



Facility Use Policy – Weddings in Regent Chapel

09/30/2013



Regent Chapel

Reflecting the classic Georgian architecture of the Regent University campus, this distinctive physical structure is the central place of connectivity for Regent's alumni, students, faculty and staff. Inspired by St. Martin-in-the-Fields – a London church with medieval roots that represents, for many, the archetypal church design – the 22,164 sq. ft. building features a 970-seat sanctuary to comfortably house gatherings for worship, weddings, and other events.

General Policy

It is the policy of Regent University to permit university departments and university-sanctioned campus organizations use of designated areas in the Regent Chapel that are confined to the programs of the university, and those that relate directly to the university's overall educational, cultural, and social goals.

Activities in the chapel need not be religious in nature, but all events must respect the integrity of the space. Use of the chapel is subject to procedures and policy to protect the spiritual integrity of the site as well as the health and safety of visitors and staff.

Regent University also permits outside groups to rent the chapel space based upon availability, the group's and the event's harmony with the Regent mission, and its adherence to the spirit of the chapel facility use policy.

Regent University reserves the right to deny a request if it is not fully within the goals and intentions of this policy and guidelines.

Chapel Scheduling Policy

The top priority in the scheduling of the Regent Chapel is for the spiritual and educational needs of Regent University, as well as the spiritual needs of Christian Broadcasting Network (CBN). Scheduling for the university and for CBN will be made as far in advance as is necessary and/or appropriate. Requests by outside groups may be superseded by Regent University or CBN needs, up to the point of a signed contract with any outside group.

Second priority for the scheduling of the Regent Chapel shall be for Christian wedding ceremonies with receptions scheduled at The Founders Inn and Spa, or with receptions scheduled in the Regent Ordinary space or in the Regent University Library atrium, catered by one of the two exclusive Regent University caterers; The Founders Inn and Spa or the Regent Ordinary. Weddings may be scheduled up to nine months in advance.

Finally, the Regent Chapel will make dates available to Regent-sponsored or non-Regent-sponsored outside groups for worship, musical concerts, and other events on an as-available basis, when such usage is compatible with the overall mission of the university. Such events may be scheduled three to six months in advance, depending upon the nature of the event and its position in the published hierarchy.

Regent University reserves the right to refuse rental of the chapel to any group or event that is not compatible with the overall mission of the university. All groups renting/using the Regent Chapel agree that the activities set forth therein will comply with and be consistent with the Regent University Statement of Faith.

Regent Chapel – Wedding Policy

Who May Use Regent Chapel for a Wedding?

- Regent University/CBN community (including current faculty, staff, students, and alumni and their immediate family)
- Non-Regent University/CBN community

Ceremony/Officiant

Only Christian wedding ceremonies are authorized in Regent Chapel. Group may choose an officiant of their choice, provided he/she is a licensed Christian minister performing a Christian wedding ceremony.

Available Wedding Times

The following time blocks are available for weddings:

- Fridays 3:00 p.m. – 11:30 p.m.
- Saturdays and Sundays: 7:00 a.m. – 11:30 p.m.
- Times outside these prescribed blocks available based upon availability.

Rehearsal times are restricted to the Thursday, Friday or Saturday evening before the ceremony, based on availability.

Wedding reservations include a two hour rehearsal and four hours for the wedding, inclusive of set-up, ceremony, and clean-up time. Additional fees will be charged if additional hours are required.

The bridal party, guests, and all vendors will have access to the chapel during the contracted time block. All activity pertaining to the wedding must take place within this allotted time, including all decorating, photography, music rehearsal, and clean-up. Please insure your guests, wedding planner, photographer, musicians, and florist are all aware of this time constraint.

Wedding Reservation Procedure

To inquire about renting the Regent Chapel for a wedding, contact The Founders Inn and Spa and speak with catering sales manager Ann Smith at 757.366.5814, asmith@foundersinn.com. The catering sales manager will act on Regent University's behalf as its chapel coordinator. Founders Inn will confirm the reservation; Group must abide by Founders Inn requirements for deposits to secure the reservation.

Regent University is unable to schedule weddings more than nine months in advance.

Regent Chapel Wedding Fees:

Please work with the chapel coordinator for pricing. Media equipment and support is additional (see Appendix 1).

The rental fee includes two hours for rehearsal and four hours for the set-up, wedding ceremony, and clean up. The fee covers use of the sanctuary, bride's room, groom's room, restrooms, prayer room, narthex, and prayer garden. Renting the space insures there will be no other meetings in the building at the same time during the ceremony block.

Regent University activities are a priority and scheduling in Regent Chapel is subject to many changes during the year. Regent will take care to inform Group of any university events that may coincide with a wedding date or place unusual demands upon the chapel's appearance or accessibility.

To insure that each couple can accomplish all that is planned within their allotted time without interfering with other chapel events, consider that at least two consecutive time periods may need to be reserved if any of the following situations applies:

- The ceremony will be longer than one hour.
- You are planning to install a canopy or chuppah.
- You will be contracting with an outside vendor for additional lighting or sound.

Additional time must be approved in advance in writing by the chapel coordinator and is not guaranteed until payment is rendered. The chapel coordinator has the authority to deny requests for additional time based upon other demands on the building. If Group exceeds the time of reservation by thirty minutes or more without making prior arrangements, a fee for an additional full time period will be charged.

Rehearsal time for musicians outside of the designated reservation may incur an additional fee.

Fee Payment Schedule

Fees shall be due and payable according to The Founders Inn and Spa's usual and customary policy.

Damage Deposit

A separate refundable damage deposit will be collected in advance, equal to 25% of the total costs. Regent University may repair any damage caused by Group or occurring during Group's occupancy, at Group's expense, and deduct the cost from the damage deposit. If damage exceeds the amount of the damage deposit, Group shall pay all costs, damages, and expenses. If no damages occur, the damage deposit will be refunded.

Reception Venues/Catering

Priority is given to weddings that will be using The Founders Inn and Spa or the Regent Ordinary for a catered reception. These are exclusively the only caterers used for wedding receptions on the Regent University campus. There is not adequate space within the Regent Chapel building for a reception, however, Group may choose The Founders Inn and Spa's ballroom, or if available, the Regent Ordinary space or Library atrium. The chapel coordinator will discuss available dates in the Regent Ordinary and Library atrium. Group may also contract with an off-site venue for a reception.

No food or drink is authorized in the sanctuary at any time, with the exception of bottled water.

Occasionally space may be available for a tent to be erected outside the chapel for a reception. In this case, catering exclusively by The Founders Inn and Spa is required.

Rescheduling of Dates

If Group must change a confirmed wedding date, contact the chapel coordinator to check remaining available dates. All requests to reschedule weddings must be made in writing to the chapel coordinator at the Founders Inn and Spa address.

Changes to Planning Details

Any changes must be approved in writing by the chapel coordinator.

Cancellation of Dates

To cancel a reserved date, Group must immediately notify the chapel coordinator in writing. The refund, if applicable, shall be due and payable according to The Founders Inn and Spa's usual and customary policy.

Preparations

Coordinator

The chapel coordinator will be on-site for the rehearsal and wedding, and will help in arranging schedules and providing guidance in planning as it relates to the chapel. For wedding receptions catered by The Founders Inn and Spa, the coordinator will assist in the planning and execution of the reception as well. Group is responsible for hiring a wedding planner to assist in the planning and execution of an off-premise reception, and for all the minute details of the wedding.

If Group chooses to hold a reception catered by the Regent Ordinary located in the Regent Ordinary space or Library Atrium, the chapel coordinator will be on site for the rehearsal and wedding to help in planning as it relates to the chapel. Group is responsible for hiring a wedding planner to assist in the planning and execution of a reception catered by the Regent Ordinary in Regent University spaces.

Personnel Provided

- The Founders Inn and Spa catering sales manager acting as Regent chapel coordinator.
- Regent University Media Services staff member (number of staff depends upon audio/visual needs – see Appendix 1).
- Regent University housekeeper (After the ceremony, Group is expected to clean up bride's room and groom's room, disposing of trash properly. In addition Group must clean up after they have removed all decorations, owned, and rented articles).
- Additional Founders Inn and Spa service staff available for additional fee.

Personnel Not Provided

- A licensed Christian minister for ceremony and wedding vows.
- A wedding planner for all details of ceremony and reception.
- Someone to receive deliveries for your wedding within your time block before the ceremony begins.
- Someone to clear all items belonging to the wedding party and guests and to insure that all trash and debris are removed promptly from the premises.
- Decorator.
- Musicians.
- Photographers/videographers.

Bride's Room/Groom's Room

Regent Chapel has a multi-purpose room on the second floor which is designated as the bride's room. This room has a private restroom available inside.

A room available for the groom and groomsmen is located on the first floor with a private restroom within the room.

Group is expected to clean up all rooms used and dispose of trash properly. Cleaning fees will apply if Group brings in food and beverage and does not clean afterwards.

Narthex

There is a small narthex (lobby) available in the chapel building. A receiving line can be accommodated in the narthex. However, if there is another wedding or event that follows your ceremony, there may be no time to have a receiving line. It is strongly suggested that a receiving line is planned for the reception only. There are two LCD screens located in the narthex for closed-circuit broadcast of the event in the sanctuary.

Items Available for Weddings

- Communion tables with white linens (2)
- Unity candle table with white linens
- Pastor's chairs with arms (2)
- Deacon's chairs without arms (2)
- Large silk plants in corners of platform (2) (Not removable)
- Podium
- Drums and platform (drumsticks not included) (additional fee)
- Keyboard (additional fee)
- Risers (3); will hold 27-30 people (additional fee)
- Additional tables with white linens (various dimensions) available upon request

Items Not Available

- Flowers
- Pew decorations
- Chuppahs or arches
- Altar cloths, cross or other religious accoutrements.
- Candelabras

Note: The Founders Inn and Spa and Regent University assume no responsibility for items rented from outside vendors. Group is responsible for returning rented items to the vendor.

Authorized Decorations

- Floral arrangements in the narthex.
- Battery-powered candles.
- Bows or flowers on the chairs at end of each row using ribbons, chenille-covered wire, or plastic brackets available through florists.
- Decorations on the podium with flowers or ribbons, using ribbon or chenille-covered wire as attachments.
- Floral arrangements on the stage, either on the floor or on pedestals Group rents from an outside source. Arrangements may be placed on a table, if using one as an altar. Group must ensure that all surfaces are protected.

Restrictions

- Absolutely no lit candles or open flame. The only exception is the use of unity candles.
- The only material that may be thrown is flower petals outside the chapel doors; no rice, birdseed, flower petals (real or silk) or any other items may be thrown inside the chapel. Flower petals must be cleaned up by Group immediately after event.
- No food or drink of any kind, with the exception of bottled water, is allowed in the sanctuary and prayer room. Food and drink may be consumed in the bride's room and groom's room; clean up by Group is required.
- No incense or any materials that will leave a lasting odor in the chapel may be used.
- All chapel items must remain in place.
- No tents or awnings may be erected outside the chapel without prior authorization.
- No tape, nails, staples, brads or other damaging materials may be used to attach decorations or signs.
- No items that shed may be used, including ferns, greens or materials covered with glitter.
- No glitter, confetti, sand or similar materials permitted.
- Drugs, alcohol, and tobacco are not permitted inside the chapel or anywhere on the Regent University grounds.

Removal of Decorations

All decorations MUST be removed immediately, including flowers, greenery, rented pedestals and bows. Everything must be removed no later than the end of the allotted four hour time period or a fee will be applied. Group is expected to clean up bride's room and groom's room, disposing of trash properly. A fee will be charged for noncompliance.

Vendor Deliveries

Deliveries must be made during the four-hour time block. All deliveries must be made to the back doors of the chapel and there must be someone associated with the wedding party to meet each vendor. Vendors may park in visitor parking in the chapel parking lot.

Musical Instruments

Musical instruments available for a rental fee are listed on page 8 under the section “Items Available for Weddings” or personal musical instruments may be used.

Musicians

Group may choose its own musicians to provide the music. Stringed quartets, vocalists, trumpeters or other musicians are welcome. There are, however, a few restrictions:

- The location of musicians must be coordinated in advance with the chapel coordinator. Placement will be determined by their number and the size of the instruments.
- As there are no portable chairs for musicians available in the chapel, Group must rent these from an outside source.

If music rehearsal is desired, it must be done during the scheduled two-hour rehearsal, during the four-hour time block, or Group must reserve additional time if available. Additional fees may apply.

Media Equipment and Support

The chapel coordinator will work with Regent University Media Services staff for audio/visual equipment needs and necessary support; see Appendix I. Additional services subject to availability; additional fees will apply.

Tolling of the Bells

The chapel has electronic bells which may be played before or after the wedding ceremony for an additional fee. The chapel coordinator can suggest a tune and the timing that would be most appropriate for the ceremony.

Wedding Photography/Videography

Prior to the Ceremony:

With prior arrangements, the chapel, adjacent prayer garden, or university grounds may be used for wedding photos on the day of the wedding, or on a mutually agreed-upon date in advance of the wedding. Photos may also be taken on the stage during the four-hour time block.

During the Ceremony:

Insure the officiant has no preferences or issues regarding photography and videotaping.

After the Ceremony:

The four hour time block scheduled for the wedding allows sufficient time for posed photographs of the wedding party after the ceremony. Please note: a delay in starting the ceremony or having a particularly lengthy ceremony will reduce the amount of time available for

photography. Alert the photographer as a penalty fee will be charged if Group goes beyond the reserved time. Work with the chapel coordinator to arrange a time to use the university grounds for wedding photos after the ceremony.

Lighting

Basic lighting for Regent Chapel is included in the Media Services packages. You may select one of twelve presets for your ceremony. This lighting is adequate, and additional lighting is not usually required. For anything beyond this you may hire an approved lighting technician from our list.

Temperature Control

The HVAC unit in the chapel takes a minimum of one hour to change temperatures. There are certain preset temperatures for the sanctuary which cannot be overridden due to humidity and other issues. When arriving at the chapel to begin set-up, the chapel coordinator will set the thermostat for a prescribed temperature which cannot be changed during the ceremony.

Parking/Reserved Parking

The majority of the parking for Regent Chapel is located in Lot L, which is designated visitor parking for the university. Depending upon other scheduled events, there may be spaces available in the lot outside the chapel for guests after business hours. Group may reserve up to five spots in the chapel parking lot for the officiant, musicians, and limousine/bride's car. All other vehicles are expected to park in Lot L if there are no other spaces available.

Clean Up

All groups are responsible for cleaning up all rooms used and removing trash and personal belongings promptly after the ceremony. A fee will be charged for noncompliance.

Appendix 1

Regent Chapel Media Equipment and Support

Small Wedding Package – Up to 100 Attendees (\$200)

- One operator for the rehearsal and wedding ceremony
- Audio inputs
 - Up to 3 channels
 - Types of input include: lavalier microphone on minister, bride, or groom, handheld microphone for singer or speaker, keyboard, guitar, iPod/iPad, and background track CD
- Video (Before Wedding Starts)
 - One video, picture slide show, or PowerPoint
 - Can be displayed on any screen in the chapel including monitors in the lobby
- All video and audio material must be delivered to audio technician prior to the start of rehearsal
 - Preferred audio/video formats are mov, mp3, or mp4
 - All screens are in a 16x10 aspect ratio
 - Check with chapel coordinator for additional information
- Basic stage lighting included (no special lighting)

Basic Wedding Package – Over 100 Attendees (\$350)

- One operator for the rehearsal and wedding ceremony
- Audio inputs
 - Up to 6 channels
 - Types of input include: lavalier microphone on minister, bride, or groom, handheld microphone for singer or speaker, keyboard, guitar, iPod/iPad, and background track CD
- Video
 - One video, picture slide show, or PowerPoint
 - Can be displayed on any screen in the chapel including monitors in the lobby
 - Can be displayed before, after, and/or during event
- All video and audio material must be delivered to audio technician prior to the start of rehearsal
 - Preferred audio/video formats are mov, mp3, or mp4
 - All screens are in a 16x10 aspect ratio
 - Check with chapel coordinator for additional information
- Basic stage lighting included (no special lighting)

Additional audio/visual services may be available for an additional fee.

Appendix 2

Regent Chapel Dimensions

Chapel Narthex

61 feet long, 21 feet wide; measurement does not include the entry area.

Sanctuary Aisles

Middle Aisle

105 feet long from door to platform steps

96 inches wide (8 feet)

Two Side Aisles

59.5 inches wide (6 feet)

Platform

20 feet by 40 feet

Appendix 3

Regent Chapel Furniture

Narthex

4 cushioned benches (not removable)
2 LCD monitors on wall

Right Green Room (Groom's Room) 1st floor

2 lounge chairs w/ end table
4 general guest chairs w/ end table
Private restroom

Left Green Room 1st floor

6 lounge chairs; 3 sets of 2; each set has an end table
1 connect table for hospitality

Sanctuary and Platform

2 Pastor's chairs (large, with arms)
2 Deacon's chairs (smaller, without arms)
2 Large silk plants in corners (not removable)
2 communion tables
Podium
Audience Seating: 864 seats on main floor; 106 seats in balcony; 970 seats total

Multipurpose Room (Bride's Room) 2nd floor

6 connect tables
12 guest chairs
1 loveseat
2 lounge chairs
1 center round table
2 end tables
Full length mirror
3 large mirrors on left wall
Small kitchenette
Private restroom

Appendix 4 Media Services Inquiry Form

Thank you for choosing the Regent Chapel for your special day. Please complete the following form for all of your Audio Visual needs for your ceremony in the Regent Chapel. This form is not applicable for wedding receptions on the Regent grounds.

We realize that you may not know all of your needs at this time. Changes will be accepted after the form has been completed, however all A/V needs must be finalized in writing 90 days before the wedding.

Client Name:
Contact:
Phone:
Address:
E-mail:

Rehearsal Date/Time:
Event Date/Start Time:
Event End time:
Founders Inn Contact:

Estimated number of guests?
Will there be live music? (If so, please describe below)
Describe live music (soloist, band, types of instruments etc.)
If you have a soloist, will there be live or prerecorded accompaniment?
Will there be any videos or slide shows? *
Will there be any dance or creative movement? (If so, please describe)
How many people will be speaking during the ceremony? (number of officiants, any other speakers, etc.)
Will there be any large decorations or furnishings added to the stage?

Do you anticipate any additional audio visual needs beyond that which is described in your AV package? ** (If so, please describe)

*Video files should only be provided in the form of a Quicktime (.MOV) or MPEG-4 (.MP4) file. DVDs are acceptable. All chapel screens are in a 16x10 aspect ratio. Please design your visual materials accordingly.

*Audio files should only be provided in the form of an MP3 (.MP3). CDs are acceptable.

*All Audio/Video materials (files, CDs, DVDs, etc.) should be provided to the Media Services department no later than two days prior to the rehearsal.

** Additional audio/visual services are available for an additional fee. Charge for extra labor \$45/hr per technician.

Additional requests may require an extra technician to set up or operate. Such additional requests may include, but are not limited to the following: ProPresenter show, lighting changes during the ceremony, lowering and raising the window coverings during the ceremony, use of choir risers, etc.

Items available for rent:

Keyboard: \$50.00

Drums: \$50.00 (drumsticks not included)

Choir risers: \$50.00

Lighting: Basic lighting is included in your package. You may select one of twelve presets in the chapel for your ceremony. For anything beyond this you may hire an approved lighting technician from our list.

Damage: You will be held fiscally responsible for any damage incurred on the media equipment and/or Regent Chapel instruments.

Sound and video materials, as well as the wedding program with music and visual cues will be required before the rehearsal.

Please submit this form with your signed contract to the Founders Inn chapel coordinator.

Changes must be finalized in writing 90 days before the wedding.

Please note: The Regent University Media Services department does not provide music, DJs, photography or recording services.

Charges for Wedding Reception Media Support

Library Atrium Reception: Use existing sound system - \$55.

Provided: iPod hook-up and one microphone.

Groups bringing in their own sound system - \$25 fee to remove existing sound system.

Regent Ordinary Reception: Media equipment and support are not available.