

Facilities Service Request Form

Lewis & Clark Law School

Date of Request: _____

Contact Person: _____

Department/Organization: _____

Phone: _____

Email: _____

❖ ***Service Request:***

❖ ***For all Parking Requests, Room Reservations, Unlocks, and Event Planning***

❖ Contact Linda Lopeman, Law School Events, ext 6899, lopeman@lclark.edu

❖ ***For Audio/Visual Requests that are NOT part of a room reservation/event***

❖ Contact Computing Services, lawcomp@lclark.edu

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Office Use Only

Email Confirmation: _____

Notes/Comments:

Date Revised: 1/2014