



1000 Regent University Drive, Virginia Beach, VA 23464
Phone (757) 352-4008, Fax (757) 352-4039
Attn: Administrative Services, ADM 116
Email: scheduling@regent.edu

APPLICATION FOR ROOM RENTAL

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

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

Applicant_____
Organization_____
Address_____ City/State/Zip_____
Daytime Phone_____ Cell_____
Website address_____
Email_____
Name and contact info for Event Coordinator (if different than above)_____

Event name_____
Date of event_____ Time desired_____
Exact start and end time of event_____
Room(s) or area requested_____

Type of Event (*select all that apply*)

- Academic/educational
- Admissions/recruiting
- Banquet
- Camp
- Chapel
- Class
- Concert
- Graduation
- Panel Discussion
- Photo/Video/Film Shoot
- Reception
- Seminar/Workshop
- Social
- Table Day
- Wedding Ceremony and reception
- Other (describe)_____

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

Expected Number of Guests _____

Description of Guests (*select all that apply*)

- VIP/High-Profile
- Donors
- Faculty/Staff
- Students
- Other _____

Will admission be charged?

- No
- Yes

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

Do you plan to serve food at this event?

- No
- Yes, food consists of the following (*choose all that apply*)
 - Light hors d'oeuvres
 - Heavy hors d'oeuvres
 - Punch and cookies (or similar)
 - Snacks only
 - Light meal
 - Buffet or plated full meal
 - Banquet

Food Source:

Please note Regent University will approve catering only by its two exclusive caterers: The Regent Ordinary (757.352.4924), or The Founders Inn (757.366.5718). Please list your catering budget for this event:

Entertainment: (select all that apply)

○ **Speakers Policy:**

Please note it is our policy that speakers must in some way contribute to the mission and vision of the University and must agree in advance to conduct themselves in a manner consistent with traditional Christian values including the avoidance of profane language, potentially slanderous statements, advocacy of violent change or overthrow of the government. By signing this form, you acknowledge that you understand the speaker policy, and take responsibility for fully informing guest speakers of the University's expectations.

- Name of Speaker _____
- Title or current position _____
- Affiliation _____
- Topic of speech to be delivered _____

○ **Music**

- Genre? _____
- Contracted? _____
- Type (Live band, recorded, etc.), instruments, length of time playing? *(please note that use of the Library Atrium or Auditorium piano will incur an additional fee for tuning)*

- List all music with title and composer (attach additional sheet if necessary)
-
-
-

- **Miscellaneous entertainment (explain)** _____

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

For Photo/Video/Film Shoots:

- **What type of shoot are you asking to do?**
 - Photo shoot
 - Video shoot
 - Film shoot
- **Name/contact info of Photographer/Videographer (if other than applicant)**

○ **Number of people in shoot including photographer and film crew** _____

- **Please list all anticipated equipment needed (including lighting)**
-
-
-
-

- **List all amperage requirements** _____

- Please give us all details of the shoot, including proposed special effects, loud noise, weapon props. Please note that many misting products may not be considered a special effect, but will still affect the Regent University ventilation system and must be disclosed. If your shoot sets off alarms due to HVAC issues, you will not be allowed to finish and will be invited to leave the premises immediately.

Parking (select all that apply):

- Parking for guest speaker(s)? _____
 - How many spaces? _____
 - Parking lot desired _____
- Parking for caterer? _____
 - How many spaces? _____
 - Parking lot desired. _____

Media Equipment and Support (select all that apply):

Media Services will charge a fee for set-up and break-down of all equipment, rental of each item, and an hourly rate when an operator is required at the event. Depending on the scope of your event, an additional Media Services questionnaire may be required for us to completely understand your event needs.

- Podium microphone/Number required _____
- Microphone on stand/Number required _____
- Wireless lavalier microphone/Number required _____
- CD player
- DVD player
- Data projector
- Screen
- Internet connection
- Miscellaneous (what other equipment is needed?) _____

Do you have liability insurance? A certificate of insurance will be required upon execution of the Facility Use Agreement. It must include Workers Compensation insurance sufficient to cover all employees, and Comprehensive Liability insurance and Property Damage insurance of no less than \$1,000,000 each occurrence/\$2,000,000 aggregate for bodily injury and property damage.

- Yes
- No

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

Signature _____

Date _____