) if given below)

- Campus Police: (226-2075) <http://www.regent.edu/campus/police/documents/Request%20for%20Service%20Form.pdf>
- Room Reservation Form: <http://www.regent.edu/admin/reservation/>
- Directional signage for parking lot(s): <http://www.regent.edu/admin/admsrv/schooldude.cfm>
- Set Up items: (tables, chairs, cloths, skirts, evening lighting, etc.) http://www.regent.edu/admin/admsrv/event_setup.cfm
- Media Items: (microphones, projector, etc.) <http://www.regent.edu/admin/media/forms/equipment.cfm>

See the Guide to Event Standards & Policy online for more information.

<http://www.regent.edu/admin/admsrv/pdf/guidetoeventstandards.pdf>

- You agree to submit copies of all contracts associated with the event to Purchasing (Admin 116) one month prior to event.
- This application must be signed by you, Director of Student Life and Administrative Services in order for your event to be considered an approved event.
- Make sure all rooms/room needs are confirmed two weeks prior to event.

Applicant's signature

Date

(Type your name here; this will be considered an electronic signature, but you MUST submit this form from your Regent email address to chughes@regent.edu)

Director of Student Life

Date

Administrative Services

Date

Law Records Assistant (if law org. only)

Date