

L & C LAW SCHOOL RESERVED PARKING PROCEDURES/POLICY 2019-2020

RESERVED PARKING (Meetings, Conferences, Events, Guest Speakers, etc.)

All requests for *reserved* parking go through the **Law School Events (Planning and Reservations) Office** (lawevent@lclark.edu). Linda Lopeman, in the **Events Office** (McCarty Classroom 1 hallway), will process the requests.

In an effort to reduce the impact on employee parking during conferences, special events and meetings, there is a limit to the number of reserved parking spaces per event; no more than 10 spaces per event, and we strongly encourage participants to carpool or use alternative transportation.

Plan ahead: when completing a Room Reservation Request Form, include the request for reserved parking *and* the name of the guest(s). For class guest speakers: provide date, title *and* location of the class and name of the guest. *A *minimum* 48 hour advance notice is required for all reserved parking spaces (*to allow time to process*), however 3 – 5 business days is better.

Reserved parking will be located in the Employee (Faculty/Staff) Lot; orange signs mark the guest space. Note: a reserved parking space does not preclude the need for a parking permit.

The Law School *does not* reserve parking for vendors who come to campus. The list of vendors includes, but is not limited to, Barbri, Westlaw, Lexis-Nexis, Themis.

PARKING PERMITS/PASSES:

At this time, individual guest permits/passes are available for purchase via:

- 1) Pay Stations (Law School Student parking lot, each of the Griswold parking lots)
- 2) Online through the Transportation & Parking website (prior to guest arriving)
- 3) Student Organizations: meet with Linda Lopeman (Events Office) *prior* to the event
- 4) Departments / Faculty: online through the Transportation & Parking website or Faculty Assistant

Special Event Parking Permits, for conferences/special Events, are available through the Events Planning Office. *A *minimum* 48 hour advance notice is required.*

If you have questions about #1 or #2, call Transportation & Parking at 503-768-7857.

MEDICAL:

Medical Reserved Accommodations: contact the Associate Dean of Student Affairs Office at 503-768-6610.