



Facility Use Policy Shaw Chapel - Weddings

Contact: scheduling@regent.edu
(757) 352.4008

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Shaw Chapel

Reflecting the classic Georgian architecture of the Regent University campus, this distinctive 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 954-seat sanctuary to comfortably house gatherings for worship, weddings, and other events.

Shaw Chapel Scheduling – General Policy

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 Requests by outside groups may be superseded by Regent University or CBN needs up to the point of a signed contract with any outside group.

Second priority for the scheduling of the Shaw Chapel shall be for Christian wedding ceremonies. Weddings may be scheduled up to nine months in advance.

Regent University reserves the right to refuse rental of the chapel for any reason to any group or event that is not compatible with the overall mission of the university. All groups renting/using the Shaw Chapel agree that the activities set forth therein will comply with and be consistent with the Regent University Christian Community & Mission, Statement of Faith, and Standard of Personal Conduct (Appendix 1).

Shaw Chapel Scheduling – Wedding Policy

It is the policy of Regent University to permit outside groups to rent the Shaw Chapel for weddings. All weddings in the Shaw Chapel must be Christian ceremonies presided over by a Christian minister. Additionally, all groups must agree to and abide by the Regent University Christian Community & Mission, Statement of Faith, and Standard of Personal Conduct (Appendix 1).

All wedding ceremonies in the Shaw Chapel contracted with Regent University must also contract with The Founders Inn and Spa for a reception.

Regent University reserves the right to deny a request for any reason, including without limitation if it is not fully within the goals and intentions of this policy and Regent University's procedures.

Shaw Chapel – Wedding Policies / Logistics

In the information below regarding wedding policies and logistics for the Shaw Chapel, Regent University will be referred to as “Regent” and the client will be referred to as “Group”.

Who May Use Shaw Chapel for a Wedding?

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

Ceremony/Officiant

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

Receptions

All wedding ceremonies in the Shaw Chapel contracted with Regent University must also contract with The Founders Inn and Spa for a reception. There is not space at the Shaw Chapel for a reception so it is required that the Group will utilize the banquet rooms at The Founders Inn.

Christian Community and Mission, Statement of Faith, Standard of Personal Conduct

All groups desiring to rent space on Regent’s campus must acknowledge and agree to abide by the Regent University Christian Community and Mission, Statement of Faith, and Standard of Personal Conduct, as outlined in Appendix 1.

Drugs, Alcohol, Tobacco

Drugs, alcohol, and tobacco are not permitted inside the chapel or anywhere on Regent grounds.

Wedding Reservation Procedure

To inquire about renting the Shaw Chapel for a wedding, submit the Inquiry Form [here](https://www.aaiscloud.com/RegentU/events/EventReqForm.aspx?id=b59b0c7c-6ff9-4e51-87e6-0d5ebd6231dc#viewmode%3Dedit) (<https://www.aaiscloud.com/RegentU/events/EventReqForm.aspx?id=b59b0c7c-6ff9-4e51-87e6-0d5ebd6231dc#viewmode%3Dedit>). The Regent Scheduling Office will endeavor to reply within 2 business days (except for University holidays). When ready to book, Regent will draft a Wedding Sales

Agreement for signature and Group must abide by Regent requirements for deposits to secure the reservation.

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

Shaw Chapel Wedding Fees

Group will work with the Regent Scheduling Office for all pricing.

The rental fee includes a 2-hour block for rehearsal and 4-hour block for the set-up, wedding ceremony, and teardown. The fee covers use of the sanctuary including balcony, bride's room, groom's room, restrooms, prayer room, choir room, narthex, and prayer garden. Renting the space insures there will be no other meetings in the building at the same time during the ceremony block. Additional fees will be charged if additional hours are required. Additional hours are subject to space availability.

The bridal party, guests, and all vendors will have access to the chapel during the contracted time block. All activities pertaining to the wedding must take place within this allotted time, including all decorating, photography, music rehearsal, and clean-up/teardown. Group must ensure that guests, wedding planner, photographer, musicians, florist, and any other vendors are all aware of this time constraint.

Additional time must be approved in advance in writing by the Regent Scheduling Office and is not guaranteed until payment is rendered. Regent has the authority to deny requests for additional time based upon other demands on the building. If Group exceeds the time of reservation by thirty minutes or more without making prior arrangements, a fee for an additional 4-hour time period will be charged. Rehearsal time for musicians outside of the designated reservation may also incur an additional fee.

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

Fee Payment Schedule

Fees shall be due and payable according to the following policy:

- 50% of entire invoice due at contract signing.
- Final balance due 6 weeks before ceremony date.

Failure to make timely payments may result in cancellation of the event.

Damage Deposit

A separate refundable damage deposit of \$500 will be invoiced in advance 6 weeks before ceremony date. Regent may repair any damage caused by Group or occurring during Group's occupancy, at Group's expense, and deduct the cost from the damage deposit. If damage exceeds the amount of the damage deposit, Group shall pay all costs, damages, and expenses. If no damages occur, damage deposit will be refunded after the event. A valid credit card must be on file for guarantee of additional charges incurred during the event.

Rescheduling of Dates

If Group must change a confirmed wedding date, they must contact the Regent Scheduling Office immediately to check remaining available dates. All requests to reschedule weddings must be made in writing to Regent at scheduling@regent.edu. Any changes must be approved in writing by Regent with Wedding Sales Agreement amended accordingly.

Cancellation of Dates

To cancel a reserved date, Group must immediately notify Regent in writing at scheduling@regent.edu. Refunds, if applicable, shall be due and payable according to Regent's schedule and terms outlined in the Wedding Sales Agreement.

Preparations

Regent Scheduling Office

Regent Scheduling Office will assist in arranging schedules and providing guidance in planning as it relates to the Shaw Chapel. It is recommended that Group hires a wedding planner to assist in the planning and execution of all the minute details of the wedding rehearsal and ceremony.

Personnel Provided by Regent

- Regent Scheduling Office member.
- Regent Media Services staff member (number of staff depends upon audio/visual needs – see Appendix 2).
- Regent housekeeper (after the ceremony, Group must remove all trash and personal articles or there will be an additional fee charged to the deposit).
- Additional service staff may be available for additional fee.

Personnel Not Provided by Regent

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

Bride's Room/Groom's Room/Choir Room

Shaw Chapel has a meeting room on the second floor which is designated as the bride's room. This room has a private restroom available inside.

A room available for the groom and groomsmen is located on the first floor with a private restroom within the room. There is an additional room on the first floor at the opposite end of the sanctuary called the Choir Room, which Group may also utilize. The Choir Room has no restroom. Main restrooms for guests are available in the narthex.

Food and Drink in the Shaw Chapel

Light snacks and drinks may be brought into the groom's room/choir room (first floor) and bride's room on the second floor. No food or drink is authorized in the sanctuary or prayer room at any time; the only exception is bottled water and communion elements.

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

Narthex & Prayer Room

There is a small narthex (lobby) in the Shaw Chapel with two LCD screens located in the narthex for closed-circuit broadcast of the event being held in the sanctuary. The Prayer Room is located just off the narthex with general chairs.

Items Available for Weddings at Regent

- 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
- Keyboard (additional fee)
- Risers (3); will hold 27-30 people (additional fee)
- Additional tables with white linens (various dimensions) available upon request (additional fee)

Items Not Available for Weddings at Regent; Group Must Secure Their Own

- Flowers
- Pew decorations
- Chuppahs or arches
- Altar cloths, cross or other religious accoutrements
- Candelabras
- Pedestals for floral arrangements

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

Authorized Decorations in Shaw Chapel

- 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 must procure from its own source. Floral arrangements may be placed on a table. Group must ensure all surfaces are protected from damage.

Restrictions

- Absolutely no lit candles or open flame. The only exception is the use of unity candles.
- The only material that may be thrown is flower petals outside the chapel doors; no rice, birdseed, flower petals (real or silk), feathers, or any other items may be thrown inside the chapel. Flower petals must be cleaned up by Group immediately after event.
- 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, markers, or similar materials permitted.
- Drugs, alcohol, and tobacco are not permitted inside the chapel or anywhere on Regent grounds.
- No food or drink of any kind, except bottled water and communion elements, is allowed in the sanctuary and prayer room. Food and drink may be consumed in the bride's room, groom's room, and choir room.

Removal of Decorations

All decorations MUST be removed immediately and no later than the end of the allotted four-hour time period or a fee will apply. A fee will be charged for noncompliance.

Vendor Deliveries

Deliveries must be made during the four-hour time block. All deliveries must be made to the parking lot doors of the chapel and Group must assign someone from its party to meet each vendor. Vendors may park in visitor parking in the chapel parking lot.

Musical Instruments

Certain musical instruments are available for a rental fee from Regent's Media Services department. Personal musical instruments may also be used. See Appendix 2.

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 Regent Scheduling Office. 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 them from an outside source or utilize Regent folding chairs (may be an additional charge).

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

Media Equipment and Support

The Regent Scheduling Office will work with Regent Media Services staff for audio/visual equipment needs and necessary support. Additional services subject to availability; additional fees will apply. See Appendix 2.

Wedding Photography/Videography

Prior to the Ceremony:

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

During the Ceremony:

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

After the Ceremony:

The four-hour time block scheduled for the wedding allows time for posed photographs of the wedding party after the ceremony. Please note: a delay in starting the ceremony or having a particularly lengthy ceremony will reduce the amount of time available for photography. Alert the photographer as a penalty fee will be charged if Group goes beyond the reserved time. Work with Regent to arrange a time to use the university grounds for wedding photos after the ceremony.

Bridal Photograph for Bride's Room Wall

Carrying on Regent's long tradition, the second-floor bride's room has rows of framed photographs on the wall of brides who have been married in the Shaw Chapel. If you are interested in participating, submit a black and white portrait-oriented photograph of the bride in the chapel on her wedding day. The photograph should be full-length or close to full-length. The print will be framed by Regent with a name plate affixed to the bottom of the frame. Submitting the photograph to Regent authorizes Regent to use the likeness and name in the bride's room until such authorization is revoked in writing by the bride.

Lighting

Basic lighting for Shaw Chapel is included in the Media Services package. You may select one of twelve presets for your ceremony. For additional lighting, Group must hire an outside lighting vendor from Regent's approved list for an additional fee to Regent of \$250. See Appendix 2 for additional information. See Appendix 2.

Temperature Control

As the HVAC unit in Shaw Chapel takes a minimum of one hour to change temperatures, there are certain preset temperatures which cannot be overridden due to humidity and other issues. The thermostat will be set for a prescribed temperature which cannot be changed during the ceremony.

Parking/Reserved Parking

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

Clean Up

Group is responsible for cleaning up all rooms used and removing trash and personal belongings promptly after the ceremony. A dumpster is in the parking lot for trash. A fee will be charged for noncompliance.

Appendix I

CHRISTIAN COMMUNITY AND MISSION

I. Key Characteristics of Regent's Christian Community and Mission.

Regent is a Christian community that exists to exercise and express Regent's Christian beliefs.

A. Regent's Christian Beliefs.

The Regent Christian community is based on Regent's Christian beliefs, which include the Statement of Faith.

B. Representatives and Other Participants

Regent's Christian community is represented by all of Regent's trustees, officers, employees and student or volunteer leaders, each of whom serves Regent's mission and is an integral part of the community (each such person is described for purposes of this Statement only as a "Regent representative"). The other community participants, including Regent students, alumni, and volunteers, contribute to Regent's Christian community, but they do not represent Regent unless they are also employees or leaders.

For purposes of this policy, with respect to students, a "Regent representative" is a student leader, who by virtue of his or her leadership position: (1) regularly represents Regent to outside audiences or who is seen as speaking for Regent's mission to internal audiences,

(2) regularly exercise leadership in the context of distinctly Christian activities (such as student chaplain), or (3) is engaged in student government.

C. Christian Exercise and Expression.

1. *As a Community.* Regent's Christian community is an exercise and expression of both Regent as an institution and of each Regent representative individually.

2. *Through its Mission Based Activities.* Regent subscribes to the Christian belief that all of its activities, including the duties of every Regent representative, should express Regent's beliefs and be rendered in service to God as a form of worship. Therefore, all Regent activities further Regent's mission and are an exercise and an expression by Regent and by each Regent representative of Regent's Christian beliefs.

3. *All Regent Employees Are Ministers.* All Regent employees, regardless of position are called to serve at the University. As such, each employee is to be anointed with oil and commissioned at a ceremony. As such, each employee is deemed a minister to our student body.

4. *University Facilities.* The Chapel and all other Regent facilities have been built for the glory of God and dedicated to Him. They shall not be used for any purpose contrary to the Statement of Faith of Regent. Determination whether a use is contrary to the Statement of Faith shall require the spiritual determination of Regent, and shall be reserved exclusively by Regent.

II. Community Standards for Regent Representatives.

A. Roles and Expectations.

In response to God's calling on their lives, Regent representatives exercise and express Regent's Christian beliefs by working together to advance Regent's Christian mission.

Regent representatives are responsible for defining, cultivating, leading and/or representing Regent's Christian community as an expression and exercise of Regent's Christian beliefs. Accordingly, each Regent representative shall be expected to (i) model Regent's Christian beliefs for others, (ii) perform all of their duties as a service to God and (iii) comply with the following obligations.

1. *Christian Beliefs.* Each Regent representative shall affirm their agreement with Regent's Statement of Faith and other Christian beliefs and shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.
2. *Christian Conduct Standards.* Regent representatives shall at all times (both during working and nonworking hours) endeavor to conduct themselves in a manner that affirms Biblical standards of conduct in accordance with Regent's Christian beliefs. Such conduct standards include Regent's Standards of Personal Conduct.
3. *Distinctly Christian Activities.* Each Regent representative shall be ready, willing and able to lead or contribute to distinctly Christian activities such as worship or prayer services.

III. Community Standards for Regent Students.

In furtherance of its mission, Regent's Christian community educates and equips for Christian leadership students who have agreed to learn and participate in the life of the Regent community. Although students generally do not represent the Regent Christian community, they do contribute to the community and to the accomplishment of Regent's mission. Accordingly, Regent students should understand the applicable Christian community standards and must agree to certain commitments as community participants.

A. Equal Opportunity Policy for Students.

Regent does not discriminate on the basis of race, color, gender, national or ethnic origin, disability or veteran status in admissions, or in the administration of educational policies, scholarships, loan programs, athletics or other University administered student programs. In addition, Regent does not deny admission or participation in academic programs, scholarships, loan programs, athletics or other University administered student programs based on religion, except as necessary to comply with Regent's community standards for students.

B. Preferences.

To further Regent's mission of equipping Christian leaders and to support student contributions to Regent's Christian community (including student leadership and employment positions), Regent may give preference to students who subscribe to Regent's Statement of Faith in admissions, and in the administration of educational policies, scholarships, loan programs, athletics or other University administered student programs.

C. Christ-Centered Education.

All students must acknowledge that Regent is a Christian community and must agree to receive an education in accordance with Regent's mission, Statement of Faith, and community standards, including Christian standards of personal conduct. Students in the School of Divinity in the following programs shall subscribe in writing to the Statement of Faith: Master of Arts in Practical Theology, Master of Divinity, Doctor of Ministry, and students seeking the Military Chaplain certificate.

D. Christian Standards of Personal Conduct.

All students must abide by Biblical standards of personal conduct as set forth in the Student Handbook.

E. Student Leaders and Employees.

Only students who subscribe to Regent's Statement of Faith are eligible for employment or leadership positions at Regent.

IV. Additional Christian Community Standards.

A. Alumni, Volunteers and Contract Workers.

Alumni, volunteers and contract workers are not considered to be representatives of Regent's Christian community unless they are serving in leadership positions. Nevertheless, when such persons serve with Regent, they shall be required to acknowledge that they understand and agree to support Regent's mission and values. Regent reserves the right to give preference for such service to alumni, volunteers and contract workers who share Regent's Christian beliefs.

B. Current Trends.

In response to current cultural and legal trends, Regent has determined to articulate more specifically its Christian beliefs and associated community standards on the following subjects.

1. *Marriage.* Regent subscribes to the Christian belief that God has instituted marriage as a covenant relationship between one man and one woman. Regent shall recognize only such marriages for all policies and programs in the Regent Christian community.
2. *Sexual Conduct.* Regent fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). Husbands and wives are called to exclusive sexual fidelity to one another and single persons are called to abstinence. Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

3. *Abortion.* Regent affirms the Christian belief that all individuals are created by God in His image. Regent accordingly believes as a matter of Christian conviction that no procedures should be performed or medicines taken to terminate a pregnancy and take the life of an unborn child (such procedures are referred to herein as abortions), except in extraordinary circumstances where other Biblical, moral principles prevail, such as where medically necessary to preserve the life of the mother. Regent's beliefs also prohibit paying for or otherwise facilitating such procedures. As dictated by these beliefs, Regent as an institution shall not fund abortions in any manner, including through a health care benefit plan that covers drugs used to induce abortions, except in the foregoing extraordinary circumstances. In addition, Regent shall not participate through its health care benefit plan in a program that uses the plan as a means for providing drugs used to induce abortions.

Any requirement to facilitate abortions by offering such coverage or participating in such a program, and any penalty for failing to offer such coverage or participate in such a program, would directly and substantially burden and undermine Regent's exercise and expression of its Christian beliefs.

4. *Religious Activities.* Regent engages solely in activities that further its Christian mission. In addition, Regent believes that, because all knowledge comes from God, the learning process in all subjects can and should be one of spiritual growth. Therefore, Regent considers its instructional activities in all subjects to be a form of religious worship.

Regent distinguishes between exclusively religious activities and integrated religious activities. Exclusively religious activities include courses in Regent's theology and other seminary training (i.e., pervasively sectarian instruction), as well as devotional worship services such as chapel services conducted by Regent.

Integrated religious activities include courses in subjects taught by public and other nonreligious institutions (i.e., "secular" subjects). Such activities also include student activities (such as athletics and clubs) similar to those conducted at public and other nonreligious institutions. Regent teaches "secular" subjects according to academic standards applicable to all accredited institutions. In addition, Regent teaches its Christian viewpoints on such subjects as applicable and encourages supplemental instructional activities to foster spiritual growth, such as prayer.

Regent shall not agree to any limitations on its integrated religious activities.

C. Implementation

To the extent the President determines necessary or advisable to further Regent's mission or to cultivate Regent's Christian community, the President may establish additional standards based on Regent's Christian beliefs for the activities and programs conducted within the community or for Regent representatives or other community participants.

Statement of Faith

Regent University is a Christ-centered institution. The Board of Trustees, along with the faculty, staff and students of the University, are committed to an evangelical interpretation and application of the Christian faith. The campus community is closely identified with the present-day renewal movement, which emphasizes the gifts, fruit and ministries of the Holy Spirit. All employees are expected to understand and adhere to the following articles of belief:

2.7.1. That the Holy Bible is the inspired, infallible and authoritative source of Christian doctrine and precept.

2.7.2. That there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

2.7.3. That man was created in the image of God but, as a result of sin, is lost and powerless to save himself.

2.7.4. That the only hope for man is to believe on the Lord Jesus Christ, the virgin-born son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead so that by receiving Him as Savior and Lord, man is redeemed by His blood.

2.7.5. That Jesus Christ will personally return to earth in power and glory.

2.7.6. That the Holy Spirit indwells those who receive Christ for the purpose of enabling them to live righteous and holy lives.

2.7.7. That the Church is the Body of Christ and is composed of all those who through belief in Christ have been spiritually regenerated by the indwelling Holy Spirit. The mission of the Church is worldwide evangelization and the nurturing and discipling of Christians.

(Board of Trustees, Resolution #3, September 25, 1977)

Standard of Personal Conduct

Regent University encourages a close and edifying relationship among faculty, staff, and students, one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the Regent Community. In order to accomplish these aims, it is imperative that Regent University faculty, staff, and students conduct themselves in a Christ-like and professional manner and maintain an exemplary and involved lifestyle.

Students, faculty, and staff are encouraged to become involved in a local church and to attend church regularly. In addition, community members are also invited and encouraged to participate in activities of the Regent community and its founding organization, CBN.

Regent University has developed its Campus policies from a Christian perspective and desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Gen. 1:31), the reality of the Fall (Gen. 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Rom. 8:22). A redemptive community is one in which we honor one another as made in the image of God (Gen. 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy. All this must be done in a manner that maintains order and discipline. In order for this to occur the university believes that members of the university community need the opportunity to learn and grow through accepting responsibility for their actions. A redemptive community is characterized by the fruit of the spirit: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Gal. 5: 22-23). The Regent University community wishes to model and foster these qualities of redemption and personal responsibility in the lives of faculty, staff, and students.

The university has adopted the following policies:

- Regent University calls us to a sober mind and sound judgment. The 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.
- In keeping with a call to a sober mind and sound judgment, Regent also forbids the use of alcohol and tobacco on campus and prohibits the abuse of these substances. Non-tobacco smoking products (i.e. electronic and herbal cigarettes) are also prohibited. The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside personal freedom by refraining from behavior that might be a stumbling block to weaker brethren. Regent University encourages members of the Regent community to exercise personal responsibility and, guided by Paul's admonition, appropriately set aside personal freedom and refrain from the use of alcohol and tobacco.
- Consistent with this policy, the use, possession, manufacture, distribution or sale of illegal drugs, controlled substances or drug paraphernalia is prohibited. The use, possession, distribution or sale of alcohol or tobacco on university premises, including university housing, at any official function, any event supported by Regent University funds or any event identified with or directly linked to the university is prohibited.
- Any use of alcohol that results in a criminal violation, i.e., drunken driving, public nuisance, disorderly conduct, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process.
- Any incident that occurs as a result of the use of alcohol that, in the judgment of the university

administration, reflects negatively on the image of the university will be considered a violation of the Standard of Personal Conduct and will be dealt with accordingly.

- We are to be content with what we have and what God has given us; as such, the university has a policy against theft or misuse of property. No member of the university community shall steal, damage, take without authorization, or attempt to steal, damage, take or use without authorization property of another, nor shall he/she remove or attempt to remove property of another from the place or divert it from the use and/or place to which it was assigned. No member of the university community shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization property of another. Possession of another's property knowingly and without permission is a violation of this regulation. Theft includes misappropriation of another person's ideas or expressions, such as copyright infringement, plagiarism, and illegal downloads of materials. Misuse of property includes plagiarism, or unauthorized copying or use of another's works contrary to the course syllabus or other guidelines. See Academic Honor Code and Disciplinary Policy in the Student Handbook.
- As a redemptive community, we support life, health, and well-being. The university prohibits threats or violence to the health and safety of others. Engaging in any act, such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another person, verbal abuse, threats, stalking, intimidation, harassment, coercion or any other conduct which endangers or has the reasonable potential to endanger the health or safety of the student or other members of the university community including oneself or visitors is prohibited. As a Christian organization, we expect members of the University community to treat each other with respect and civility.
- Abuse, harassment or intimidation. Harassing or threatening another person, including racial or sexual harassment or threats is prohibited. Harassment includes, but is not limited to, striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature. It also includes obscene, abusive, or repetitive telephone calls, telephone messages, electronic mail, instant messages using electronic mail programs, or other obscene, abusive, or repetitive communications.
- Weapons possession. Regent University faculty, staff, students or visitors are prohibited from using or possessing fireworks, firearms, or other dangerous weapons or material on University property or the adjoining property owned by CBN. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, or shoot regardless of propellant used. Weapons include, but are not limited to, knives, razors, metal knuckles, hatchets, foils, stun guns, tasers, blackjacks, num-chuks, bows and arrows, or any explosive or incendiary devices. Exception to this policy will apply to sworn or authorized public safety personnel in the performance of their duties.
- Regent University fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21- 24). Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene

conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

- Scripture exhorts us to honesty and integrity. Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports.
- Additional policies of the university include the following:
 - Violation of housing rules or regulations is prohibited. These rules are located on the internet at:
<http://www.regent.edu/campus/housing/pdf/Residence%20Hall%20Handbook.pdf>
 - Profanity. Profane or obscene expressions including, but not limited to, speech, which violates accepted standards of decency and Biblical conduct is prohibited (except when used in an appropriate academic context).
 - Misuse of computer privileges or facilities. Unauthorized access to, or use of, the university computer files, equipment (hardware or software) or facilities, including attempts to gain unauthorized use or access is prohibited. Unauthorized use is defined as: a) unauthorized entry into a file to use, read, or change the contents, or for any purpose; b) unauthorized transfer of a file; c) use of computing equipment or facilities to interfere with the work of another student, faculty member or university official; d) use of computing equipment or facilities to send obscene, abusive, intimidating, hostile or offensive messages; e) use of computing equipment or facilities to interfere with the normal operation of the university computing system; f) use of the computing equipment or facilities to view pornographic or other obscene websites; g) violation of the Acceptable Use Policy of the university, found at: <http://www.regent.edu/it/infosec/policies/aup.pdf>) use of the computing equipment or facilities to accomplish any other prohibited activities under the Standard of Personal Conduct such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity or lying.
 - Any conduct deemed unlawful. Violations of any local, city, state or federal law, regardless of whether such conduct takes place on or off the campus, and regardless of whether there has been any trial and/or conviction for such conduct in a court of law, may also constitute a violation of the Standard of Personal Conduct. Conduct leading to arrest, indictment or conviction for violation of local, state, or federal law may result in disciplinary action by the university. Failure to comply with the proper instructions of a university official may result in disciplinary action by the university. Such failure to comply may include, but is not limited to, not completing a sanction or requirement that was imposed as a result of a previous violation of the Standard of Personal Conduct or Student Housing policies located at <http://www.regent.edu/campus/housing/pdf/Residence%20Hall%20Handbook.pdf>
 - Students are responsible for the behavior of their guests while on campus. Children under the age of thirteen should be in the direct care of a parent or guardian when visiting campus.

Miscellaneous. The foregoing infractions are not intended to constitute an all- inclusive list of offenses for which a student or employee may be disciplined under the Standard of Personal Conduct. It is the intent,

rather, to provide some examples of the types of behavior, which are punishable hereunder. Any misbehavior deemed by the university to violate the Bible, the law, or the spirit of this Standard of Personal Conduct shall be dealt with as though it were expressly prohibited herein.

Appendix 2

Shaw Chapel Media Equipment and Support

Basic Wedding Package

- One operator for the rehearsal and wedding ceremony
- Audio inputs
 - Up to 6 channels
 - Types of input include lavalier microphone on minister, bride, or groom, handheld microphone for singer or speaker, keyboard, guitar, iPod/iPad, and background track CD
- Video
 - One video, picture slide show, or PowerPoint
 - Can be displayed on any screen in the chapel including monitors in the lobby
 - Can be displayed before, after, and/or during event
- All video and audio material must be delivered to audio technician two (2) business days prior to the start of rehearsal
 - Preferred audio/video formats are mov, mp3, or mp4
 - All screens are in a 16x10 aspect ratio
 - Check with Regent for additional information
- Basic stage lighting included (no special lighting) *

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

*Group may contract directly with an outside lighting vendor on Regent's approved list. There will be an additional charge to the Group by Regent. The following will be required of the outside lighting vendor:

1. Must attend a walk-through meeting in the Shaw Chapel with Regent's senior lighting technician.
2. Must provide a certificate of liability insurance to Regent University with current limits of not less than \$1,000,000.
3. Lighting vendor will be responsible to reset the chapel to its original set-up or face additional charges.
4. Additional charges for damage to Regent equipment.

Appendix 3

Shaw 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 sanctuary door to stage/altar steps.

96 inches wide (8 feet)

Two Side Aisles:

59.5 inches wide (6 feet)

Number of Seats

1st floor – 838 + space for 10 wheelchairs = 848

Balcony – 106 seats

Total = 954 seats

Outdoor Breezeway

4 feet, 6 inches between the pillars

Appendix 4

Shaw Chapel Furniture

Narthex

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

Prayer Room (off narthex)

10 general guest chairs

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 (Choir 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: 848 seats on main floor; 106 seats in balcony; 954 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