

# EXHIBIT D

## 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 (indoor events) or **six** weeks (outdoor events) prior to the date of the proposed activity. The only activities not requiring this form are regular meetings and court competitions.

We prefer that you save the electronic version posted on the Student Organization web page at [http://www.regent.edu/admin/stusrv/student\\_life/studentorgs.cfm](http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm) to your computer and complete one for each event. Email the form to the Director of Student Life at [chughes@regent.edu](mailto:chughes@regent.edu).

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.

Contact Name \_\_\_\_\_

Student Organization Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Cell \_\_\_\_\_ On-campus ext. \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Is this a LAW organization?

- No
- Yes

Name of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

If 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

Room/Area desired (please check all that apply and CIRCLE each Special Event location)

- Classroom(s) \_\_\_\_\_

- **Special Event Room(s):** LIB Atrium, AUD, Balcony, Kitchen, Lobby, Plaza, RH Lobby, MCR, Kitchen, RH 301, Robertson Field, SC Lobby, SC 118, CRB 332,)
- **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](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)**

**What source? (check all that apply)**

- **Costco or Sam's Club** (email [purchasing@regent.edu](mailto: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](http://www.regent.edu/admin/admsrv/facility_use.cfm)

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

**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>

**ADVERTISEMENT**

In what ways are you advertising for this event? \_\_\_\_\_

(Contact [proffice@regent.edu](mailto:proffice@regent.edu) to discuss media strategies)

**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)

**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)
- **Room Reservation Form: Must be completed to reserve classroom(s) or Ordinary**  
<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](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

\_\_\_\_\_  
Director of Student Life

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Law Records Assistant (if law org. only)

\_\_\_\_\_  
Date