

# Law School Events

## Room and Event Reservation Policy/Procedures

1. The primary use of classrooms and meeting space is for Lewis & Clark Law School academic classes as assigned by the Registrar. The Law School Events office reserves rooms/space around the academic schedule, pursuant to the below guidelines.
2. Arrangements for usage of classrooms and meeting must be made through the Law School Events office. The Events office will verify availability with the Registrar. No classroom or meeting space requested for non-academic purposes can be confirmed until the academic class schedule is finalized (after the add/drop date). Example: Spring events cannot be confirmed until after the Spring add/drop date in mid-January.
3. The Law School Events office can *tentatively* hold space for, however there can be no guarantees made for specific rooms before the add/drop date. In all but rare circumstances there will be a room for your event. Confirmation cannot be made prior to the add/drop date for *each* semester.
4. An auto notification is sent when the Law School Events office has received your online request.
5. Only written approval from the Dean of the Law School can supersede the Registrar's approval for a one-time event or meeting that isn't credited class related. Written approval must be routed to the Law School Events office ([lawevent@lclark.edu](mailto:lawevent@lclark.edu)).