APPLICATION FOR ROOM RENTAL

This application shall be submitted not less than three weeks, nor more than three months prior to the date of the proposed activity. Currently outside group events are not scheduled further than three to four months in advance.

Any misrepresentations in this application or deviation from the final agreed specifications described herein may result in revocation of limited-use lease.

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<tr>
<th>Applicant</th>
<th>Organization</th>
<th>Address</th>
<th>City/State/Zip</th>
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<tr>
<th>Phone</th>
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<th>Website address</th>
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<th>Email</th>
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<tr>
<th>Name and contact info for Event Coordinator</th>
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<table>
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<th>Event name</th>
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<table>
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<tr>
<th>Date requested</th>
<th>Time desired</th>
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<table>
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<tr>
<th>Exact start and end time of event</th>
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<th>Room(s) or area requested</th>
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**Type of Event (select one)**
- Academic/educational
- Admissions/recruiting
- Banquet
- Camp
- Chapel
- Class
- Fundraiser
- Panel Discussion
- Photo Shoot
- Seminar/Workshop
- Social
- Table Day
- Wedding Ceremony and reception
- Other (describe)

**Purpose/Description of event (be specific)**

__________________________________________________________

**Expected Number of Guests**

__________________________________________________________

**Description of Guests (select all that apply)**
- VIP/High-Profile
- Donors
- Faculty/Staff
- Students
- Other

**Will admission be charged?**
- No
- Yes

*Name all recipients of the proceeds from this event. If more than one, list percentile distributions.*

______________________________

**Do you plan to serve food at this event?**
- No
- Yes, food consists of the following (choose all that apply)
  - Light hors d’oeuvres
  - Heavy hors d’oeuvres
  - Punch and cookies (or similar)
  - Snacks only
  - Light meal
  - Buffet or plated full meal
  - Banquet

**Food Source:** *Regent University will approve catering only by its two exclusive caterers: The Regent Ordinary (352-4924), or The Founders Inn & Spa (366-5718).*
- Regent Ordinary
- Founders Inn
Entertainment: (select all that apply)

- Speakers Policy: The speakers must in some way contribute to the mission and vision of the University and must agree in advance to conduct themselves in a manner consistent with traditional Christian values including the avoidance of profane language, potentially slanderous statements, advocacy of violent change or overthrow of the government. You acknowledge that you understand the speaker policy, and take responsibility for fully informing guest speakers of the University’s expectations.
  - Name of Speaker________________________________________________________
  - Title or current position________________________________________________
  - Affiliation_________________________________________________________________
  - Topic of speech to be delivered____________________________________________
    - Name of second speaker_________________________________________________
    - Title or current position________________________________________________
    - Affiliation____________________________________________________________
    - Topic of speech to be delivered___________________________________________

- Music
  - Genre? __________________________
  - Contracted? ____________________
  - Type (Live band, recorded, etc.), instruments, length of time playing?

- Miscellaneous entertainment (explain) __________________________________________

- Dancing (genre/type?) _______________________________________________________
  Dancing is authorized on a case-by-case basis only.

Parking (select all that apply):

- Parking for guest speaker(s)?__________
  - How many spaces?__________________
  - Parking lot desired________________
- Parking for caterer?__________________
  - How many spaces?__________________
  - Parking lot desired________________

Media Equipment and Support (select all that apply): Media Services will charge a fee for set-up and break-down of all equipment, rental of each item, and an hourly rate when an operator is required at the event.

- Podium microphone/Number required__________________
- Microphone on stand/Number required__________________
- Wireless lavalier microphone/Number required____________
- CD player
- DVD player
- Data projector
- Screen
- Internet connection
- Miscellaneous (what other equipment is needed?)______________________________
Do you have liability insurance? A certificate of insurance will be required upon execution of the Facility Use Agreement. It must include Workers Compensation insurance sufficient to cover all employees, and Comprehensive Liability insurance and Property Damage insurance of no less than $1,000,000 each occurrence/$2,000,000 aggregate for bodily injury and property damage.

- Yes
- No

I agree to abide by all policies and procedures. I understand this application is not a confirmation of date, room reservation, or costs. A facility use agreement and invoice will be generated upon approval of this application and finalization of event details.

Signature __________________________________________________________

Date ___________________________________________________________________