**Procedures for Scheduling Special Events and Reserving Rooms:**

The university requires all student organizations who want to schedule a special event to fill out an Application for Special Event by a Student Organization (On campus) or (Off campus) form. Anything that is not a board meeting or members-only meeting is considered a special event and requires the form. Events such as competitions require an application for the competition itself, and also a separate application for each banquet, sit-down meal, etc. that is associated with the competition. If an outside speaker will be speaking at an event, 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 will be made, and must be approved by the department of Student Activities and Leadership, 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 Jamie Brennan, at [jbrennan@regent.edu](mailto:jbrennan@regent.edu). Once approval has been received from all departments, you will be notified via email and your room will then be reserved. If you have filled out and received approval for a Special Event Application, you do not need to request a room through the Records Office. The room will automatically be reserved for you after your event is approved.

The School of Law has three tables and table cloths that may be reserved by student organizations free of charge. Once your event has been approved, you may request the use of a Law School table from the Records Office by emailing [lawrooms@regent.edu](mailto:lawrooms@regent.edu). Otherwise, tables must be reserved through Administrative Services. You are required to set up and take down the law tables yourself. The tables are stored in a closet (RH 113A), and you must pick up the closet key from and return it to the Records and Registration Office (RH 223). If the black table cloths need washing after your event YOU MUST do the following: notify Ruby Moreno, Housekeeping Supervisor, via email at [rmoreno@regent.edu](mailto:rmoreno@regent.edu) or by texting her at 757-339-7505. The message should say “Law table cloths need washing.” The dirty table cloths must be placed in the closet in the box labeled “Dirty Linens.” This way housekeeping can ensure they are clean for the next user. Fees will only apply for non-compliance. The table cloths should only be placed in the box if they are dirty and need washing. If they are clean, they must be hung on the hanger with the sign marked “Clean Linens.”

If you need to reserve a room for a board meeting or members-only meeting, simply submit your request to the Records Office via email ([lawrooms@regent.edu](mailto:lawrooms@regent.edu)), by calling 757-352-4521, or by coming into 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 [lawrooms@regent.edu](mailto:lawrooms@regent.edu) with any questions.