



# Facility Use Policy Shaw Chapel - Weddings

Contact: [scheduling@regent.edu](mailto:scheduling@regent.edu)  
(757) 352.4008

Effective 07.22.2025

## 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 Requests by outside groups may be superseded by Regent University or CBN needs up to the point of a signed contract with any outside group.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 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 and Statement of Faith, as outlined in Appendix I.

### 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 3 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 planners, 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 it 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 the entire invoice is due at contract signing.
- Final balance is 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 the 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 damage occurs, 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](mailto:scheduling@regent.edu). Any changes must be approved in writing by Regent with the Wedding Sales Agreement amended accordingly.

### **Cancellation of Dates**

To cancel a reserved date, Group must immediately notify Regent in writing at [scheduling@regent.edu](mailto: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 an 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 the 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 (TBD; 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 the 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 the 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

Regent University does not rent any musical instruments.

## 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 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 spaces 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 1

## Regent University's Christian Community and Mission Policy<sup>1</sup>

### 1. Key Characteristics of Regent's Christian Community and Mission.

Regent University is a Christian community that exists to exercise and express Regent's Christian beliefs. Key characteristics that reflect the distinctive Christian nature of the Regent Community include:

- 1.1. **Regent's Commitment to Biblical & Historic Christian Beliefs.** The Regent Christian community is based on Regent's Christian beliefs, which include the Statement of Faith.
- 1.2. **Regent's Mission.** Regent University serves as a center of Christian thought and action to provide excellent education through a biblical perspective and global context equipping Christian leaders to change the world.
- 1.3. **Regent's Christian Community Members.** Regent's Christian community consists of persons who voluntarily agree to function as *Regent Representatives* and *other community participants*. 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's Christian mission to outside audiences or who speaks for Regent's mission to internal audiences; (2) regularly exercises leadership in the context of distinctly Christian activities (such as student chaplain); or (3) is engaged in student government. Regent's trustees, officers, and employees are Regent Representatives. Alumni, volunteers, and contract workers are not Regent Representatives unless Regent specifies that such an individual is considered a Regent Representative and that individual expressly agrees in writing to this status. All others who are not Regent Representatives constitute "other community participants." In respect of individual positions, Regent's conclusion as to who is a Regent Representative is determinative.
- 1.4. **Pervasive Christian Exercise and Expression.**

*As a community.* Regent's Christian community is an exercise and expression of both Regent as an institution and of each Regent Representative individually. All Regent community members, including both Regent Representatives and other community participants, are expected to contribute to the furtherance of Regent's mission. Thus, Regent reserves the right, at its sole discretion, to determine membership in that community. Prior to employment or admission, a key consideration in employee or student selection is fit with our university mission. Regent welcomes those participants who may not share Regent's religious beliefs

to eligible non-employment or non-leadership roles, if they agree to be instructed in accordance with these beliefs and conduct themselves according to our standards of conduct.

---

<sup>1</sup> Approved April 22, 2023, by the Regent University Board of Trustees

- 1.4.1. *All Regent Employees Are Ministers.* All Regent employees, regardless of position are called to serve at the University. Each employee is commissioned as a minister. This commissioning is signified by a ceremony for all new employees, and it affirms the ministerial role the new employees have already assumed by virtue of entering employment at Regent. As such, each employee is deemed a minister for our academic community (1 Peter 2:9; Revelation 5:10). In support and recognition of the entire University being a ministry, all employees are to perform their duties as a ministry, whatever their position might be (Colossians 3:23). For example, all employees are expected to be able to conduct the ministerial duties described in Section 2.1.4.
- 1.4.2. *Through its Mission Based Activities.* Regent subscribes to the Christian belief that all its activities, including the duties of every Regent Representative, should express Regent's religious 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. 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 all instructional activities in all subjects to be a form of religious worship. Even subjects taught at secular schools are taught at Regent with a specifically Christian focus as part of integrating faith into all aspects of learning at Regent. Regent engages solely in activities that further its Christian mission.
- 1.4.3. *Missional Use of University Facilities.* The Chapel and all other Regent facilities have been built for the glory of God and dedicated to Him. As with Joshua's declaration that he and his household "would serve the Lord" (Joshua 24:15), Regent University has been founded and maintained as a community dedicated to serving God. Consistent with this purpose, Regent facilities shall not be used for any purpose contrary to the Regent Statement of Faith, its Community and Mission Policy, or other applicable policies. Determination of whether a use is contrary to these policies or intent shall rest solely with the spiritual determination of the Regent Chief Executive Officer or his or her Designee.

## 2. Christian Community Standards.

The following community standards articulate the requirements that apply to members of our community. To the extent the Chief Executive Officer determines necessary or advisable to further Regent's mission or to cultivate Regent's Christian community, the Chief Executive Officer, or his or her Designee(s), 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. Detailed binding applications of the Community and Mission Policy are found in pertinent other policy documents, such as the Student Handbook, Residence Life Handbook, Faculty and Academic Policy Handbook, Employee Handbook, or Health Plans. This Christian Community and Mission Policy is foundational and shall be inviolable such that all other policies must conform to this policy.

### 2.1. Community Standards for Regent Representatives.

- 2.1.1. *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 (Matthew 5:13–16; Colossians 3:23; 2 Corinthians 3:2–3). Accordingly, each Regent Representative shall be expected to (i) model Regent's Christian beliefs for others, (ii) perform all their duties as a service to God, and (iii) comply with the belief, conduct, and practice obligations in this Policy.
- 2.1.2. *Christian Beliefs.* Each Regent Representative shall faithfully 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 (1 Corinthians 16:13; 2 Timothy 2; Jude 3).
- 2.1.3. *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* in the Student Handbook, Employee Handbook, and Faculty and Academic Policy Handbook.
- 2.1.4. *Christian Ministry Activities.* Each Regent Representative shall be ready, willing, and able to lead or contribute to distinctly Christian activities such as worship or prayer services (Ephesians 5:15–20; 2 Timothy 4:2). Other ministry activities that all employees shall be equipped and willing to perform include, but are not limited to, giving communion, laying on of

hands for prayers of anointing or healing, providing spiritual ministry to other members of the community, leading devotions and Bible studies, sharing Regent's religious beliefs with others, and modeling that everything one does is done "as to the Lord" (Colossians 3:23).

## 2.2. Community Standards for Regent Students.

In furtherance of its mission, Regent's Christian community educates and equips students who have agreed to learn and participate in the life of the Regent community. Although students generally are not considered representatives of the Regent Christian community for purposes of this policy (*see* Section 1.3, above), they do contribute to the community, and to the accomplishment of Regent's mission, as other community participants. Accordingly, Regent students are required to comply with applicable Christian community standards and must agree to certain commitments as community participants.

2.2.1 *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, the Community and Mission Policy, and other applicable policies. Degree-seeking students in the School of Divinity and other programs primarily to train graduates for leadership positions shall subscribe to the Regent Statement of Faith.

2.2.2 *Christian Standards of Personal Conduct Applicable to All Students.* All students must abide by Standards of Personal Conduct as set forth in the Student Handbook and other applicable policies. These include customary standards widely present in many educational settings, such as prohibitions against academic dishonesty and conduct standards more distinctively tied to our Biblical worldview and Christian belief.

2.2.3 *Requirements for Students who Function as Regent Representatives.* Students who assume a role as a Regent Representative, as defined by Section 1.3, are also required to affirm Regent's Statement of Faith and other applicable policies binding on all Regent Representatives, including Regent employees.

## 2.3. Christian Community Standards for Alumni, Volunteers, and Contract Workers.

As stated in Section 1.3, alumni, volunteers, and contract workers are not Regent Representatives, unless Regent specifies that such an individual is considered a Regent Representative and that individual expressly agrees to this status. Nevertheless, when any such persons serve with Regent, they shall be required to acknowledge that they understand and agree to support Regent's mission and values in accordance with this Policy. Regent reserves the right to give preference for such service to alumni, volunteers, and contract workers who share Regent's Christian

beliefs regardless of whether such an individual also serves as a Regent Representative.

### 3. Regent's Community Commitments.

All members of the Regent community are to strive for loving, respectful, and peaceful interactions with others at all times (Romans 12:18). Every member of our community shall treat each other with dignity and respect, as persons made in the image of God. Given our academic mission, our aspiration for loving and peaceful discourse is not to be understood as discouraging robust engagement or respectful disagreement in a manner that does not compromise our religious beliefs or alter our community standards. In this regard, we encourage the Regent community to exemplify our motto of "Christian Leadership to Change the World."

Specific applications of Regent's religious beliefs about marriage, sexual conduct, sex and gender, and abortion, as described in this section, are in the Student Handbook, Employee Handbook, Faculty and Academic Policy Handbook, Health Plans, and other applicable policies. For example, these handbooks and policies address admission and conduct standards, preferred pronoun use, housing placement, use of bathroom facilities, and other related topics.

- 3.1. ***Marriage.*** Regent subscribes to the Christian belief that God has instituted marriage as a covenant relationship between one man and one woman. This is God's creation design for humanity (Genesis 2:18, 21–24; Hebrews 13:4) and has been clearly reaffirmed as normative for humanity throughout Scripture, including by Jesus (Matthew 19:4–9). In the context of marriage, humankind's differentiated, gendered existence is implicitly relied on to teach us about the mystery of the relationship between Christ and the church (e.g., Ephesians 5). Regent shall recognize and solemnize only such marriages for all policies and programs in the Regent Christian community. Regent's facilities shall be used to recognize and solemnize only such marriages.
- 3.2. ***Sexual Conduct.*** 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). 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 (e.g., Exodus 20:14; Leviticus 18:7–23, 20:10–21; Matthew 5:27–28; Romans 1:20–27; 1 Corinthians 6:9, 13, 18–20; Galatians 5:19; Ephesians 4:17–19; Colossians 3:5).

- 3.3. ***Sex and Gender.*** Based on our shared understanding of Biblical teaching, Regent University believes that God created humans as male or female (Gen. 1:27; Mark 10:6) and that the creational intent is for a person's gender to be the biological sex the person has at birth (Jeremiah 1:5; Luke 12:7). The complementary relationship between males and females is a consistent teaching of Scripture both before and after the fall. This point is explicitly reiterated by Jesus (Mark 10:6). All Regent Representatives must faithfully adhere to this view and its implications for conduct. Other community participants who may not share Regent's religious beliefs agree to follow the University-wide conduct standards as stated in this and other applicable policies.
- 3.4. ***Abortion.*** Regent affirms the Christian belief that all individuals are created by God in His image and each human life is sacred (Genesis 1:27; 1 Corinthians 3:16–17). Regent also holds that persons are divine image bearers from the point of conception (Isaiah 44:24; Psalm 139:13–16). 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.

## Statement of Faith

Regent University is a Christ-centered institution. The board of trustees, along with the faculty and staff of the university, is 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:

1. That the Holy Bible is the inspired, infallible and authoritative source of Christian doctrine and precept.
2. That there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. That man was created in the image of God but, as a result of sin, is lost and powerless to save himself.
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.
5. That Jesus Christ will personally return to earth in power and glory.
6. That the Holy Spirit indwells those who receive Christ for the purpose of enabling them to live righteous and holy lives.
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 evangelism and the nurturing and discipling of Christians.



## 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, and background music
  - Media Services does not rent musical instruments or amps
- 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 seven (7) 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 engineer.
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 incur 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*

1<sup>st</sup> 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) 1<sup>st</sup> floor

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

#### Left Green Room (Choir Room) 1<sup>st</sup> 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

#### 2<sup>nd</sup> 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