



Facility Use Policy –
Regent Chapel
Non-Wedding Events
Outside Groups

Contact: scheduling@regent.edu
(757) 352.4008



Regent Chapel

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

General Policy

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

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

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

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

Chapel Scheduling Policy

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 Requests by outside groups may be superseded by Regent University or CBN needs, up to the point of a signed contract with any outside group.

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

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

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

Regent Chapel – Policy for Outside Groups (Non-Wedding Events)

Chapel Reservation Procedure

For outside groups desiring to rent the Regent Chapel for non-wedding events, please complete the facility use application located on the Regent website and send to Regent University Scheduling/Administrative Services at scheduling@regent.edu. The application is also located on pages 13-17 of this document. If there are any questions, you may contact the same email address or phone 757.352.4008.

Regent Chapel – Wedding Policy

Please refer to the separate wedding policy for all aspects of that policy. You will work directly with the chapel coordinator at the Founders Inn and Spa, who will act on Regent's behalf.

Regent Chapel – Fees

Information regarding chapel fees is available upon receipt and processing of completed facility use application so scope of event can be determined.

Fee Payment Schedule

Deposit to hold the space: 50% of total due within thirty days of reservation or 4 months before event, whichever is sooner. 100% of total is due 60 days prior to event date. Cancellation Policy: Paid events cancelled 120 days (4 months) or more prior to the scheduled date will be fully refunded. If an event is cancelled between 60 days and 119 days prior, 50% of the total payment will be refunded. Within 60 days of the scheduled event date, there will be no refund.

Rescheduling of Dates

If you need to change a confirmed date, contact Scheduling/Administrative Services to check remaining available dates. All requests to reschedule dates in the Regent Chapel must be made in writing.

Cancellation of Dates

To cancel a reserved date, you must immediately notify Scheduling/Administrative Services in writing. The refund, if applicable, shall be due and payable according to the schedule outlined in the Fee Payment Schedule section.

Preparations

Coordinator

The Regent University chapel coordinator will be on-site for your event and any rehearsals; she will help in arranging schedules and providing guidance to you in your planning as it relates to the chapel.

Personnel Provided

- Regent University chapel coordinator.
- Regent University Media Services staff member (number of staff depends upon audio/visual needs – see Appendix 1).
- Regent University housekeeper to clean all rooms before and after event.
- Regent University staff to coordinate and oversee any catering portions of event.
- The Founders Inn and Spa staff to coordinate and oversee any catering portions of event if a contract has been executed with them.
- Additional staff available for additional fee.

Personnel Not Provided

- An officiant for spiritual/worship services.
- Someone to receive deliveries for your event within your time block before your event begins.
- Someone to clear all items belonging to your event and to insure that all trash and debris are removed promptly from the premises.
- Decorator.
- Musicians.
- Photographers/Videographers.

Catering

Regent University employs two exclusive caterers for food service on the Regent campus: The Regent Ordinary and The Founders Inn and Spa. There is not adequate space within the Regent Chapel building for a reception or a sit-down meal; however, you may choose to utilize the prayer garden adjacent to the building, the Regent Ordinary space in the Student Center, or the atrium in the Library, if available.

Greenrooms

The left room at the front of the sanctuary is considered a large greenroom/choir room. There is no restroom in this room.

The right room at the front of the sanctuary is a smaller greenroom with private women's and men's restrooms located inside. It is used as a Groom's Room during weddings.

The meeting room on the second floor is also available as a greenroom. This room has a private restroom and small kitchenette available inside. This room is designated as the Bride's room for weddings.

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

Narthex

There is a small narthex (lobby) available in the chapel building. There are also two LCD screens located in the narthex for closed-circuit broadcast of the event in the sanctuary.

Items Available

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

Items Not Available

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

Note: Regent University assumes no responsibility for rented items. Group is responsible for returning rented items to the vendor.

Authorized Decorations

- Floral arrangements in the narthex.
- Battery-powered candles.

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

Restrictions

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

Removal of Decorations

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

Vendor Deliveries

Deliveries must be made during the contracted time block. All deliveries must be made to the parking lot doors of the chapel and there must be someone associated with Group to meet each vendor. Vendors may park in visitor parking in the chapel parking lot.

Musical Instruments

Musical instruments available for a rental fee are listed on page 6 under the section “Items Available” or personal musical instruments may be used.

Musicians

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

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

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

Media Equipment and Support

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

Photography/Videography

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

Lighting

Basic lighting for Regent Chapel is available, and additional lighting is not usually required. However, you may hire an approved lighting technician from our list for additional lighting needs.

Temperature Control

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

Parking/Reserved Parking

The majority of the parking for Regent Chapel is located in Lot L, which is designated visitor parking for the university. Depending upon other scheduled events, there may be spaces available in the lot outside the chapel for guests after business hours. Group may reserve up to

five spots in the chapel parking lot for special speakers or guests. All other vehicles will be expected to park in Lot L if there are no other spaces available.

Clean Up

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

Appendix 1

Regent Chapel Media Equipment and Support (Non-Wedding)

Simple Set up – Single microphone, no visuals. No technician required.

Basic with tech* – One microphone, PowerPoint on center screen only. One technician.

- setup/tear down fee
- technician fee (Technician fees apply to event hours only)

Advanced* – Multiple microphones, visuals. One to two technicians.

Examples: (Memorial services, conferences, etc.)

- setup/teardown fee
- technician fee + additional cost for additional tech if applicable (technician fees apply to event only)

Advanced with live music (small)* –

- Multiple microphones, visuals, one to two instruments,
- three singers or fewer,
- one to two technicians.
- Sound check, but no rehearsal required.

Examples: (Graduation ceremonies, conferences, retreats, retirement ceremonies etc.)

- setup/teardown fee
- technician fee + additional cost for additional tech if applicable (technician fees apply from set up to strike)

Concert or Special/Complex presentations* –

- Multiple microphones, visuals, more than two instruments. OR
- Requires more than two technicians. OR
- Specific cues that require rehearsal. OR
- Special lighting

Examples: (Graduation ceremonies, some conferences, some celebrations, special chapels etc.)

- equipment fee
- technician fee + additional cost for each additional technician (technician fees apply from set up to strike)

Items available for Rent:

- Keyboard
- Drums (Drumsticks not included. Rental fee applies to outside groups only. If a group wishes the drums to be removed, a labor fee will apply).
- Choir Risers

*Special requests (such as removing the drum set or requesting the technician(s) to come earlier than planned), must be requested in writing and are subject to additional fees.

Appendix 2

Regent Chapel Dimensions

Chapel Narthex

61 feet long, 21 feet wide. Does not include the entry area.

Stage

20 feet by 40 feet

Sanctuary Aisles

Middle Aisle:

105 feet long from door to platform steps

96 inches wide (8 feet)

Two Side Aisles:

59.5 inches wide (6 feet)

Number of Seats

1st floor – 852 + space for 12 wheelchairs

(This is comprised of 36 seats on each wing, and 30 rows of 13 x 2.)

Balcony – 106 seats

Total = 970 seats

Outdoor Breezeway

4 feet, 6 inches between the pillars

Appendix 3

Regent Chapel Furniture

Narthex

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

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

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

Left Green Room 1st floor

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

Sanctuary and Platform

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

2nd Floor Meeting Room (Bride's Room)

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



1000 Regent University Drive, Virginia Beach, VA 23464
Phone (757) 352-4008, Fax (757) 352-4039
Attn: Scheduling/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 _____

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).*

- Regent Ordinary
- Founders Inn

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.

Signature _____

Date _____