GUIDE TO EVENT STANDARDS & POLICY

Regent-Sponsored Events

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GUIDE TO EVENT STANDARDS & POLICY

Introduction
Every event, regardless of its size and scope, impacts the image of Regent University. Events help to build the reputation of Regent with the many audiences we serve. This Guide to Event Standards & Policy has been developed to help campus event planners make optimal use of available campus resources and represent Regent to its many audiences in a way that is of consistently high quality.

This document is intended to cover all areas required when planning a Regent University-sponsored event on campus. A final checklist for your event will depend upon the type of event. It is extremely helpful to keep a binder of notes with all details of your event, for yourself or your successor, as a reference for subsequent events.

Any questions not addressed in this guide should be directed to Administrative Services, adminfacilities@regent.edu. Our phone number is (757) 352-4442, and we are located in ADM 116. We are here to serve you.

Advancement and University Events/Event Consulting
The office of Advancement and University Events is responsible for Regent University’s key signature events, including Clash of the Titans® debate and dinner and the Executive Leadership Series luncheons, as well as fundraising events such as Regent Donor Weekend, the annual Golf Tournament event, and regional cultivation events around the country. With extensive experience in planning, executing and hosting major events for high profile guests, this department is also available to consult with you and your event planning team in the major planning aspects of any large Regent University event.

They may assist by providing information regarding lighting and sound, rentals of backdrops and other imagery items, event-specific timelines, invitations and other print items, special resources and price negotiations. Please note that all the expenses for your event must come out of your department’s budget.

Consultation services by this department will consolidate and standardize university events, resulting in increased quality, cost savings, and elimination of competing events, as well as maximizing Regent University’s exposure and public relations.

If your event meets any of the following criteria, please contact the office of Advancement and University Events at kruley@regent.edu or (757) 352-4849:

• Has propensity for major donor attendance or possible giving.
• Includes VIP guests (ambassadors, elected officials, leaders or other “high-profile” individuals).
• Publicity and media coverage is likely.
• Attendance is estimated to exceed 100.

The office of Advancement and University Events is not responsible for commencement, Regent University Board of Trustee Meetings, Preview Weekend, other recruiting events, or quarterly all-staff meetings. For information regarding these events, please contact (757) 352-
Attire: Representing Regent University
Proper attire is required for all personnel assisting with university events.

Employees and students assisting with events are representatives of the university to every guest we meet. All staff should be mindful of the importance of maintaining a professional image through personal appearance, and dress in professional business attire.

For more informal events, and some student events, business casual attire which is comfortable yet professional and neat, is expected. Extremely casual attire such as jeans, shorts, tank tops, casual flip-flops, or athletic attire is only acceptable for certain events which are geared completely to students (i.e. COGS feasts, homecoming football game).

Nametags are suggested for events with many guests who are not acquainted. There is a Regent logo nametag that many of the Regent staff purchase, if they will be a part of upscale events or recruiting events. This nametag can be purchased through Village Engraver; email adminfacilities@regent.edu for more information.

Bonfires/Campfires
Due to possible drought and fire marshal restrictions, bonfires and campfires are not permitted on Regent University property without prior authorization from Administrative Services. Contact adminfacilities@regent.edu to discuss.

Budget
As you begin to plan your event, your cost center manager will inform you of your budgetary guidelines. You will need to stay within your budget and be cost efficient in your operations. Thus, pricing out goods and services with more than one vendor will be prudent, as prices may vary widely. The Regent University purchasing manual states that three quotes are required for goods and services. Be sure to remember the costs of any set-up, permits, or security or facilities personnel needed.

Building Hours
The Administration Building, Classroom Building, Library Building, Robertson Hall, and Communication Building are open from 7 a.m. to midnight. After 9 p.m., the Communication Building is only accessible through the front doors.

The Student Center is open Monday through Friday from 7:00 a.m. to midnight, Saturday 7:00 a.m. to 10 p.m., and Sunday 1:00 p.m. to midnight.

Doors will automatically lock at the programmed time. If there is a need to be in the building after building hours for your event, contact Administrative Services at adminfacilities@regent.edu to request before- or after-hours access during your event and/or set-up. An ID keycard will be required. We can also set the doors to unlock earlier than scheduled times if warranted.
Campus Map
Regent University’s most up-to-date campus map is located on the website at http://www.regent.edu/about_us/campuses/campusmapflyer.pdf. This map matches the many directory signs that are available throughout the campus. Event coordinators should email the campus map to visitors, instructing them to park in Lot L, the main visitor parking lot. It is the responsibility of the event coordinator to insure off-campus visitors are well-informed about the best entrance (Regent University Drive entrance or Centerville Turnpike Entrance), parking lot (Lot L is the main visitor parking lot) and building location (all buildings are marked by number on the campus map).

Candles/Glitter/Confetti
No candles, glitter, confetti, sand or similar materials permitted. An additional minimum housekeeping fee of $50 will be charged for noncompliance. Please consider the labor that is involved in cleaning up these types of material.

Catering Policy
Regent Ordinary dining services has the first right of refusal to cater any event held on campus and provides catering for the following functions:

- Activities of university-recognized student, faculty, and staff organizations*
- Any university-sponsored functions (e.g. those charged to university budget accounts)

The person scheduling the event must complete a Catering Request form at least two weeks prior to event date.

*Student organizations that raise their own funds (e.g. student fees, fundraising, etc.) for their special events are not required to utilize our on-site caterer and may secure food services from outside caterers.

The complete catering policy is located on the web at http://www.regent.edu/campus/ordinary/CampusCateringPolicy.pdf.

The utilization of offsite catering companies by any of the schools, departments, or student organizations using university-budgeted funds must first be approved through Purchasing.

Please keep in mind when planning your events that you are saving 10.5% by utilizing the Regent Ordinary catering services for university-sponsored events. You are not subject to tax (5% - Virginia sales tax and 5.5% - Virginia Beach tax) as you are with Founders Inn and any outside catering vendor.

Ordinary
The Regent Ordinary is a food court style restaurant located in the Student Center; Chef Dan Murphy is the Food Service Manager. Chef Murphy attended the very highly recognized and reputable Culinary Institute of America, located in Hyde Park, New York. His culinary experience includes 17 years at Norfolk's Omni International Hotel. The restaurant serves an assortment of breakfast, lunch and dinner items as well as a rotating menu that changes each day of the week. Regent Ordinary is available to cater your event with meals or refreshments, both in the Ordinary rooms and in other rooms on campus. Totals can be charged through interdepartmental funds transfer.
Catered functions may utilize the items on the restaurant's regular menu, or their special catering menu. The Ordinary can easily meet your small office or banquet sized catering needs. For more information on the Regent Ordinary click on this link http://www.regent.edu/campus/ordinary/. To contact Chef Murphy with questions, call (757) 352-4924 or email ordinary@regent.edu.

If your event in the Ordinary is held during business hours, you will not be required to clean up after the event. After hours, you will be required to clean the floors and remove the trash to the dumpster.

The Regent Ordinary is closed on weekends, but upon request, may be able to cater your special group events on weekends as well as weekdays.

The Regent Ordinary is often able to supply ice for your event, since they have a large ice machine. Contact Chef at (757) 352-4924 to inquire.

The Founders Inn and Spa

The university-owned Founders Inn and Spa, located on the Regent campus, is an upscale hotel and resort suitable for any of your school's or department's conference, banquet, or reception planning needs. If the Ordinary is not catering the event and the event is formal (plated food, sit-down reception, banquet, etc.) then a quote from The Founders Inn catering department is required.

A school or department wishing to utilize The Founders Inn and Spa for catering on the Regent campus should contact the catering department for information, at (757) 366-5807. The Founders Inn and Spa will present your department with a contract for services. The cost center manager must submit the contract, including a total cost or cost estimate to the Regent Purchasing office (ADM 116) for approval prior to the event. Please allow a minimum of five business days for review and processing.

A school or department planning a conference at The Founders Inn and Spa facility should contact the sales department for information at (757) 366-5805. The Founders Inn and Spa will present your department with a similar contract for services, which must be submitted to Purchasing for approval.

Outside Caterers

In the event the Regent Ordinary or the Founders Inn is unable to accommodate your catering request, you may utilize the services of other area caterers. A minimum of three comparative (apples to apples comparison) quotes are required. A contract for services or a banquet order should be submitted to purchasing for review at least two weeks prior to the date of the event. Once approved, a current certificate of insurance (COI) naming Regent University as an additional insured must be on file in the Administrative Services office at least one week prior to the event date.

If on-site cooking is involved, contact Administrative Services at (757) 352-4442 to discuss appropriate procedures. The contracting school or department is liable for any fire marshal or health permit fines.
**Off-Site Events Requiring Catering**

If a catering event is being hosted offsite or away from the university campus, you are not required to obtain a quote from the Regent Ordinary or The Founders Inn and Spa, as they are unable to service events offsite. However, be sure to obtain a minimum of three quotes from the outside caterers of your choice, or you are welcome to select from our approved caterers list (email adminfacilities@regent.edu for a copy of this list). The procedure stays the same; the purchasing office must sign all contracts for off-site catering, and a certificate of insurance is required.

**Sam’s Club and Costco Memberships**

Purchasing has a limited number of membership cards for Sam’s Club and Costco, which you can check out and use to purchase items for your event. To ensure availability please reserve the card several days in advance by emailing Purchasing at purchasing@regent.edu (757) 352-4006. Cards checked out one day must be returned with authorized signature and cost coded receipts within 24 hours, or earlier if the Purchasing Coordinator has stipulated this due to many event coordinators needing to use the cards.

**Certificates of Insurance Required for Caterers/Entertainment**

When utilizing an outside caterer or entertainment vendor, we must have a certificate of insurance (COI) on file from that company, naming Regent University as an additional insured. The COI should prove liability coverage of not less than $1,000,000. Regent is unable to do business with outside caterers or entertainment vendors that do not carry liability coverage. Please include the following wording:

Regent University and each of its officers, agents, and employees are named as additional insureds with respect to general liability coverage. Coverage under general liability and worker’s compensation/employer’s liability will be primary and non-contributory and will include waiver of subrogation. Subcontractor/supplier shall to the fullest extent permitted by law, hold harmless, defend and indemnify against any and all suits or claims arising out of or resulting from subcontractors work.

**Chalk in Classrooms/Dry Erase Markers**

For events or classes in classrooms, please bring your own chalk for chalkboards or dry erase markers for white boards. Regent does not supply these items.

**Child Care on Campus**

Due to liability, providing child care on campus for events will be considered only on a case-by-case basis. Please contact adminfacilities@regent.edu to discuss.

**Clean Up**

All groups will be responsible to clean up the room and remove trash after each event. Failure to leave the rooms clean and/or take trash to the outside dumpster will incur a minimum charge of $50 from the housekeeping department.

All special event facilities and supplies must be left clean (tables, chairs, floor, coffee makers, punch bowls, etc.) or a minimum housekeeping fee of $50 will be assessed. After the event, Facility Services will pick up all articles that were rented from the department (table cloths,
coffee makers, etc.). Linens should stay on the tables. A replacement fee will be charged to replace damaged linens or ones which are stained and cannot be cleaned.

For outdoor events, all tables, chairs, and equipment must be brought indoors directly after the event by the event committee, following procedure given by Administrative Services.

**Contracts for Goods and Services Rendered**

All university contracts for services that involve university funds or service obligations require final signature authorization by the purchasing manager. Department managers, cost center managers, and student organization leaders are not authorized to sign contracts on behalf of Regent University. Send the original contract to ADM 116. Allow at least two weeks for Purchasing to adequately review and negotiate the terms of contracts. Complex contracts may require as much as one month to process.  
http://www.regent.edu/admin/admsrv/purchasing/contracts.cfm

**Dancing/Music/Library Quiet Floor**

Dancing shall be tasteful, i.e. no body slamming, dirty dancing, immoral or lewd dancing. The library atrium and other rooms on campus are only available for dancing on a case-by-case basis. Music in the library atrium should be kept at a minimum, and at as low a level as possible. All music should be played in a manner respectful to those in the area surrounding the event. The second floor of the library is the Quiet Floor, and as a university, our mission is to provide a quiet and comfortable study environment for our students.

**Decorations, Signs, and Banners**

When planning decorations for your event, it is good practice to use fireproof decorations when at all possible. University policy states that no candles, glitter, confetti, sand, or similar materials are allowed as they create a large mess which is very hard for our housekeeping department to clean. Any decorations which are affixed to walls must not deface university property. Using tape is not permitted; wall putty is recommended.

Large signs and banners should be authorized through Administrative Services before ordering and ample time be given to Facility Services for installation. You would need to complete a work order at http://www.regent.edu/admin/admsrv/schooldude.cfm to request installation.

**Defining Objectives and Setting Goals**

As you begin planning a special event, you will want to consider the following:

- What are the key objectives and desired outcomes for the event?
- Is a special event the most appropriate strategy to achieve the stated goals and objectives?
- Do you have the time and resources necessary to produce an effective event?
- How will you measure if you have achieved the desired objectives for the event?

For a very large event, long-range planning is particularly important; you may need to begin planning 12 to 18 months prior. When scheduling an event, consider national and religious holidays, regional events and university events that may conflict with your event. Please work with Administrative Services, as well as the master events calendar and academic calendar, to check your date.
To avoid scheduling conflicts, you may wish to send out “early announcements” to members of the university community so they will be aware of what you are planning. It is also extremely helpful and important for your events to be listed on the master events calendar as soon as you have solidified the date and room.

**Drugs, Alcohol, and Tobacco**

Regent University requires that members of the Regent community—faculty, staff and students—refrain from the illegal use of drugs and the abuse of addictive substances controlled by law. Regent also forbids the use of alcohol and tobacco on campus and prohibits the abuse of these substances. The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside their personal freedom by refraining from behavior that might be a stumbling block to their weaker brother. Regent University encourages members of the Regent community to exercise their personal responsibility and, guided by Paul’s admonition, appropriately set aside their personal freedom and refrain from the use of alcohol and tobacco.

In addition to heeding the policy ourselves, it is important for each of us to inform guests whom we invite on campus, as well as vendors and other non-employees with whom we conduct business on campus.

**Entertainment**

Information to come.

**Movie Showing**

Anytime a film is shown publicly it must be done so in accordance with all applicable copyright laws; each public showing (any showing that occurs outside of the normal home environment) must be done with the permission of its distributor. The one exception to this is in regards to movies shown in a class by a faculty member for educational purposes where copyright permission in not required by law. If you would like to put on a public showing of a movie for your organization or the campus community you must obtain public viewing rights first. Additionally, you may not charge a fee for the viewing of a film at an event.

Most “mainstream” films that are distributed for non-commercial use come from one of two main distributors:

- SWANK Motion Pictures, Incorporated – the web site for this company is www.swank.com, and the phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films every day.
- Criterion – Web site is www.criterionpic.com, phone 1-800-890-9494.

Copyright permission often costs money to secure. Contact the distributor, explain under what context the film will be shown, and see what they can do for you. Once you have obtained the rights, you will receive a written record of your permission to show the film. Your permission confirmation needs to be submitted to the Office of Student Life (for student org events) or Administrative Services in order for you to receive approval for your event.

**Special Speakers Policy – student organization events**

The university reserves the right to approve on-campus speakers. Such guests 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. This includes the avoidance of profane language, slanderous statements, and advocacy of violent change or government overthrow. If your event will include a special speaker (any speaker who is not currently associated with the university as a student, staff member, faculty, alumnus, ACLJ staff, or CBN staff), you must complete the Request for Speaker form at http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm. Submitting the names of prospective speakers insures that only those who are in harmony with the mission and reputation of Regent University will be invited to speak on our campus. The speaker request form must be submitted and approved before a student organization extends an invitation to a guest speaker.

Speakers Policy – University faculty/staff events
Information to come.

Speakers (Guests) – Central List
Information to come.

Food or Drink in Special Event Rooms
Food and drink are allowed in certain special event rooms. Specifically, food in library balcony, library atrium, library lobby, Robertson Hall lobby, or similar rooms are authorized. Food and drink are never authorized in the library auditorium or moot courtroom. Events in these areas that wish to have food must have them in the outside area adjacent to the room (such as the library balcony for the auditorium, and the Robertson Hall lobby for the moot courtroom). Care must be taken to insure that guests are not taking the food and drink into the room with them. Follow the instructions under catering policy for catering.

Please be advised that red punch is not authorized as it can stain carpeting, marble floors, and linen tablecloths. Also, ice sculptures and chocolate fountains are considered on a case-by-case basis and must be pre-approved so appropriate accommodations can be made for their use.

Food or Drink in University Classrooms
No food is allowed in university classrooms. The only drinks that are allowed are those in a container with a tight-fitting lid.

Groups needing rooms where meals will be served should submit the room reservation form to reserve the Fountain View room, SC 118 conference room, or Ordinary loft.

If an event coordinator, professor, or, in the case of a student organization, the head of the organization is willing to take responsibility for the cleanliness of a classroom, food will be allowed. Breakfast items (muffins and Danish), box lunches (sandwiches/wraps), pizza, and small non-messy snacks such as pretzels, trail mix, nuts, and candy constitute the only food allowed inside the University classrooms. Drinks are limited to those that are in a closed container with a tight-fitting lid (individual bottled/canned drinks are acceptable).

Ice cream, cake, red punch, pasta, 3-course meals, and all other foods are strictly prohibited.

Please email adminfacilities@regent.edu with any requests for food in classrooms (if you are planning to have a student organization event, the Event application will supersede the
following instructions). Information required includes date of event, person responsible for the cleanliness of the room, his/her contact information, type of food being served, building and room number. Each request will be considered and confirmed or denied by the housekeeping supervisor. After you have received authorization and a Food in Classroom Form via email, complete the form and forward it to Administrative Services.

The event coordinator is responsible for clean-up of the room after each event. Trash must be taken out to the dumpsters at each building; a trash receptacle will be provided for this purpose. Place the empty trash receptacle in the hallway at the conclusion of the event. Tables, chairs, and floor must be free of trash and crumbs. Any spills on the carpeting must be reported to (757) 352-4445. In rooms with a tile floor, a mop and bucket will be provided.

If the room requires additional cleaning, the group responsible for the reservation will be assessed a housekeeping fee of $15 per man hour, with a minimum fee of $50.

The schools, departments, and student organizations are responsible for the day-to-day condition of the classrooms and general rooms used.

**Fundraising By Departments and Schools**
Information to come.

**Fundraising By Individuals**
Information to come.

**Fundraising By Student Organizations**
Regent University is fully supportive of the charity and fundraising efforts of our student organizations. As a Christian university, it is important that we model Christlikeness to those in need in our communities. In order to best provide the support needed to student organizations in their philanthropic efforts, all fundraising or charity collection efforts must be coordinated through Student Life. Additionally, any fundraising that involves direct solicitation of funds from individuals on behalf of the university or where donors may have an expectation of receiving a receipt must be coordinated through the Office of Advancement, (the director of Student Life will assist you). NOTE: this policy should not be construed to prohibit students from soliciting assistance from their families, friends, or their local church.

All fundraising/charity actions taken by an organization are considered events and are subject to the same rules and policy. Consequently, any event-related materials placed on campus must be done in a tasteful manner and with the permission of any relevant university officials. Cover any collection boxes with colored paper or wrapping paper to make them aesthetically pleasing. Also, all funds collected at an event marketed to exist for the advancement of a charity must be donated to that specified charity and no other group. The only exception to this would be the use of funds to reimburse specific members who may have purchased items necessary to the success of the event when there are no organizational funds available to do so. However, all such reimbursements must be coordinated through the Business Office. All print materials for the fundraiser should state the organization to which the proceeds will be donated.

Please be aware that collection drives cannot be longer than two weeks, and only one collection drive can occur at a time.
The Application for Special Event by a Student Organization form should be completed to host a fundraising drive.

**High-Profile Events**
High-profile events are events that possess the following characteristics:

- May have major donor attendance or possible giving.
- Includes VIP guests (ambassadors, elected officials, leaders or other “high-profile” individuals).
- Publicity and media coverage is likely.

Please see the information regarding the Office of Advancement, which must be involved for all high-profile events.

**Hotel Arrangements**
When booking rooms at The Founders Inn and Spa, refer to the information on the Purchasing website [http://www.regent.edu/admin/admsrv/purchasing/Founders_Inn.cfm](http://www.regent.edu/admin/admsrv/purchasing/Founders_Inn.cfm). The Founders Inn is able to arrange for transportation to and from the airport, as well as transportation to and from the event. There is a shuttle fee.

Hotel arrangements may also be made at other area hotels. See the following link for information. [http://www.regent.edu/campus/housing/area_hotels.cfm](http://www.regent.edu/campus/housing/area_hotels.cfm)

**Housekeeping for Restrooms**
If you are having a very large event on the weekend, there will likely be a need for additional restroom housekeeping, since Regent does not have regular weekend housekeeping staff. Please note this on the Special Event Set-Up Form when requesting your other articles. Having on-site housekeeping or maintenance staff during evening or weekend hours is subject to availability, and additional fees will be charged.

**Itineraries for Events**
In an effort to better serve your event needs, it is required for event itineraries to be forwarded to Administrative Services at adminfacilities@regent.edu at least two weeks in advance of the event; sooner if it is a very large event utilizing many rooms and/or central departments’ support.

**Jackie’s Flower Closet**
Jackie’s Flower Closet has been established by the Special Events & Community Relations department to enable schools, departments, and student organizations to share the university resources of silk flowers, bud vases, standing arrangements, and centerpieces. Rather than each department purchasing their own silk arrangements, you may schedule an appointment to view the available floral decorations, and complete the form to take responsibility for them. It is appreciated for them to be returned promptly and in the same condition. Please give seven business days’ advance notice of your request. Contact Laurie Ann Finn at (757) 352-4036 lfinn@regent.edu or Dawn Wright at (757) 352-4393 drwright@regent.edu for more information.
Law School Events/Tables Policy
The law school owns three six-foot tables that may be reserved by law student organizations free of charge. Law students may request use of these tables by emailing lawrooms@regent.edu. You will receive an email confirmation and instructions for setting up the table. Appropriate table coverings must be used for all tables in lobby areas, such as a linen tablecloth or drape. Black floor-length linen drapes are provided and must be used if another organization-specific drape is not available. It is unacceptable to place a table in the lobby without a linen cloth or banner covering; plastic table covers are improper for tables in lobbies. You are required to take down the table and linens and put them away in the closet immediately following your event. Failure to do so will incur a fee by Housekeeping.

Levels of Events
Information to come.

Library Atrium Information
The library atrium is the only room available on campus for banquet-style sit-down meals. It will seat 300 maximum at round tables with servers; fewer if buffet lines are added. Musical bands or DJ’s are not permitted in the library atrium due to its location in the center of the library. When using the service elevator, you will need to check out the keys through Administrative Services. It is imperative that the back door to the atrium off the service elevator be kept closed and locked to protect our library collection. Care must be taken to only open the door to take food, equipment, or trash through, and to close it when not actively passing through. Please see the Wedding Policy section, Lighting section, and Rental Set-Up Items from Outside Vendors section for additional information regarding the library atrium.

Lighting
In most rooms there are light switches on the wall that will turn on the overhead lights. Most classrooms are equipped with sensor switches so the lights will switch on automatically when entering the room. The library auditorium has the light switches on the wall just outside the main doors. The moot courtroom’s light switches are at the front of the room on the left wall behind the gate. The library balcony’s light switches are located to your right on the brick wall as you enter the balcony from the auditorium. The light switches for the wall and ceiling lights in the library atrium are located in a locked closet in the library interior, so they are unavailable for event coordinators to control. The need for lights in this room must be noted on the Special Event Set-Up Form when ordering your set-up items. See the section on Lighting in the Special Event Set-Up Form. For emergency lighting requests after-hours, contact Campus Police at (757) 226-2075.

Marketing/Publicity
It is vital that consideration is given to marketing your event, regardless of the size. When appropriate marketing and advertising is performed, stewardship of your department’s time and money will be maximized.

Allstaff/Allstudent Emails
One of the best ways to market your event is through the allstaff and allstudent/localstudent listserves. The allstaff listserv compilees the event announcements for the week and sends them out in one email to the Regent staff and faculty on Monday afternoons. Email your
announcement to allstaff@regent.edu for inclusion. You may call the IT Help Desk at (757) 352-4076 if you have any questions.

Student Services oversees the allstudent and localstudent listserves and compiles announcements to go out once per week in the Regent Upcoming Events (RUE). Use the link at http://www.regent.edu/general/listserv/home.cfm or email the details of your event in the format below to stusrv@regent.edu:

- Title
- Date(s)/Time(s)
- Location of event
- Cost (if applicable)
- RSVP (if applicable)
- Brief description of event

*Please note how long you want your announcement to run in the RUE. If no date is mentioned, it will run a maximum of 4 weeks.

**Banners**

Banners can be ordered through Regent Marketing using a Job Request Form, or a local sign store. There will be a cost associated with the request for banner production. Submit a work order to Facility Services to hang it (http://www.regent.edu/admin/admsrv/schooldude.cfm).

**Fliers & Publicity Materials**

For Regent events, you may send six copies of fliers, posters, etc. to Mail Services in LIB 105, and their staff will post the items on all of the university bulletin boards. If you require design and printing of high-quality fliers, posters, postcards, etc., you can submit a Job Request Form through the Regent Marketing department (http://www.regent.edu/admin/mktsrv/job_request/). The timeline and information for all types of marketing materials is available at this site.

Publicity materials shall be posted only on bulletin boards. Under no circumstances shall any publicity material be placed, written, or painted upon any surface (interior or exterior) including, but not limited to, trees or shrubs, poles, signs, doors, windows, walls, elevators, sidewalks or other campus structures.

**Media Coverage**

As soon as the event is scheduled, contact Public Relations at (757) 352-4461 or proffice@regent.edu to discuss the appropriate mix of media strategies (press releases, media advisories, calendar notices, photographs, etc.). Free calendar listings have a three week advance deadline; hence the request for them must be received in Public Relations four weeks in advance. A professional staff member from Public Relations will serve as the contact for any media attending the event.

**Photographers**

Contact information for free-lance photographers is available through our Marketing department at (757) 352-4874. Photographers should be apprised of the proper attire required for your event.
**Premiums**

Regent logo items can be ordered through Peggy Fine at Brown & Bigelow, phone (757) 486-0497, or the vendor of your choice.

**Master Events Calendar**

All departments must submit their events for inclusion in the university master events calendar. Offices across campus receive inquiries from the public as well as other university departments about various events. When your event is listed on the master calendar, anyone on campus can answer these inquiries, enabling us to better serve our community and each other. You may submit your event on the master calendar at [http://www.regent.edu/events/calendar/](http://www.regent.edu/events/calendar/). We would appreciate it if you would designate one person in your school, department, or student organization to submit the information to the master calendar, to avoid duplicate submissions. If you have any questions regarding your submission, contact adminfacilities@regent.edu.

**Media Services**

You must request media equipment through Media Services’ Equipment Request Form located on the website at [http://www.regent.edu/admin/media/forms/equipment.cfm](http://www.regent.edu/admin/media/forms/equipment.cfm).

For Media Services requests submitted less than three business days in advance, there will be a $50 late request fee charged to your school, department, or student organization. For last-minute cancellations (12 hours or less) or failure to communicate a cancellation to Media Services, fees will be charged according to the policy information posted on the Media Services website at [http://www.regent.edu/admin/media/](http://www.regent.edu/admin/media/). This link also shows information about media equipment in each classroom, various online forms, frequently asked questions, and more. Phone them at (757) 352-4105.

Media Services’ scheduled available hours are M-F (8am-10pm) and Sat (8am-5pm). Events occurring on hours other than those listed may incur a fee of $35/hour.

Under no circumstances are non-Media Services personnel authorized to enter the sound booths of the library auditorium and the moot courtroom.

For indoor or outdoor amplified sound during class hours, it may be prudent for you to notify nearby rooms and/or buildings, including the university library (757) 352-4150 and the law library (757) 352-4450, so alternate arrangements for classes or other events may be made if necessary.

**Outdoor Events Policy**

Outdoor events are encouraged so the campus community can enjoy our beautiful campus resources. For multi-faceted events, a mandatory meeting must be scheduled with Administrative and Facility Services to discuss the scope of the event, before any contracts are prepared. This should be early – 4-6 weeks in advance of the event. The area must be reserved and an inclement weather site considered. For outdoor runs/walks such as a 5k or 10k, Campus Police must also be consulted.
For use of Robertson Field I and II, submit the room reservation form so the fields can be formally reserved. See the policy under Room Reservations for further information on the athletic fields.

In order to set up games on the lawn (such as moon walk or other inflatables), the weather must be dry for 2-3 days before the event. Most electricity should be provided with vendor-provided generators. Minimum power usage may be permitted with authorization from the maintenance supervisor. Facility Services does not loan out generators or approve extension cords connecting into the buildings. Volleyball and horseshoes are generally permitted but may be restricted due to soggy ground conditions. If tents are being used, stakes may go into the lawn or into sand-filled barrels, never into the cement or brick. Tent pegs or stakes exceeding 6” must be approved by Facility Services to minimize risk to underground sprinklers and other utilities.

If you contract with any caterers or vendors to bring games, a certificate of insurance must be obtained from each company, naming Regent University as an additional insured. This certificate must be submitted to Administrative Services three business days before the event.

See the information under Parking Details for information on delivery trucks for outdoor events.

Facility Services has a gas grill which can be rented for events at a fee of $25 per event. It is mandatory that the designated cook meets with the maintenance supervisor before the event so the procedure for operating the grill is reviewed. The grill must be cleaned after the event, and it must be returned in the same condition it was received. To curtail grease stains under the grill, a reusable black fire-retardant cloth can be rented from Facility Services for $5 along with a fire extinguisher. The school or department using the grill will be responsible for returning the cloth and getting the fire extinguisher refilled, if it has been used. These same rules apply if you are renting a gas or charcoal grill from an off-site vendor. It would be best if grills are kept on the lawn so that grease will not be a problem.

Due to possible drought and fire marshal restrictions, bonfires and campfires are not permitted on Regent University property without prior authorization from Administrative Services.

Various permits are required by the city of Virginia Beach for outdoor concerts, live bands, large tents, fireworks, catered food, outdoor carnival attractions, etc. Usually, the city requires thirty days’ notice to process permit applications. Copies of Virginia Beach city permits must be submitted to Administrative Services three business days before the event.

If the event is taking place during class time (Monday through Friday, 8 am to 10 pm, or Saturday 8 am to 5 pm), and there will be increased noise, it may be necessary for you to notify the libraries and the schools which will be holding classes in the adjacent buildings. Events such as this will be considered on a case-by-case basis.

For lighting needs, you may need to rent a light tree.

The use of dunk tanks is permitted but may require an added charge for water.
All tables, chairs, and equipment must be brought indoors directly after the event by the event committee, following procedure given by Administrative Services. Fees will be charged for damaged equipment left outside.

**Release Information**
For events which may have a potential for injury, Regent University has a waiver form that all participants must execute. Contact Student Services (chughes@regent.edu) or Administrative Services (adminfacilities@regent.edu) with questions.

**City of Virginia Beach**
For outdoor concerts, live bands, large tents, fireworks, catered food, outdoor carnival attractions, etc. the city of Virginia Beach requires permits. Permit applications must be filed at least thirty days in advance of the event.

A link to the city's web site which gives more information about this:

City of Virginia Beach Special Event Checklist

As the City of Virginia Beach’s website is currently being updated, please contact their Special Events office at (757) 385-4800 to discuss your event and receive the appropriate application.

Permit applications must be submitted to the city no later than thirty (30) days prior to the event. A non-refundable processing fee is due and payable at the time of permit issuance. Setting up of tents or other equipment will not be allowed until all permits are in hand with copies submitted to Administrative Services.

**Parking Details**
As soon as an event is scheduled, contact Administrative Services with notification of date, time, location, and estimated attendance. You will be alerted about any parking concerns and advised when there are multiple events scheduled in close proximity. You may email the campus map (http://www.regent.edu/campuses/vb/campusmapflyer.pdf) to guests unfamiliar with the campus. If appropriate, send visitor parking passes to guests. You should always send visitor parking passes to those students who will be attending a residency or modular class here on campus.

**AmeriGroup Parking**
Regent parking policy states that parking in the AmeriGroup parking lot by the Regent community and its visitors is prohibited. The only exceptions may be occasional very large events for which Regent is given specific permission to use the AmeriGroup lots. Regent vehicles parking in the AmeriGroup lot without prior authorization are subject to ticketing and/or towing.

**Reserved Parking Spots**
If you believe your event requires reserved parking spaces for special speakers, VIPs, or caterers, obtain permission one week in advance through Administrative Services at
adminfacilities@regent.edu with the name of the speaker, name of the event, number of spots needed, and parking lot required. Permission for these spaces is granted under limited circumstances. If approved, there will be cones with signs placed in the lot for you. It will be your responsibility to watch the cones to insure visitors park in the right place. Cars parked in these spaces must have a green visitor pass on the dashboard clearly identifying them as part of the event.

**Signs for Event Parking**

Due to the updated campus map and multiple directory signs across campus, fewer event parking signs are needed to direct visitors to the correct building. Each school, department, or student organization expecting guests must insure off-campus visitors are well-informed about the best entrance to use (Centerville Turnpike Entrance), and the optimal parking lot (Lot L is the main visitor parking lot). Sandwich board signs with “Event Parking” may be phased out over the course of this academic year as even more permanent signage is installed.

For the rare events in which “Event Parking” signs are needed, complete a Facility Services Work Order (http://www.regent.edu/admin/admsrv/schooldude.cfm) to request placement down the main streets bordering the university. Sandwich board signs will no longer be used for the interior of the campus. When submitting the work order to place the signs outdoors, print a campus map and illustrate the request for Facility Services. You may fax it to them at (757) 352-4004.

Please remember that the main visitor parking lot is Lot L, the Communication Building lot.

**Trucks on Plaza**

There is a ramp at the library loading dock, which is the only point of entrance to the library plaza for trucks needing to deliver items for events. If your event is on or near Robertson Field I and II, trucks may enter the mall from south parking (Parking Lot L). Trucks are not allowed on the brick walkways from the Communication Building down to the library.

**Visitor Parking Passes**

If your event requires visitors to come on campus, they are required by Campus Police to have a green visitor parking pass in their windshield unless they are in the main visitor parking lot L. Exhibit I has a sample which can be printed in color. If you need multiple copies of the pass for many visitors, contact adminfacilities@regent.edu to obtain a template of the pass which you can print on green paper. It is the event coordinator’s responsibility to inform visitors about Regent parking policies, to obtain the passes, and to complete them fully.

**Plates and Dinnerware**

Here are a few standards to keep in mind as an event is being planned.

For VIP events, you must first check with The Founders Inn and Spa or the Ordinary to give them the chance to bid on the event catering. It is good to book a caterer who provides upscale foods, linens, chairs, etc., such as the Founders Inn and Spa, to save the expense of renting these items. For a VIP function of less than 20 people, the university owns china, glassware, and silverware. Use of these items can be arranged, but keep in mind the labor of washing, drying, and storing.
For the highest standard of event, it may be necessary to rent china, beverage glasses, silverware, linen napkins, and centerpieces. This would especially be appropriate for an important guest, such as a visitor with a career of high status (high military office, high political or academic office, known entertainer, business owner).

For a function of more than 20 people, it may be acceptable to have upscale plastic ware and paper goods. Please note that paper napkins are available in varying sizes, weight, and quality.

Careful consideration should be given to include table linens, china or disposable plates, silverware or plastic ware, linen napkins or paper napkins, centerpieces, greeters, seating diagrams, place cards, menus, and servers.

All tables must be covered with linen. When setting up even one table for an event, especially in a lobby area, white linen cloth and skirt are appropriate. Plastic table cloths are never acceptable in the lobby areas. Be careful about using them for a sit-down meal, as they are an extremely casual table covering. However, it is acceptable to utilize a white plastic table covering over the white linen cloth with a skirt for a food table, which will keep the linen clean at the event, and make laundering easier.

For an extremely casual function, it is acceptable to have paper table coverings, styrofoam plates, cups, and lower-quality napkins.

Standards for tableware, china, and linens will depend on the event’s guest list. The department of Special Events and Community Relations will be happy to assist with any questions. You may call (757) 352-4036, or email lfinn@regent.edu. Additional information and suggestions may be obtained from the office of Advancement and University Events, (757) 352-4849.

**Post-Event**

After your event, update your binder notes for those who may need them for subsequent events. Sending a thank-you note to the speakers, participants, and staff coordinators is always appreciated by the recipients. If there are suggestions about how the event process can be streamlined by the central support departments, we are always open to your comments and suggestions for greater efficiency.

**President’s Task Force**

The President’s office has developed the President’s Task Force to represent the President and Regent University with excellence, integrity, and grace to all our campus visitors. This volunteer team is comprised of highly professional, Christian staff and faculty available to greet, meet and assist Regent University guests during events. Some goals for the Task Force are the following:

- To provide general campus information
- To assist with greeting and directions
- To serve during events with registration and seating
- To assist with general hospitality including: assisting with regalia, refreshments, escorting and transporting high profile guests
If your department or school would benefit from the use of additional assistance, please contact Kay Brunt (757) 352-4015/ kbrunt@regent.edu or Laurie Ann Finn (757) 352-4036/ lfinn@regent.edu to request members of the President’s Task Force.

**Radios**
Radios are not available from Facility Services to use for your event. If you have a need to keep in contact with a large number of people coordinating a large event, you may want to consider renting radios from an outside company. Email adminfacilities@regent.edu for contact information.

**Rental Set-Up Items from Outside Vendor**
When renting set-up items from an outside source, event coordinators must arrange a specific delivery and pickup time to insure the room will be clean and ready for the items. Event coordinators should sign out necessary keys through Administrative Services and oversee the vendor providing the equipment to insure the marble floors are protected at all times. Nothing should be dragged across the floor. Feet of tables and chairs must have rubber tips. See the Tape Policy for parameters regarding no tape of any type allowed on floors, walls, doors, or windows. If there is a need to secure cords to the floor, rubber mats must be utilized. Do not move the existing planters or benches in the library atrium. Damage to floors or furnishings will incur a fee.

**Room Reservation Form**
Administrative Services can advise about available special event rooms on campus. Use the central Room Reservation Form to schedule your event with the appropriate office. The form is located on the website at http://www.regent.edu/admin/reservation/. You must schedule the use of every area, including the library plaza, balcony areas, or building lobby where you may only need one or two tables. Make sure to cancel your reservation if your plans change, so the room or area will be available for others. When scheduling time in a room or area, consider your set-up and clean-up time, making sure that the room is scheduled for an adequate number of hours. Keep in mind that if you are scheduling an event outdoors, it is recommended to reserve an inclement weather back-up site.

**Hierarchy for Room Reservations**
Information to come.

**List of Rooms**
See Exhibit A for the list of available special event rooms on campus and the departmental contact for each one.

**Reserving Rooms for Regent Events**
Regent University events take precedence over outside group events. Rooms in which classes are held (including classrooms, the library auditorium and moot courtroom), cannot be reserved for a Regent event until that semester’s class schedule has been completed. Priority is always given to classes and academic events.
Communication Building Theatre Areas
Contact the director of the performing arts center at wdecker@regent.edu to inquire about available theatre areas in the Communication Building. Additional information can be found on their website at http://www.regent.edu/acad/schcom/facilities/. There may be a fee charged for use of the room and staff.

Ordinary Rooms
Administrative Services will receive requests from the Regent community for Ordinary room reservations through the central room reservation form. Ordinary rooms reserved are the Main Dining Room, Fountain View room, Loft, and Patio. During regular hours, priority will be given to those Regent events using the Ordinary’s regular or catering menu. Requests for rooms that are not utilizing food from the Ordinary will not be confirmed farther in advance than three business days, to give priority to catering events.

For events taking place outside of the Ordinary’s regular hours, which are currently 7 a.m. – 6 p.m. Monday through Friday, priority will be given first to Regent University catering events, then to outside group catering events, and last to Regent non-food events.

Ordinary room reservations are requested before the Catering Request Form is submitted. Therefore, if the room is reserved and the Catering Request is declined, the event coordinator may need to find a different room in which to hold the event.

When reserving rooms, care will be taken to note possible noise issues with adjoining rooms, or the need to walk through an event in the Main Dining Room to reach the other rooms. It should be noted that the Loft tends to be noisy and may not be suitable for all events.

Outside food is not allowed in the Ordinary rooms during business hours.

President’s Boardroom/Executive Conference Room
Administrative Services shall maintain the room reservation calendar for the President’s Boardroom and Executive Conference Room. Regent event coordinators desiring to use these rooms must submit the central room reservation form. Requests will be processed within three business days.

Preference will be given to meetings of upper-level management, especially for the President and Chancellor of the University. If a meeting, event, or class is confirmed in one of these rooms, it may be subject to cancellation if the room is needed for an upper-level meeting. Administrative Services will assist in rescheduling the meeting into an alternate room.

Noise volume for proposed meetings will be considered when reserving these rooms, and meetings or events with a high noise volume may not be permitted, based on other meetings scheduled into the adjoining rooms.

Events in these rooms utilizing food must follow the Food in Classroom policy (http://www.regent.edu/admin/admsrv/facility_use.cfm).

Email adminfacilities@regent.edu to request permission and list the proposed menu.
Complete the Special Event Set-up Form ([https://www.regent.edu/admin/admsrv/special_events/event_setup.cfm](https://www.regent.edu/admin/admsrv/special_events/event_setup.cfm)) for tables, linens, and trash cans. Schools and departments utilizing the rooms for food must complete this set-up form to ensure tables and linens are set.

The staff kitchen may have limited space available to use for food item storage and prep. Items should be removed immediately after the event. The kitchen must be left clean and trash removed.

Trash must be taken out to the dumpster by group. The Food in Classroom policy lists all applicable policies and fees. Fees will be assessed for failure to leave the rooms clean and undamaged.

**Robertson Field I & II**

With the addition of a playing field next to the horse pasture, the following policy is being implemented.

The main playing field is the one next to the horse pasture, and its name is Robertson Field I. The old field shall be called Robertson Field II. Reservations for these spaces will be received and processed by Administrative Services through the central room reservation form.

The main field is a multi-purpose field for student activities and sports games. Care should be taken to stay clear of the fence and adjoining pasture on the west side of the field. Patrons must adhere to the signs that say “Do Not Feed or Pet the Horses”. The fence has an electric field around it so campus police will be aware of anyone going beyond the fence. If a ball should fall into the horse pasture, it should be quickly retrieved by one person. It is to be expected that the campus police will appear to make sure all is in order.

Spectators may gather on the east side (parking lot side) of the field. If bleachers are rented for events they should be positioned to the right or left of the existing stand of trees.

Robertson Field II will be considered the “practice field”. It is reserved through the central form, and will usually serve as a practice field or secondary field to be used when the main field is already reserved.

**Student Housing common areas**

Student housing (Regent Commons and Regent Village) has several areas available to reserve, such as lobbies and community rooms. Anyone in the Regent Community may reserve these spaces. There are two 6-foot tables and 15-20 folding chairs in each Commons community room, as well as tables and chairs in the Village community room that may be used free of charge. Instructions for clean-up are posted. Use the housing online forms for reservations.

**Reserving Rooms for Non-Regent Events/Weddings**

Non-Regent events cannot be scheduled on the Regent campus farther in advance than three to four months, as Regent events have priority for available space.

Regent University's wedding policy is as follows:
As we are committed to our Regent students and events first, we will consider requests for weddings as space and time permits. Since Regent does not have full-time staff devoted to coordinating events for outside groups, especially an event as important as a wedding, strict policy has been put into place.

The only room considered for wedding receptions larger than 125 people will be the library atrium. Capacity for a sit-down dinner in the library atrium is 300 people. For receptions smaller than 125 people, you may consider using the Regent Ordinary. If a wedding ceremony is requested to be held in the library auditorium, main theatre, or outdoors along with a catered reception, the event will be considered based on the scope of the event. Weddings will be scheduled no more than three to four months in advance as Regent events are priority and must be scheduled first.

Since the library atrium is located adjacent to all parts of the library where our students are studying, we require any events that are held in the atrium to keep noise and music at a minimum, with care taken to insure that the event will not interrupt the quiet usage of the library by Regent University students. Soft background music is the only level of music allowed.

**No Smoking/No Alcohol/No Drugs Policy:** Regent University forbids the use of alcohol, illicit drugs, and tobacco on campus and prohibits the abuse of these substances. This includes a champagne toast.

**Catering:** A catered dinner or heavy hors d’oeuvres utilizing either of Regent’s exclusive caterers The Founders Inn and Spa or the Regent Ordinary is required. You may contact The Founders Inn and Spa at (757) 366-5807. The contact for the Regent Ordinary is Chef Dan Murphy at (757) 352-4924. Wedding ceremonies without a sit-down catered meal or heavy hors d’oeuvres reception are not available.

**Dancing:** As the propriety of certain types of dancing is interpreted differently by individuals, and since the volume of required music may be so loud as to interrupt our students in the library, only ballroom dancing will be permitted.

**Procedure:** To secure the library atrium for a wedding, the Facility Use Application should be completed, and after permission is granted, the Facility Use Agreement should be signed and executed. An invoice will be prepared, with payment due and payable to Regent University.

You may contact The Founders Inn and Spa directly to inquire about their wedding packages to have your reception in one of their ballrooms. They will assign a coordinator to your event and every detail will be covered. Contact Lisa Aguilar, Director of Catering, at (757) 366-5807.

**Schools, Depts., and Student Orgs hosting outside groups**
Occasionally a school, department, or student organization will wish to host an outside group due to its unique relationship. Contact Administrative Services at adminfacilities@regent.edu for further information.
**Security Needs**

Contact the CBN/Regent Campus Police Department office at (757) 226-5035 to discuss security needs for large events. To request assistance for an event, complete the Request for Service Form at http://www.regent.edu/campus/police/documents/Request%20for%20Service%20Form.pdf. If necessary, additional security personnel may be hired, for a fee. If a medical or security emergency arises during your event, call 911.

**Special Event Set-Up Form**

All needs for chairs, tables, etc. must be communicated by completing the Special Event Set-Up Form at http://www.regent.edu/admin/admsrv/event_setup.cfm. Your cost center is required, as there are rental and labor charges for all set-ups. This form must be completed two weeks in advance of your event to allow enough time for planning of the set-up by Facility Services. Submit the Set-Up Form even if you are still waiting for final attendance numbers, and be liberal in your estimation of tables needed. Adjustments can be made at the time of the final confirmation walk-through two business days before the event. Any form submitted without two weeks’ advance notice will be performed on an “if we can” basis with a $50 late fee charged to your account. Contact Administrative Services, (757) 352-4442, if you have not received an email within 2-3 days, confirming that your request will be honored.

All Special Event facilities and supplies must be left clean (tables, chairs, floor, coffee makers, punch bowls, etc.) or a minimum housekeeping fee of $50 will be assessed. Trash must be carried out to the compactor or an additional fee will be incurred. If using the library atrium, use the back elevator – do not go through the lobby or use the stairs, as the trash bags may leak on the carpeting. After the event, Facility Services will pick up all articles that were rented from the department (table cloths, coffee makers, etc.).

The items listed below are available for rental through Facility Services for on-campus events.

**Chairs**

Simple folding chairs are available for your events. For high-profile events, a limited number of upholstered banquet chairs are available. As a standard procedure, event coordinators should order banquet chairs when their sit-down events include invited guests from outside the university.

**Coat Racks**

There are three coat racks available, which will each accommodate at least 20-30 coats. You must provide your own hangers.

**Extension Cords**

Section 605.5 of the International Fire Code states the following:

*Extension cords shall not be a substitute for permanent wiring; shall not be affixed to structures, extended through walls, ceilings, or floors, under doors or floor coverings. Shall not be subject to environmental damage or physical impact; to be used only on portable appliances.*
Thus, effective immediately, extension cords will not be available in the classrooms for laptop use. Students requiring laptops must bring their own charged battery packs or power cords, sitting close to the outlet.

Cords found in the classrooms after class time will be confiscated, due to fire safety hazard and violation.

If extension cords are needed to carry off a special event, they will be available for a fee and signature, ensuring that they will be returned promptly.

**Flag Sets**

If your event set-up requires the American flag, Christian flag, Virginia flag, or Regent flag, specify the need on the Special Events Set-Up Form to insure flags are placed in the room and/or on the stage.

**Hand sanitizer**

To prevent the spread of flu and airborne viruses, hand sanitizer will be available for guest use at functions including food. Hand sanitizer will be available in the main theatre, the Ordinary, and the library atrium via self-standing stations. Hand sanitizer will also be available for your special event by request in the comments section of the Special Event Set-Up Form. Your cost center will be charged a minimum of $5.00 – maximum of $10.00, depending on the number of participants.

**Keys**

Keys for most special event rooms, kitchens, and classrooms can be checked out through Administrative Services in ADM 116. Opening of doors at the Regent Ordinary will be coordinated through Chef. Opening of doors for our theatre areas are coordinated through the director of the performing arts center.

**Kitchens**

There are several kitchens available on campus near some of the popular areas used for events.

*Library Atrium Kitchen* There is a phone in this kitchen with the number (757) 352-4175. Sink, refrigerator, electrical circuits, counter space, and cleaning supplies are available. When using the library atrium, you will need to check out the front and back door keys plus the service elevator key. Caterers are not authorized to check out keys.

*Library Kitchen* This is a small kitchen by the library auditorium, which has a sink, refrigerator, dishwasher, and counter space. The key may be checked out from Administrative Services in ADM 116. This kitchen must be reserved through Administrative Services on the Room Reservation Form.

*Robertson Hall Kitchen* This is a kitchen off of the Robertson Hall lobby. Sink, refrigerator, electrical circuits, counter space, and cleaning supplies are available. The key may be checked out from Administrative Services in ADM 116. This kitchen must be reserved through Administrative Services on the Room Reservation Form.
All trash must be taken out to the trash compactors, including trash in kitchen cans; an additional fee will be charged for non-compliance.

**Labor Fees**
Current labor fees for setting up your event, and rental of items, are listed on the Special Events Set-Up form. It is imperative that you enter your cost center so it can be charged at the end of the month for the total fees incurred.

No outside group is authorized to come in and set up furniture without the supervision of Regent Facility Services.

We do not rearrange classrooms for special events.

**Lighting**
If you are using the library atrium, and your event is taking place in the evening, you will need to request evening lighting on the Special Events Set-Up Form when ordering your other articles. The light switches for the library atrium are not available for event coordinators to operate. Further, although there are small white lights on the various silk trees in the library atrium, they do not always work. Under no circumstances are event coordinators or others authorized to remove the lights from the trees in the planters in an effort to replace them, as damage to the trees may occur. You may plan to plug in the lights at your own risk.

For large high-profile events in the library atrium, you may need to consider renting extra lighting from an outside source. Contact the office of Advancement & University Events for information about extra lighting needs.

**Linens**
Regent has white linen tablecloths available for the 6-foot rectangle tables. There are both short and long (to the floor) cloths available for the 6-foot round tables. For the smaller cocktail tables, you may order short round cloths, and they will be floor-length. Also available for the cocktail tables are black linen floor-length cloths.

Table skirts are available for the 6-foot rectangle tables. It is less expensive to order floor-length cloths for the round tables than a short cloth and table skirt. If you are coordinating a high-profile event and wish to have the trash cans covered with white linen, order one extra 6-foot rectangle table cloth per can.

Rental fees include laundering. All tables in open areas such as building lobbies should be covered with a white linen cloth and skirt or approved banner or covering. White plastic over the white linen is the policy for tables which will be used for food. Should a cloth or skirt become stained or damaged beyond repair as a result of your usage, your school or department will be charged for replacement. Red liquids should not be served as they can stain not only the table linens, but also the floor.

Please keep the linens on the tables after your event, as Facility Services will pick them up when preparing for the next event.
**Miscellaneous Consumable Items**

Miscellaneous consumable items are available to order for your event for a small fee. You may order 6- or 10-inch paper plates, plain white paper napkins, white Styrofoam bowls, 8-oz. Styrofoam cups, low-grade plastic knives, forks and spoons, coffee stirrers, and packets of sugar, creamer, and sweet & low. All current prices are listed on the Set-Up form.

**Miscellaneous Hospitality Items**

Miscellaneous hospitality items are available to order for your event for a small fee. You may utilize 10-quart plastic punchbowls with ladles, 30-, 50-, and 100-cup coffeemakers (you must provide your own coffee), plastic pitchers, 5-gallon and 10-gallon Igloo coolers (for cold drinks such as ice water/lemonade, etc.), and ice chests. All current prices are listed on the Set-Up form.

**Podiums/Podium Signs**

Podiums are ordered through the Set-Up form. Whenever formal remarks are made, a university podium sign should be ordered and hung from the podium.

**Recycle Bins**

Recycle bins are available and are recommended for events with a large amount of aluminum can or plastic bottle waste.

**Service Elevator**

The library service elevator at the loading dock is available for access through the back door of the library atrium. The event coordinator is responsible for checking out the elevator and atrium keys from Administrative Services and meeting the caterer. Mail Services, located at the loading dock, cannot furnish these keys. It is imperative that the door between the elevator and the atrium stay locked except for those specific times when food and other items are being transported into the atrium.

**Stanchions**

A limited number of stanchions and roping are available. If you order these, you will be contacted to discuss what is available.

**Sterno Racks**

Simple sterno racks and water pans are available; schools and departments must provide their own cans of sterno.

**Tables**

Regent Facility Services has 6-foot rectangular tables which seat 6, and 6-foot round tables which seat 10. Regent also has twelve tall cocktail tables (3 feet in diameter) for rent for your stand-up events. All tables are reserved through the set-up form. If multiple large events utilizing tables are scheduled at the same time and there are not enough tables, Facility Services will grant usage based on a first requested-first served basis. In cases such as this, the departments or schools requesting tables last will be expected to rent them from an outside vendor at the department’s expense.
Student Alumni Ambassadors (SAA)
The Student Alumni Ambassadors is a volunteer organization that works under the umbrella of the office of Alumni Relations and the office of Advancement. SAA members serve as ambassadors for Christ and Regent University, fostering strategic, yet effective communication within an established support network between the students, alumni, and the public. They exist to advance the mission of Regent University through opportunities to encourage stewardship, networking, communications, and leadership possibilities. They represent some of the best and brightest students that Regent has to offer and are regularly called upon to be the face of the university to the public. SAA members are available to help with ushering, greeting, traffic control, registration, photo ops … the list is endless. And, since they are volunteers, there is no cost to your department. If you would like to request SAA to assist you with an event please feel free to submit the SAA request form at https://www.regent.edu/alumni/saa or contact the SAA Advisor, Stephanie King-Gomez, at (757) 352-4027(stepkin@regent.edu).

Student Organization Events
Regent University’s student organizations are welcome to hold events throughout the academic year. All student organization events must go through a process for approval.

On-Campus
All events sponsored by a Regent University student organization must be first approved through the Student Services office, as well as the Administrative Services office (law school organizations will also require approval through the law records office). Any meeting or activity that an organization holds is considered an “event” when it is open to non-members for participation. Complete the application at http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm (save this to your computer first by downloading from the Student Life website) and email it to the director of Student Life. After your event is authorized, you will receive instructions via email to follow the procedures for submitting the Set-Up Form and any other forms which may be necessary.

Off-Campus
All events held outside of the University’s campus must be registered with Student Life at least three weeks prior to its occurrence. Submit an Off Campus Special Event Request which can be found at http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm. It should be noted that all standards of behavior and University policy relating to on-campus events are applicable to off-campus events as well. Furthermore, Regent University will assume no liability for any event held off campus by a student organization or subsequent issues resulting from such an event. In such an occurrence, liability will be assumed by the sponsoring group. Certain events may require that the sponsoring organization or its participants sign a liability release prior to the event taking place.

Student Services Table Policy
The office of Student Services owns two 5-foot rectangle tables with black linens, to be used only in the Student Services building. Priority to use these tables will be given to Student Services events and student organizations holding a table day. Email stusrv@regent.edu to reserve one of these tables.
Table Covering Policy
All tables must be covered with linen. When setting up even one table for an event, especially in a lobby area, a linen cloth and skirt are appropriate. Plastic table cloths are never acceptable in the lobby areas. Be careful about using them for a sit-down meal, as they are an extremely casual table covering. However, it is policy to utilize a white plastic table covering over the white linen cloth with a skirt for a food table, which will keep the linen clean at the event, and make laundering easier.

Tape
No tape of any type is permitted on floors, walls, windows, or doors. All tape, including gaffers tape, has been found to pull paint off walls, finish off of floors, and require scraping off of windows. An additional minimum housekeeping fee of $50 will be charged for noncompliance. Especially for floors, a group that puts down tape and damages the floor will be charged extra for the hours of labor required to strip and refinish the floor to restore it. If there is a need to secure cords on the floor, event coordinators must supply a rubberized mat to cover the cords. A limited supply of these mats may be available through Administrative Services upon request.

Temperature control
To request changes in room temperatures, complete the Facility Services work order and click the Heating/Ventilation /Air Conditioning Icon to complete your work order request. After hours it may be more appropriate to contact CBN Building Services directly at (757) 226-3077 or Campus Police at (757) 226-2075.

Transportation
When planning an event, consider the logistics of how your guests will move from one event location to another.

   Car Rental
Regent University has discounted pricing with Enterprise Rent-A-Car (757) 495-3678. Travelers will need a credit card to order a rental car. Be sure Enterprise has the correct billing information when securing your reservation. See the website for more information on car rentals, as well as information on possible discounted pricing with other area rental car companies: http://www.regent.edu/admin/admsrv/purchasing/travel_car.cfm.

   Golf Carts
Golf carts are not available from Facility Services to use for your event. If you have a need to transport guests or items, you may want to consider renting a golf cart from an outside company. You may contact Virginia Golf Cars at (757) 244-5202.

   Shuttles
It may be possible to rent the Regent shuttle (capacity 14 passengers) and a driver for large events. Request online at https://www.regent.edu/about_us/campuses/shuttle_form.cfm. If your guests are utilizing The Founders Inn and Spa, check with the Inn in advance to find out if their shuttle will be available to transport guests to the campus event site. There may be a fee involved.

Other local businesses offering shuttle (capacity 24) and larger bus rentals (55 passengers) are Carey/VIP, Venture Buses, and Tri-City Tours.
Walk-Through One Week Prior to Event

For large events, at least one week prior to the event, a briefing and “walk through” will be held in the room in which the event will take place. A representative from Administrative Services, the event coordinator, and other event committee members should plan to be present to review all event details. A Facility Use Agreement will be signed by the event coordinator at this time, confirming all policy and procedures are understood and that everything needed has been ordered or discussed.

After that confirmation, any last-minute requests will be done on an “if we can” basis. A fee of $15 plus regular rental charges will apply. Hourly rates will apply if appropriate. We encourage you to walk through the space and visualize the event so you can request all needs well in advance of the event. If you have any questions, (757) 352-4442.

Confirm all catering needs at least three business days in advance.

If you are utilizing an area through the Communication and Performing Arts Center, you should confirm all items with the director of the Performing Arts Center at (757) 352-4298.

Always confirm your media equipment and support through Media Services at (757) 352-4105.

Exhibits

Exhibit A – Special Event Rooms
Exhibit B – List of Contacts
Exhibit C – List of Forms
Exhibit D – Signs template
Exhibit E – Application for Special Event by Student Organization
Exhibit F – Checklist for Indoor Events
Exhibit G – Master Calendar Submissions Checklist
Exhibit H – Campus Map
Exhibit I – Order Form for Jackie’s Flower Closet
Exhibit J – Visitor Parking Pass
Exhibit K – Advancement Detailed Event Request Form
<table>
<thead>
<tr>
<th>Name/Type of Room</th>
<th>Capacity/Design</th>
<th>Scheduler's Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atrium, Library 300, banquet style seating</td>
<td>300</td>
<td>Admin Svcs x4442</td>
</tr>
<tr>
<td>Auditorium, Library</td>
<td>150, auditorium seating</td>
<td>Admin Svcs x4442</td>
</tr>
<tr>
<td>Bridge near Constitution Hall for film/photo shoots</td>
<td></td>
<td>Admin Svcs x4442</td>
</tr>
<tr>
<td>Classrooms, University various, ranging from capacity of 20 to 95</td>
<td></td>
<td>Registrar x4045</td>
</tr>
<tr>
<td>Communication Bldg Grand Lobby</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Bldg 125-190 depending on stage set-up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perf.Arts Ctr x4298</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wooded area between ADM and LIB picnic tables</td>
<td></td>
<td>Admin Svcs x4442</td>
</tr>
</tbody>
</table>

Majority of rooms - reserve through central registration form [http://www.regent.edu/admin/reservation/](http://www.regent.edu/admin/reservation/)

For rooms in Housing - use [https://www.regent.edu/campus/housing/forms/community_room_commons.cfm?sec_nav=](https://www.regent.edu/campus/housing/forms/community_room_commons.cfm?sec_nav=)

For Communication & Performing Arts Center - contact (757) 352-4298
<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>Phone/ Email</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Reservations</td>
<td>Administrative Assistant</td>
<td>352-4442 <a href="mailto:adminfacilities@regent.edu">adminfacilities@regent.edu</a></td>
<td>Reserve all special event rooms except classrooms; liaison between Event Coordinator and Set-Up Coordinator</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>Scheduling Coordinator</td>
<td>352-4045 <a href="mailto:registrarrooms@regent.edu">registrarrooms@regent.edu</a></td>
<td>Reserve all university classrooms</td>
</tr>
<tr>
<td>School of Communication</td>
<td>Performing Arts Center</td>
<td>352-4298 <a href="mailto:wdecker@regent.edu">wdecker@regent.edu</a></td>
<td>Reserve Regent events in the Communication Building theatre areas</td>
</tr>
<tr>
<td>Law Records Office</td>
<td>Administrative Assistant</td>
<td>352-4633 <a href="mailto:lawrooms@regent.edu">lawrooms@regent.edu</a></td>
<td>For law school student orgs only – reservations for internal meetings</td>
</tr>
<tr>
<td>Housing Office - Commons</td>
<td>Administrative Assistant</td>
<td>352-4652 <a href="mailto:studenthousing@regent.edu">studenthousing@regent.edu</a></td>
<td>For reserving common areas</td>
</tr>
<tr>
<td>Housing Office - Village</td>
<td>Administrative Assistant</td>
<td>352-4895 <a href="mailto:studenthousing@regent.edu">studenthousing@regent.edu</a></td>
<td>For reserving common areas</td>
</tr>
<tr>
<td>High Profile Events</td>
<td>Events Producer/Special Projects Manager</td>
<td>352-4849 <a href="mailto:kruley@regent.edu">kruley@regent.edu</a></td>
<td>Must be informed if your event is a high-profile, signature event, especially involving the public and/or VIP guests.</td>
</tr>
<tr>
<td>Set-Up / Logistics</td>
<td>Administrative Assistant</td>
<td>352-4442 <a href="mailto:adminfacilities@regent.edu">adminfacilities@regent.edu</a></td>
<td>Liaison between Event Coordinator and Special Events Supervisor/Set-Up Coordinator</td>
</tr>
<tr>
<td>Facility Services</td>
<td>Housekeeping/Special Events Supervisor</td>
<td>352-4445 <a href="mailto:rmoreno@regent.edu">rmoreno@regent.edu</a>; <a href="mailto:njustice@regent.edu">njustice@regent.edu</a></td>
<td>Supervises set-up team and housekeepers for cleanliness of facility</td>
</tr>
<tr>
<td>Facility Services</td>
<td>Maintenance</td>
<td>352-4445 <a href="mailto:sbrownell@regent.edu">sbrownell@regent.edu</a></td>
<td>General maintenance/parking signs/banner hanging</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Purchasing Manager</td>
<td>352-4007 <a href="mailto:purchasing@regent.edu">purchasing@regent.edu</a></td>
<td>Review and authorize contracts</td>
</tr>
<tr>
<td>Media Services</td>
<td>Media Support</td>
<td>352-4105 <a href="mailto:avmedia@regent.edu">avmedia@regent.edu</a></td>
<td>Reserve audio visual equipment</td>
</tr>
<tr>
<td>Student Services</td>
<td>Shuttle Coordinator</td>
<td>352-4926 <a href="mailto:Shuttle-service@regent.edu">Shuttle-service@regent.edu</a></td>
<td>Provide shuttle services for large events</td>
</tr>
<tr>
<td>Student Services</td>
<td>Director of Student Life</td>
<td>352-4867 <a href="mailto:chughes@regent.edu">chughes@regent.edu</a></td>
<td>Oversee Student Organization requests for events</td>
</tr>
<tr>
<td>President’s Task Force</td>
<td>Task Force Liaison</td>
<td>352-4015, 4036 <a href="mailto:kbrunt@regent.edu">kbrunt@regent.edu</a>; <a href="mailto:lfinn@regent.edu">lfinn@regent.edu</a></td>
<td>Task Force members (faculty/staff) who are available to volunteer at your event</td>
</tr>
<tr>
<td>Student Alumni Ambassadors (SAA)</td>
<td>SAA Advisor</td>
<td>352-4027 <a href="mailto:stepkin@regent.edu">stepkin@regent.edu</a></td>
<td>SAA members (students) available to help at your event.</td>
</tr>
<tr>
<td><strong>CBN/Regent Police Dept.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Police</td>
<td>Dispatch</td>
<td>226-2075</td>
<td><a href="mailto:police@regent.edu">police@regent.edu</a></td>
</tr>
<tr>
<td>Police</td>
<td>Emergency</td>
<td>911</td>
<td></td>
</tr>
</tbody>
</table>

| **Catering** | | | |
| --- | --- | --- | |
| Regent Ordinary | Chef | 352-4924 | ordinary@regent.edu | Catering for events on campus |
| The Founders Inn & Spa | Director of Sales | 366-5805 | mwhaling@foundersinn.com | Meetings/Conferences/Blocks of Rooms at The Founders Inn & Spa |
| The Founders Inn & Spa | Catering Sales Manager | 366-5807 | laguilar@foundersinn.com | Catering/special events, for events on campus |
# LIST OF FORMS

## EXHIBIT C

<table>
<thead>
<tr>
<th>Form</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advancement</td>
<td></td>
</tr>
<tr>
<td>Campus Map</td>
<td><a href="http://www.regent.edu/about_us/campuses/campusmapflyer.pdf">http://www.regent.edu/about_us/campuses/campusmapflyer.pdf</a></td>
</tr>
<tr>
<td>Campus Police Services Requested Form</td>
<td><a href="http://www.regent.edu/campus/police/documents/Request%20for%20Service%20Form.pdf">http://www.regent.edu/campus/police/documents/Request%20for%20Service%20Form.pdf</a></td>
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<tr>
<td>Catering Request Form</td>
<td><a href="http://www.regent.edu/campus/ordinary/catering_request.cfm">http://www.regent.edu/campus/ordinary/catering_request.cfm</a></td>
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<tr>
<td>Check Request</td>
<td><a href="http://www.regent.edu/admin/busoff/ap.cfm#payments">http://www.regent.edu/admin/busoff/ap.cfm#payments</a></td>
</tr>
<tr>
<td>Communication &amp; Performing Arts Center Forms</td>
<td><a href="http://www.regent.edu/acad/schcom/facilities/">http://www.regent.edu/acad/schcom/facilities/</a></td>
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<tr>
<td>Facility Services Work Order</td>
<td><a href="http://www.regent.edu/admin/admsrv/schooldude.cfm">http://www.regent.edu/admin/admsrv/schooldude.cfm</a></td>
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<tr>
<td>Food in classrooms</td>
<td><a href="http://www.regent.edu/admin/admsrv/facility_use.cfm">http://www.regent.edu/admin/admsrv/facility_use.cfm</a></td>
</tr>
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<td>Honorariums</td>
<td><a href="http://www.regent.edu/admin/admsrv/honorariums">http://www.regent.edu/admin/admsrv/honorariums</a></td>
</tr>
<tr>
<td>Jackie's Flower Closet</td>
<td></td>
</tr>
<tr>
<td>Liability Waiver Form</td>
<td></td>
</tr>
<tr>
<td>Marketing Dept. Job Request Form</td>
<td><a href="http://www.regent.edu/admin/mktsrv/job_request/">http://www.regent.edu/admin/mktsrv/job_request/</a></td>
</tr>
<tr>
<td>Master Calendar</td>
<td><a href="http://www.regent.edu/events/calendar/">http://www.regent.edu/events/calendar/</a></td>
</tr>
<tr>
<td>Media Services Equipment Request Form</td>
<td><a href="http://www.regent.edu/admin/media/forms/equipment.cfm">http://www.regent.edu/admin/media/forms/equipment.cfm</a></td>
</tr>
<tr>
<td>Media Services - Room Information</td>
<td><a href="http://www.regent.edu/admin/media/roominfo/flash/roominfo.cfm">http://www.regent.edu/admin/media/roominfo/flash/roominfo.cfm</a></td>
</tr>
<tr>
<td>Residence Hall: Common Area Reservation Request Form</td>
<td><a href="https://www.regent.edu/campus/housing/forms/community_room_commons.cfm?sec_nav=">https://www.regent.edu/campus/housing/forms/community_room_commons.cfm?sec_nav=</a></td>
</tr>
<tr>
<td>Room Reservation Form</td>
<td><a href="http://www.regent.edu/admin/reservation/">http://www.regent.edu/admin/reservation/</a></td>
</tr>
<tr>
<td>SAA Request Form</td>
<td><a href="https://www.regent.edu/alumni/saa/">https://www.regent.edu/alumni/saa/</a></td>
</tr>
<tr>
<td>Shuttle Request Form</td>
<td><a href="https://www.regent.edu/about_us/campuses/shuttle_form.cfm">https://www.regent.edu/about_us/campuses/shuttle_form.cfm</a></td>
</tr>
<tr>
<td>Special Events Set-Up Form</td>
<td><a href="https://www.regent.edu/admin/admsrv/special_events/event_setup.cfm">https://www.regent.edu/admin/admsrv/special_events/event_setup.cfm</a></td>
</tr>
<tr>
<td>Student Org Event Application</td>
<td><a href="http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm">http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm</a></td>
</tr>
<tr>
<td>Village Community Room Reservations</td>
<td><a href="https://www.regent.edu/campus/housing/forms/community_room_village.cfm?sec_nav=">https://www.regent.edu/campus/housing/forms/community_room_village.cfm?sec_nav=</a></td>
</tr>
</tbody>
</table>
APPLICATION FOR SPECIAL EVENT **ON CAMPUS**
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-campus fundraising events/campaigns and collection drives. The only activities not requiring this form are regular meetings of the organization’s members. For off-campus events and fundraisers, please use the off-campus event form.

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.

<table>
<thead>
<tr>
<th>Student Organization Name</th>
<th>_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Coordinator’s Name</td>
<td>_____</td>
</tr>
<tr>
<td>Phone</td>
<td>_____</td>
</tr>
<tr>
<td>Email</td>
<td>_____</td>
</tr>
<tr>
<td>Cell</td>
<td>_____</td>
</tr>
<tr>
<td>On-campus ext.</td>
<td>_____</td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td>_____</td>
</tr>
<tr>
<td>Is this a Law organization?</td>
<td>☐No ☐Yes</td>
</tr>
<tr>
<td>Name of Event</td>
<td>_____</td>
</tr>
<tr>
<td>Purpose of Event</td>
<td>_____</td>
</tr>
<tr>
<td>Description of Event (i.e. what will happen at the event? Please be specific.)</td>
<td>_____</td>
</tr>
<tr>
<td>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.)</td>
<td>☐No ☐Yes ☐NA</td>
</tr>
<tr>
<td>Is this request is to have a table day ONLY?</td>
<td>☐No ☐Yes</td>
</tr>
<tr>
<td>If so, please give details as to what topic and nature your table materials will represent.</td>
<td>_____</td>
</tr>
<tr>
<td>Approximate number of expected participants</td>
<td>_____</td>
</tr>
<tr>
<td>Date Requested</td>
<td>_____</td>
</tr>
<tr>
<td>Start Time</td>
<td>_____</td>
</tr>
<tr>
<td>End Time</td>
<td>_____</td>
</tr>
<tr>
<td>Additional time needed for set up and/or clean up</td>
<td>_____</td>
</tr>
<tr>
<td>Outdoor event</td>
<td>☐No ☐Yes</td>
</tr>
<tr>
<td>If so, do you expect to contract with a vendor for any of the following items: Tents, Moonwalk, Cotton Candy, etc.</td>
<td>☐No ☐Yes</td>
</tr>
</tbody>
</table>
**HIGH PROFILE EVENT**

Does your event involve:

- Fundraising  □ No  □ Yes
- Major donor attendance or VIP/high profile guests  □ No  □ Yes
- Publicity/media coverage?  □ No  □ Yes

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

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Topic(s)</th>
</tr>
</thead>
</table>

Completed Speaker Form:  □ Yes

Regent students, faculty, and staff are not considered “guest” speakers for this purpose. A Campus Speaker Form is required for all guest speakers on campus. The form is available online at: [http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm](http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm)

**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)

<table>
<thead>
<tr>
<th>Number of Spots</th>
<th>Parking Lot desired</th>
<th>Approximate time of arrival</th>
</tr>
</thead>
</table>

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

□ No  □ Yes

**ROOM/AREA DESIRED** (please check all that apply):

- □ 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 ______

**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)

- □ Ordinary  **Student Orgs using Regent funds, See Below**
- □ 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
- □ 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)
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), my organization will be billed for the costs. □ Agreed

**Student Orgs using Regent funds:**
Please read and agree to the Catering Policy applicable for student organizations using university funds. http://www.regent.edu/admin/admsrv/purchasing/catering.cfm
I agree to obtain a quote from the Regent Ordinary, giving them first right of refusal. □ Agreed
In the event the Regent Ordinary or the Founders Inn is unable to accommodate your catering request you may utilize the services of other area facilities.

**MUSIC AND ENTERTAINMENT**
Will there be: Music □ No □ Yes
    Entertainment □ No □ Yes
    Dancing □ No □ Yes
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: (to arrange for police presence at your event) (226-5075) http://www.regent.edu/campus/police/documents/Request%20for%20Service%20Form.pdf
□ 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


- 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  
<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
SPECIAL EVENTS CHECKLIST

☐ Create a budget

☐ Reserve Facility
☐ Check proposed date for potential conflicts, finalize date in writing
☐ Reserve rooms
☐ Is a rain site necessary?
☐ Bad weather plan/timeline

☐ Register Event
☐ Submit event to master events calendar
(http://www.regent.edu/events/calendar)

☐ Entertainment
☐ Speaker authorization
☐ Library quiet floor
☐ Honorariums/check requests/contracts

☐ Marketing/Publicity
☐ Decide on advertising/University Marketing
☐ Public Relations office/media strategies
☐ Events calendar
☐ Allstaff/allstudent email messages
☐ Banner
☐ Flyers
☐ Press releases/media coverage
☐ Posters
☐ Invitations
☐ Programs
☐ Nametags
□ Catering
□ Regent Ordinary
□ Founders Inn
□ Outside caterers
□ Contracts to Purchasing office for signature
□ Reserved parking for caterers
□ Kitchens

□ Special Event Set-up Form
□ Table diagrams
□ Estimate of tables/chairs needed
□ Tableware (consider standards of event; paper vs. linen, etc.)
□ Podium
□ Trash cans
□ Need for on-site housekeepers or maintenance personnel?

□ Photographers
□ W-9 form
□ Authorization for areas
□ Reserved parking spot
□ Proper attire

□ Security / Emergency
□ Arrange for security needs/security presence at event
□ (757) 226-2075, security information. 911, security emergency.

□ Media Services
□ Sound
□ Data projectors, etc.

□ Guest arrangements
□ Hotel
□ Travel
□ Airport transportation

□ Logistical arrangements
□ Grounds
□ Flags: Regent, American, Christian
☐ Tickets/ticket sales
☐ Ushers
☐ Restrooms/Porta-Potties
☐ Vendor sales
☐ Registration tables
☐ Nametag tables
☐ Favors/gifts

☐ Contract(s)
☐ Send all contracts to Purchasing Manager
☐ Check requests

☐ Parking
☐ Parking needs
☐ Reserved spots for special speakers
☐ Campus map
☐ Parking passes

☐ Transportation
☐ Contract with University Shuttle
☐ Founders Inn Shuttle
☐ Motor coaches
☐ Enterprise Rent-a-Car

☐ Signs
☐ Signs inside of buildings

☐ Permits
☐ If outdoors, may need city permits
☐ Tent permits

☐ Decorations
☐ Centerpieces
☐ Candles/confetti/glitter/sand not allowed

☐ Lighting
☐ Balcony and atrium lights
☐ Other special lighting needs
☐ Temperature control
☐ Call (757) 352-4444 or (757) 352-4442 during business hours to adjust the temp, call (757) 226-2075 nights and weekends.

☐ Walk-through 1 week prior
☐ Give final requests to Administrative Services

☐ Event day
☐ Check on the set-up at the location 1-2 hours in advance

☐ Wrap-Up
☐ Thank you notes
☐ Evaluations/assessment
EXHIBIT G
Master Calendar Submission – “How To”

To Submit an Event:

- Go to Regent Home Page
- Click on “Calendar”
- Click on “Submit an Event”
- Log-In

Title of Event:

- Be very specific
  - Always include what school or department is hosting
  - Be consistent when it’s a reoccurring event
  - Always check against the website you list
- Campus Titles (Go to RU Homepage - Department/Services – University Marketing – Editorial Style Guide – select “C” for Campus Titles)

When referring to the Regent University campus, use the phrase *Regent University campus in Virginia Beach* or just *Regent University campus*. **Do not use the following:** *Virginia Beach Campus* or *main campus*. Neither of these phrases are applicable as the university no longer has an official secondary campus. For our location in Washington, D.C., use the following phrase: *Washington, D.C., location.*

Date:

- Place same beginning & end date if it’s just a one-day event
- If your event is RECURRING:
  - Complete the 1st submission
  - Click on “Is this a recurring event? (Do this at end of submission)
  - Fields will be repopulated; simply change the fields that are different, i.e. date, time, location, etc.
  - If you don’t submit as recurring event, your event will appear every day on the calendar within the two dates given)

Time:

- Ensure the time is accurate
- Ensure you’ve correctly checked AM or PM

Category:

- These will come up when doing searches
- You DON’T have to choose all 3 categories

Cost:

- If price is different for different groups, be sure to list those
  - EXAMPLE: ELS $30 General Public; $25 Regent/CBN/Alumni/Founders Inn
  - If it’s FREE, be sure to check “Event is Free”

RSVP:

- Place “By” date (best to give exact date)
  - EXAMPLE (Not best): – One week prior to workshop
- If you have a website, write “To the website below”
  - EXAMPLE: By October 13, 2010 to website below
Location:

- Be as specific as possible
- If event is in various locations, list the location where it will start
  - EXAMPLE: Robertson Hall – if they register or check-in at RH Lobby but event will be in other rooms in the building, put: “Check-in: Robertson Hall Lobby” (in the “Special Notes” field, you can write “Event will take place in various locations throughout Robertson Hall”)

Event Description:

- Be as specific as possible. Remember: Your audience may not know all that YOU know!
- Check your spelling!
- The spaces you make between sentences may not appear when you review your submission; THIS must be done on the administrative side.

URL of Event web site or web page:

- http:// is ALREADY in the field for you. Make sure you don’t add it, too! (web link will NOT work if you do)

Special Notes:

- Attire, Parking Info, Who to Contact, etc. goes here

Contact Information:

- Your contact info should already be populated in these fields

Is this a Student Organization Event?

- This is a Required Field
  - Yes
  - No
- If you don’t mark this field, you WILL get reminded!

Notes/Instructions for Calendar Administrator:

- If something needs to be in bold or italics, make that note here (you are not able to when submitting)
- Any other note you think will be helpful when administrator is approving your event that might not be clear in other fields

Preview Event:

- THIS is what you will see after your review:

  Submit an Event - Verification

Please verify that the event appears correctly below. If it's correct, click the submit button below the event info. Your entry will be sent to the Events Management Team for review and approval. If your event does not appear on the University Events Calendar within 4 business days, please contact eventscalendar@regent.edu.

- If accurate, click SUBMIT
- Or edit event, if necessary
- Submit Event for Approval
- After submission is complete, you will see THIS:
Event Submitted
The event is submitted for review and approval. If this event doesn't appear on the University Events Calendar within 4 business days, please contact eventscalendar@regent.edu.
If this is a recurring event, you may re-submit this event for a different date/time.
Or you may submit another event now.

- If your event is RECURRING:
  - Complete the 1st submission
  - Click on "Is this a recurring event? (Do this at end of submission)
  - Fields will be repopulated; simply change the fields that are different, i.e. date, time, location, etc.
  - If you don’t submit as recurring event, your event will appear every day on the calendar within the two dates given)

- If you have a completely different event to submit, click "Submit another event" now.

You have now completed the calendar submission process!

Please let us know if you have any questions – adminfacilities@regent.edu; (757) 352-4008
REQUEST FORM

NAME: ________________________________

SCHOOL: ______________________________

BEST CONTACT NUMBER: ______________________

EVENT DATE: ____________________________

EVENT LOCATION: _________________________

VIP EVENT (YES/NO): ______________________

TYPE OF FLOWER: __________________________

________________________________________

________________________________________

COLOR OF FLOWERS (YELLOW/GOLD, RED/PURPLE, FAL) ________________

TYPE OF CONTAINER: (VASE, BASKET, WATER PITCHER ETC.) ________________

NUMBER OF ARRANGEMENTS: ______________________

PICK-UP: ________________________________

RETURNED: ________________________________

Please return to ADM 116, Laurie Ann Finn (x4036, lfinn@regent.edu) or Dawn Wright (x4393, drwright@regent.edu).
Temporary Parking Pass

REGENT UNIVERSITY

TEMPORARY PARKING PASS

EFFECTIVE ___________________________________

USER'S NAME _________________________________

DEPT. VISITED ________________________________

CONTACT NAME AND EXT. ____________________

PLEASE PARK ONLY IN A REGULAR PARKING SPACE, NOT RESERVED SPACES OR VISITORS SPACE.
Event Request Form

Event Information

Name of event

Date of event

Does this event involve fundraising?

☑ Yes ☐ No

Is there a propensity for major donor attendance or possible giving?

☐ Yes ☐ No

Does this event include VIP guests (ambassadors, elected officials, leaders or other "high-profile" individuals)?

☐ Yes ☐ No

Is publicity and media coverage likely?

☐ Yes ☐ No

Is this event in your budget?

☐ Yes ☐ No

What is your total budget for this event?

How many are expected to attend?

Who is your target audience?

What results are you seeking?
Consultation Request
The Office of Advancement and University Events is available to provide a consulting role to your event in areas which may increase cost savings, provide maximum exposure and attendance and present important resources. Please note that, although we may be able to suggest ways to meet or come in under your allotted budget, the cost of the event needs to be completely covered by your department/school.

**Marketing and Promotion**
- Public relations / media
- Guest invitation strategy

**Printed Materials**
- Invitation
- Flyer
- Name tag or other templates
- Pledge card (for fundraising events only)
- Other

**Contracting**
- Keynote speaker(s)
- Lights
- Sound
- Accommodations
- Banquets
- Other

**Premiums**
- Gifts for VIP speakers or attendees (low quantity, high quality)
- Gifts for guests
- Other

**Decorating**
- Set design / CBN Scenic
- Centerpieces
- Other

Please return this completed form to Kathy Ruley

(757) 352-4849, ADM 116

Questions? Email kruley@regent.edu