

# Facilities Service Request Form

Lewis & Clark Law School

Date of Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

❖ **Service Request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

❖ **Audio/Visual Request (include the Location):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

❖ **Parking Request (only if this is *not* tied to a Room Reservation):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

❖ **Event Planning and Room Reservations:**  
❖ Contact Linda Lopeman ext 6899 [lopeman@lclark.edu](mailto:lopeman@lclark.edu)

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Office Use Only

Email Confirmation: \_\_\_\_\_

Notes/Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_