

# Welcome to Lewis & Clark

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*Visitor's Guide for Conference and Youth Camp Groups*

PLEASE REVIEW CONTENTS.  
DO NOT REMOVE BOOKLET FROM THE ROOM

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# Meet Our Staff

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Lewis & Clark

## Director's Welcome

Greetings,

We are pleased to have the opportunity to share the beautiful Lewis & Clark College campus with you this summer. Located on 137 wooded acres in the SW hills of Portland, our campus is regularly praised as one of the most beautiful in the United States.

During your stay here take some time to enjoy our remarkable grounds and appreciate the original Estate Gardens. Visit the beautiful library and take in the Native American art, or pop over to the Agnes Flanagan Chapel and marvel at the magnificent Casavant organ. At the center of the campus don't miss the grand and elegant Manor House, now our central administration building, but once home to the very stylish and social Frank family.

To learn more about the College's history, our academic programs, or upcoming events, speak with our Guest Service Agents at the Conference Concierge Desk located just inside the Templeton Campus Center on the 3<sup>rd</sup> Floor. You can also find information on our website at [www.lclark.edu](http://www.lclark.edu).

We hope you have a rewarding stay and plan to return soon to participate in all the activities that Lewis & Clark offers throughout the year.

Best wishes for an enjoyable summer,

Sherron M. Stonecypher '92, M.Ed.  
Director of Conferences and Events

Office of Conferences and Events, 0615 SW Palatine Hill Road, MSC 105, Portland, Oregon 97219

# Phone Numbers at a Glance

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## Life Threatening Emergencies:

**Dial 911** from your mobile phone or any campus phone

After completing your call with the 911 dispatcher, call Campus Safety (ext. **7777** or **503-768-7777**) to notify them of the emergency and your location so they can direct emergency responders to your location.

## Campus Safety Emergency Line: **(503) 768-7777**

An officer is on-duty 24 hours-a-day, seven days a week.

## Emergencies

*When calling Lewis & Clark offices from an on-campus phone, dial only the last 4-digit extension.*

<b>Life-Threatening Emergency</b>	<b>911</b>
<b>Campus Safety, Dispatcher for Emergencies</b>	<b>(503) 768-7777</b>
<b>Lewis &amp; Clark Emergency Notification Alert (recorded message)</b>	<b>(503) 768-7669</b>
Oregon Health Sciences University (OHSU) Hospital, Emergency Dept.	(503) 494-7551
Poison Control Center	1 800 222-1222
Portland Police, Emergencies	(503) 823-0000
Portland Sexual Assault Resource Center	(503) 640-5311
Suicide Hotline for Portland	1 800 716-9769

## Summer Conference and Youth Camp Operations

When calling Lewis & Clark offices from an on-campus phone, dial only the last 4-digit extension. Most locations are open Monday - Friday, 9:00 a.m. - 5:00 p.m. **Offices closed on July 4th, except Campus Safety.**

### 24-Hour Dispatch Assistance

Campus Safety, Dispatcher for Non-Emergencies (503) 768-7855

### Food and Beverage Services

Bon Appétit Dining Room Manager (503) 768-7890

Bon Appétit Catering (503) 768-7888

### Event and Housing Services

Conference Concierge Desk Open during lunch and dinner hours

### Guest Services Agents On-Call

**(971) 563-8113**

M-F: 24 hours

Weekend: 24 hours

## Campus Directory

When calling Lewis & Clark offices from an on-campus phone, dial only the last 4-digit extension. Most locations are open Monday - Friday, 9:00 a.m. - 5:00 p.m. **Offices closed on July 4th.**

Admissions Office (located in the Frank Manor)	(503) 768-7040
Alumni and Parent Programs (located in the Alumni Gate House)	(503) 768-7950
Bookstore (located in Templeton Campus Center)	(503) 768-7885
Copy Center (located in the JR Howard Academic Building)	(503) 768-7768
Information Technology Computer Help Desk	(503) 768-7225
Library	(503) 768-7274
Lost & Found (located in the Visitor Information Center)	(503) 768-7855
Mailroom (located in Templeton Campus Center)	(503) 768-7867
Outdoor Pool Hotline (for updates on hours open)	(503) 768-7544
Public Relations (Public Affairs and Communications)	(503) 768-7970
Recreation Facilities (located at Pamplin Sports Center)	(503) 768-7545
<b>Switchboard Operator</b>	<b>(503) 768-7000</b>
Transportation and Parking Services	(503) 768-7857

# Emergency Information - PLEASE READ

**MEDIA:** If approached by the media regarding an emergency, politely decline to answer questions, take their contact information, and provide them with the Director of Public Relations' phone number: **(503) 768-7961**. Alert Campus Safety and the Director of Public Relations to the media's presence and location.

**EMERGENCIES: Contact Campus Safety (building #30 on the campus map) or call (503) 768-7777.**

## Evacuation

- **Leave** the building using the nearest clear exit, and go to your Evacuation Assembly Area (EAA) at least 150 feet away from building
- *Do not use elevators!*
- *Do not stop to collect your belongings*
- **Assist** anyone with disabilities or special needs
- Follow directions from Campus Safety or other emergency personnel
- *Do not re-enter the building until authorized*
- *Do not leave the area or campus without reporting your status to your group leader, instructor, supervisor, or Campus Safety personnel*

## Earthquake

- **DROP down onto your hands and knees** (before you are knocked down) to protect you from falling and allowing you to still move
- **COVER your head and neck** (your entire body if possible) under a table or desk. If no shelter, get down against an inside wall —not in a doorway, and cover head/neck
- **HOLD ON to your shelter** (or your head/neck) until shaking stops. Be prepared to move with your shelter. Stay where you are until shaking stops. *Don't run outside*
- Stay away from windows and objects that may fall
- *Do not use elevators*
- **After the shaking stops, evacuate** the building, and go to your Evacuation Assembly Area (EAA)
- *If outdoors:* Stay in open area away from buildings, trees, streetlights and utility/power wires. *Do not enter buildings*

## Fire

- **Activate** the nearest fire alarm and **call Campus Safety at (503) 768-7777**
- Isolate fire by closing doors behind you
- **Go** to your Evacuation Assembly Area (EAA)

## Building Lockdown

- Once you receive notification by phone, email, text message OR Lewis & Clark personnel, **move quickly** to a safe, secure location
- **Lock the door. Move** furniture to barricade the door if possible. **Shut** the curtains/blinds covering windows. **Turn off** the lights
- Sit/crouch down in areas that are out of sight from doors/windows
- Switch your cellphone to "vibrate" mode
- **DO NOT open the door for anybody!** Remain quiet and calm until Campus Safety or police arrive and you are notified by phone, email or text message

## Suspicious Person

- *Do not confront or block the person's access to an exit. Do not let anyone into a locked building/room*
- **Call Campus Safety at (503) 768-7777.** Provide as much information as possible about the person and their direction of travel

## Bomb Threats

- *If you receive a bomb threat from a caller, ask: What time is it going to go off? Where is the bomb? What does it look like? What will cause it to explode? Did you place the bomb? Why?*
- Take notes on everything said, and **be sure to notice any background noise or voice**
- **Call Campus Safety at (503) 768-7777**
- *If you find a suspicious object:*
- **Do not touch** or disturb the object
- **Call Campus Safety at (503) 768-7777**
- **Notify** your supervisor and/or building personnel
- **Evacuate** the building and go to your Evacuation Assembly Area (EAA)

## Medical Emergency

- Call 911 and **Campus Safety at (503) 768-7777** and report the nature of the illness/injury & location

## Guidelines and Policies for Visitors

We want you to have a wonderful and safe time while you are here visiting our campus. Here are some guidelines to help you enjoy your stay. If you have any questions, please speak with your Conference Leader/Camp Counselor, or contact the staff at the Conference Concierge Desk (CFD).

### Lewis & Clark's Code of Conduct

Since this may be your first time at Lewis & Clark College, it is important to remember that as a Lewis & Clark guest, you are expected to abide by the same code of conduct that is required of our students. This means respecting others who are sharing the campus with you, and respecting Lewis & Clark property. Occasionally, due to behavioral issues, participants are asked to leave the College. Any of the following actions could result in a participant's removal from the Lewis & Clark's premises:

- Unruly behavior.
- Disrespect for Lewis & Clark property or personnel.
- Derogatory comments or gestures made to any members of the Lewis & Clark community.
- Intimidation of others through the threat or use of violence.
- Use or possession of alcohol, illegal drugs, firearms, or firecrackers.
- Tampering with fire alarms or other actions that could affect the safety of others.

If your program is using classroom or auditorium space, please remember that these facilities are frequently located near faculty and staff offices and/or regular Lewis & Clark classes. In consideration of your campus neighbors, we ask that you please refrain from engaging in the following activities:

- Running, playing, loud talking and loud music in the halls of these buildings.
- Requesting to use office phones, except in an emergency.

In addition, we also ask that your program refrain from the above mentioned activities in the Academic Quad area of the campus.

### Quiet Hours

Many other conference and youth camp programs will live close to your residence. For this reason, we ask that all programs maintain quiet hours between **11:00 p.m. and 7:00 a.m.** daily. Your program may have an earlier curfew that you will be required to follow.



## Conduct Issues

Lewis & Clark College establishes clear expectations of behavior that foster academic and communal integrity. Joining this community obliges each conference or youth camp participant to observe the following principles:

- Mutual respect
- Personal and academic integrity
- Civil discourse
- Responsible decision-making

By adhering to these principles, members of the community expand their perspective beyond themselves. They are supported as they test boundaries with educationally reflective opportunities to practice self-advocacy and personal responsibility. ***Because these principles are based on shared community values, we are accountable for our actions at all times. When private choices become public, and those choices are a violation of one or more College policies, a College Official will respond.***

By taking occupancy in a campus residence, you become a member of the Lewis & Clark residence community and agree to accept the responsibilities and obligations associated with our values and principles.

## Safety and Security

We want all of our guests to feel safe and secure while visiting Lewis & Clark. You can help us by following these directions:

- All campus buildings have a designated **Evacuation Assembly Area (EAA)**. Be sure to review the important Emergency information and Evacuation Assembly Area (EAA) maps posted in the hallways of the residences and listed within this *Visitor's Guide*. **Know where your Evacuation Assembly Area is located.** This information includes special instructions about what to do in the event of an earthquake, fire, or other campus emergency.
- Ensure that doors latch behind you when you enter or leave a room and/or building.
- DO NOT prop or block open building or residence hall entrance doors (especially your sleeping room door) or windows (especially on the first floor). When you observe propped doors and windows, close them.
- Do not allow anyone that you don't know to walk into the residence (tailgate) behind you.
- Carry your key and identification badge/swipe card with you on your lanyard at all times.
- Do not leave key(s) and ID badge unattended, or give them to others.
- LOCK YOUR DOOR when you are sleeping and when leaving the room, even if you are only going to be gone a few minutes.
- Do not leave valuable items in your room.
- Avoid carrying unnecessarily large amounts of money.
- Protect computer equipment and other valuables. Don't leave expensive belongings unattended.
- Do not sit on window ledges or climb in or out of windows.
- If you need to leave early for medical or family reasons, please be sure to notify your Conference Leader/Camp Counselor.
- Do not bring candles into your residence as they are considered a fire hazard.
- Be aware of unfamiliar persons in or visitors to your conference or youth camp area.

- Phone Campus Safety at ext. **7777** (from a Lewis & Clark phone) or **(503) 768-7777** (from a mobile phone), at any time, to report suspicious people you observe in or around your residence, or to report a crime. **Emergency phone towers are located outside of each residence hall and throughout the campus for this purpose.** Be prepared to provide as much detail as possible.
- Report missing personal items promptly to the Campus Safety dispatcher at **(503) 768-7855**. Missing keys must be reported within 24 hours to your CFD or your Conferences and Events office staff representative; **stolen keys should be reported immediately.**
- Respect and abide by all college policies, regulations and procedures.

**Lewis & Clark Emergency Website:** <http://www.lclark.edu>

**Portland Emergency Breaking News:** <http://www.flashalertportland.net/>

### Emergency Alert Broadcasts from Radio Stations

Follow the emergency alert updates broadcasted on the following radio stations:

- KXL (101.1 FM)
- KPAM (860 AM)
- KEX (1190 AM)

### Health Care Services

Please note that the Lewis & Clark Health Center is **CLOSED** during the summer months. However, here are two locations located near Lewis & Clark for urgent care or hospital treatment:

<p><b>Oregon Health &amp; Science University (OHSU) Hospital Emergency Room</b> 3181 SW Sam Jackson Park Rd, Portland, OR 97239</p> <p>5.2 mi – about 15 mins from Lewis &amp; Clark College</p>	<p>(503) 494-7551</p>
<p><b>Zoom Care Immediate Medical Care in Lake Oswego</b> (non-emergencies) 111 A Avenue Lake Oswego, OR 97034</p> <p>2.8 mi – about 6 mins from Lewis &amp; Clark College</p>	<p>(503) 608-3092</p>

## What to Do If There is a Fire

**If there is a fire, remain calm.**

**Call 911 and Campus Safety, ext. 7777 (from a campus phone) or (503) 768-7777 (from a mobile phone).**

**Give your name and describe the location of the fire.**

- If you have been trained and are able to safely extinguish the fire, do so. Use the proper fire extinguisher for the type of fire.
- If the fire is large, very smoky, or spreading rapidly, leave the building immediately.
  - Pull the fire alarm and clear the area.
  - Evacuate all affected rooms, closing all doors and windows to confine the fire and reduce oxygen — **DO NOT LOCK DOORS.**
  - Assist disabled persons. Do NOT use elevators.
- If there is a closed door in your exit path, touch the door lightly with the back of your hand. If the **door is not warm**, open slowly. Be prepared to close the door quickly if smoke or flames are present. Leave immediately if clear and be prepared to crawl if you encounter smoke. Cooler cleaner air is near the floor. If the door is warm, do not open it. Seek an alternative route.
- If you **become trapped** in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, where the air will be more breathable. Cover your mouth with a dampened cloth. Shout at regular intervals to alert emergency personnel of your location.
- If your clothes catch fire **STOP, DROP & ROLL** to extinguish the flame. **DO NOT RUN!**
- Proceed to the designated Evacuation Assembly Area (EAA).
- Notify emergency personnel if you suspect someone is trapped inside.
- Do not re-enter the building until you have been told specifically to do so by a Lewis & Clark College official. **The silencing of an alarm does not indicate that the building is safe to enter.**
- Never enter a burning building to save your personal possessions.

## Fire Emergency Equipment

Tampering with, damaging or misusing emergency devices or blocking of fire exits or other means of impeding traffic is prohibited. Use of fire escapes, ground level fire doors, fire hoses and extinguishers, and alarm equipment in non-emergency situations is prohibited.



Illustration of a fire sprinkler activated

If fire sprinklers are activated, call Campus Safety **immediately**, ext. **7777** (from a campus phone) or **(503) 768-7777** (from a mobile phone)



It is important to avoid the accidental triggering of fire safety equipment. Damage caused by accidental triggering of fire sprinklers can lead to thousands of dollars in building repair costs. For this reason, conference and youth camp participants are requested to

- **NOT PLAY SPORTS** in the residence halls
- **NOT ALLOW ANYTHING** to touch sprinkler heads
- **NOT HANG CLOTHING** or anything else from fire sprinkler heads or water pipes connecting to fire sprinkler heads.

## Commonly Asked Questions

### What do I do in case of an emergency?

#### Life Threatening Emergencies

For any life-threatening emergency, call **911** to summon fire, police, or paramedic services. Notify Campus Safety at ext. **7777** (from a Lewis & Clark phone) or **(503) 768-7777** (from a mobile phone) so they can help direct fire, police, or paramedic responders to your campus location.

If you see a suspicious person in your residence, experience theft of your personal belongings, or observe a fire or other crisis situation, please report such incidents immediately to your Conference Leader/Camp Counselor, or to your Conference Concierge Desk staff.

In the case of a major emergency, the Lewis & Clark website ([www.lclark.edu](http://www.lclark.edu)) will serve as a central source for authoritative, up-to-date information.

The Lewis & Clark snow line **(503) 768-SNOW** (or on-campus extension **7669**) carries a recorded message that is updated, as needed, during an emergency.

#### Maintenance Emergencies

If there is an emergency situation such as a flood (e.g., overflowing toilet, a shower that won't turn off, a sleeping room door that won't lock, etc.), please call the Campus Safety Dispatcher at **(503) 768-7855** or a Guest Service Agent and ask for assistance.

### Are there any rules about making noise?

There are many other programs that will be living close to your residence. For this reason, we ask that all programs maintain quiet hours between 11:00 p.m. and 7:00 a.m. Your program may have an earlier curfew that you will be required to follow.

### What do I do if I lock myself out of my room?

If you lock your keys inside your room during your stay, please contact the following:

Monday - Friday 9:00 a.m. - 5:00 p.m.	Guest Service Agent (971) 563-8113
Monday - Friday 5:00 p.m. - 10:00 p.m.	Campus Safety (503) 768-7855
Monday - Friday 10:00 p.m. - 9:00 a.m.	Campus Safety (503) 768-7777
Weekends	Guest Service Agent (971) 563-8113

**What if I lose my room key?**

Report a lost key to your Conference Leader/Camp Counselor immediately. For security reasons, your room lock will be changed, and a new key will be issued to you. There will be a **\$150.00** charge for each lost residence hall room key not returned by the end of the day of check out.

**Where can I access a telephone?**

Telephones are not provided in the rooms. However there is one (1) telephone installed in each of the residence hall lobbies for emergencies and local calls only.

**May I cook in my residence kitchen?**

Cooking is limited to warming up food in microwaves available in residences' kitchenettes. Kitchen cookware, plate, and utensils are not provided.

**What happens if I damage something?**

We assume that you will treat all Lewis & Clark property with respect. If there are damages that occur due to your conduct, you will be responsible for paying the necessary repairs. Report any incident to your Conference Leader/Camp Counselor immediately. Some examples of what we consider damage include: broken windows, broken light fixtures in hallways or in bedrooms, stains on carpets, and holes in walls. Furniture that has been moved or rearranged during your stay should be put back in place before you depart. Otherwise, you could be charged for damage.

**Need Further Information?**

Your friendly and knowledgeable Conference Concierge Desk staff will be happy to lend a helping hand if you have any questions or need assistance during your stay on campus.

# Lewis & Clark Policies

## Animal Control

Animals are not allowed in any campus building, including residence buildings, with the exception of guide or service dogs, animals used specifically in academic or research programs, or by special permission given by the Conferences and Events office staff. Pets must be registered with the appropriate government agency, under the direct control of their owners at all times and remain outdoors. Pets may not be tethered and left unattended. Pets may not be left in closed vehicles on campus.

## Alcohol

In accordance with Oregon law, providing alcohol to any person who is under the age of 21 or who is visibly intoxicated is prohibited. Any person under 21 years of age is likewise prohibited from possessing or consuming alcohol. Public visible intoxication at any age is a violation of this policy; intoxication to the point of incapacitation at any age is a violation of this policy, regardless of the location. **Violations of this policy will be forwarded to the Conferences and Events office staff and may result in loss of Lewis & Clark housing privileges.**

### Alcohol in Private Spaces

- Private space is defined as a room in a residence hall.
- Participants in a gathering that takes place in a private space, and that space's occupants, are responsible for abiding by federal, state, and local laws and College policies. Providing alcohol to a person under 21 years of age, the consumption of alcohol by a person under 21 years of age, the possession of alcohol by a person under 21 years of age, or hosting an event where such activities occur is prohibited in private spaces. Persons under 21 years of age are not permitted to host events involving alcohol in private spaces.
- Common source alcohol containers (e.g. kegs, vats, etc.) and the devices commonly known as beer bongs are prohibited in private spaces.

### Alcohol in Public Spaces

- Public space is defined as any location on campus other than residential rooms. Public spaces include but are not limited to hallways, kitchens, lounges, bathrooms, and study rooms in residential facilities, campus grounds, athletic fields, student organization offices and facilities, and all other College buildings, grounds and vehicles.
- Alcohol may only be served or consumed in public spaces at a registered event, with prior approval from the Conferences and Events office staff and in accordance with applicable Lewis & Clark policies and procedures.
- Lewis & Clark prohibits any person from carrying open containers of alcohol in public spaces, outside of specifically approved areas at registered events.

## Smoke-Free Environment Policy

Lewis & Clark is committed to making our campus environment a healthier place to learn, work and live. Effective in fall 2010, Lewis & Clark allows smoking only in 13 designated smoking areas (DSAs) located across the three campuses. The **map of the DSAs** is included at the back of this *Visitor's Guide*. Individuals found smoking outside of the DSA will be subject to a \$25 fine. Ignition of fire in an unauthorized location or an unauthorized manner is prohibited. Acts which result in the ignition or potential ignition of a fire which causes property damage, or which could be reasonably expected to cause damage are prohibited. Aiding another in such acts is prohibited. Open flame or embers of any kind (e.g. candles, lanterns, incense sticks, lit coals, fireworks, etc.) are prohibited in campus buildings, unless specifically approved by the Conferences and Events office staff. **Possession or use of fireworks is prohibited on campus. Violations of this policy will be forwarded to the Conferences and Events office staff and may result in loss of Lewis & Clark housing privileges.**

## Disorderly Conduct

Load, aggressive, or other behavior which disrupts or obstructs the orderly functioning of the College or disturbs the peace and/or comfort of person(s) on campus or on College owned or controlled property is prohibited.

## Sexual Misconduct

Lewis & Clark is committed to providing a learning environment free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. Survivors of sexual misconduct may contact Portland Police at **911** or the Portland Sexual Assault Resource Center, **(503) 640-5311**.

## Drugs and Drug Paraphernalia

Use, sale, purchase, transfer, possession, manufacture, distribution, dispensing of narcotics or other controlled substances, except expressly permitted by law, is prohibited on the Lewis & Clark College premises. Conference and youth camp staff, volunteers, and participants shall comply with this College policy. The College reserves the right to remove any and all persons from the College facilities or otherwise separate those persons from the institution whenever there may be a threat to the safety, health, or well-being of the College or a member of the college community, drug-related or otherwise.



## Weapons

Possession of weapons is prohibited on the College campus. College policy defines “weapon” as any instrument, article, or substance, which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. This includes but is not limited to firearms, firearms ammunition, explosive devices (both incendiary and chemical), knives having a blade that swings into position by force of a spring or centrifugal force (commonly known as switchblades) and knives (other than pocket knives) with blades longer than three and one half inches, metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars, and weapons of the type commonly known as nunchakus. Campus Safety officers have the right to secure weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety office until the person is prepared to remove them from campus. Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Lewis & Clark's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

## About Lewis & Clark

Lewis & Clark is a private educational institution with an undergraduate College of Arts and Sciences, a School of Law, and a Graduate School of Education and Counseling. Lewis & Clark is a member of the Annapolis Group of colleges with athletic programs competing in the National Collegiate Athletic Association's Division III Northwest Conference. Just under 2,000 students attend the undergraduate College of Arts and Sciences, with a student body from more than 50 countries across six continents as well as most U.S. states. The School of Law is best known for its environmental law program, while the Graduate School of Education & Counseling is active in community engagement and social justice.



**Motto:** To explore, to learn, to work together

**Established:** 1867

**Type:** Private

**Undergraduates:** 1,917 (fall 2011)

**Postgraduates:** 1,585 (fall 2011)

**Mascot:** Pioneers

**School Colors:** Orange and Black

**Website:** <http://www.lclark.edu>

## History of Lewis & Clark

The institution that would eventually become Lewis & Clark was initially intended to provide secondary as well as higher education for the Presbyterian community residing in Oregon's Willamette Valley. The Presbyterian church incorporated Albany Academy in 1858, making the institution one of four Oregon colleges with foundations predating Oregon's statehood. Within a decade of its founding, its official name changed to the Albany Collegiate Institution. Lewis & Clark's official founding date comes from the current charter, which has been legally valid since the Presbyterian church reincorporated the Albany Collegiate Institution as Albany College in 1867. Unlike most Oregon colleges of the pioneer-era, the college has been coeducational since the first class, which graduated in 1873.

In 1934, as the Great Depression deepened, the College opened a lower-division extension in Portland. Soon Portland enrollments outstripped those of the Albany campus, and four years later all operations moved to the city. Albany College trustees purchased the 65-acre "Fir Acres" estate in 1942 from Lloyd and Edna Frank for the gift price of \$46,000. They selected Morgan Odell as the president for the new campus, and adopted the name Lewis & Clark College after the Lewis & Clark Expedition. The original school mascot, the Pirates, was changed to the Pioneers in 1946.

By 1960 the College was thriving, and in 1962 the Overseas Study Program was launched, adding a new dimension to the school. Since the program's founding, more than 8,500 Lewis & Clark students have lived and traveled in more than 66 countries on six continents as part of their degree work. Today, the three schools and their supporting offices occupy the 137 wooded acres (554,000 m<sup>2</sup>), centered on the M. Lloyd Frank Estate on Palatine Hill, six miles from downtown Portland.

## Facilities Projects This Summer

The Facilities Services Department manages a variety of capital projects for Lewis & Clark from inception through construction and beyond.

Key projects this summer include the following:



### Academic Buildings:

Olin: Research Labs and Room 101, 102 upgrades

### Athletic Facilities:

Griswold: Turf clean and maintenance

### Event Spaces:

Agnes Flanagan Chapel: New lighting and ADA modifications

Albany Quadrangle: Adding new Testing Center on ground floor

South Chapel: A/C installation

York Lounge: A/C installation

### Residential Buildings:

East Hall: Update interior finishes in all apartments

In addition to the projects listed above, Facilities Services will continue to restore and maintain all the buildings and gardens on our campus.

To view a full list of the projects scheduled this summer visit the Facilities Services website:

<http://www.lclark.edu/offices/facilities/projects>

# Lewis & Clark Summer Services

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## Conference Concierge Desk

Located in the Templeton Campus Center (building #36 on the campus map), the Conference Concierge Desk serves our summer guests seven days a week during lunch and dinner hours. The Conference Concierge Desk is staffed by Guest Services Agents. Some of the services provided by the Guest Services Agents include:

- Providing directions in and around Lewis & Clark and the Portland area
- Offering information about local attractions (i.e. Restaurants, shopping, etc.)
- Responding to guests needs regarding residence halls and event venues
- Providing information about shuttle schedule and weekly weather reports
- Assisting guests at our Business Center

## Guest Services Agents

Guest Services Agents (GSAs) are current Lewis & Clark College students (sophomores, juniors, and seniors) who are responsible for welcoming summer conference and youth camp groups to our campus.

Their primary job is to ensure your group enjoys their visit to Lewis & Clark. The GSAs help to keep the residences safe, clean, and comfortable. These student leaders live in the residence halls, and are available seven days a week while your group is on campus.

Guest Service Agents can help with housing questions or respond to housing needs, and assist with emergency situations. There is always one GSA working at the Conference Concierge Desks (CCDs) and one GSA on duty when summer conferences and youth camps are present. GSA's are knowledgeable and helpful guides. If they can't answer your question, they know who can and will put you in touch with the appropriate campus resource.

## Additional Campus Services for Visitors

### Business Services

#### Copy Center

The copy center is located in John R. Howard (building # 5 on the Campus Map) on the first floor in room #112. The Copy Center is open from 8:00 a.m. - 5:00 p.m., Monday through Friday (closed on Fourth of July). The services offered by the Copy Center include the following:

- Black & White Copying
- Color Copying
- Coil Binding
- Collating/Inserting/Stapling
- Cutting/Hole Punching/Folding
- Tabs
- Lamination
- Mounting
- Scanning (Color and Black & White)

**The Copy Center only accepts CASH or CHECKS.** When utilizing the services in the Copy Center, a Copy Request Form must be filled out, which can be found in the Copy Center. For more information on how to place an order or for other inquiries you may contact the Copy Center at 503-678-7768.

#### Internet Access

Internet access is a complimentary service. For directions to set up a Guest Wi-Fi account please follow this link: [http://www.lclark.edu/information\\_technology/gethelp/wireless\\_residence\\_halls.php](http://www.lclark.edu/information_technology/gethelp/wireless_residence_halls.php)

Scroll down the page to **Connecting with Wireless – Guests** and follow the instructions. If you need additional assistance, please call the GSA phone or contact the IT Service Desk.

#### Mailroom

Lewis & Clark College's Mailroom is located on the main level of Templeton Campus Center (building #36 on the campus map).

Regular business hours:

Monday – Friday from 8:30 a.m. to 4:00 p.m.

The Mailroom only accepts **CASH, CHECKS, and Debit/Credit Cards for purchases over \$5.00.** Incoming mail is delivered to campus daily by 12:00 p.m. and is distributed throughout the afternoon and the next morning. Stamped mail must be in the mail room by 11:00 a.m. to go out the same day. Mail Services can certify letters but does not register mail or insure packages. Parcels may be insured by shipping via UPS through the Mailroom.

## Bookstore

The Bookstore is located on the main level of Templeton Campus Center (building #36 on the campus map).

Summer Hours of Operation:

Monday - Friday from 8:30 a.m. - 5:00 p.m.

## Dining

All meals will be served in the Fields Dining room located on the third level of Templeton Campus Center (building #36 on the campus map). Standard Meal Serving Times\* are as follows

Breakfast	7:30 a.m. – 9:00 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	5:00 p.m. – 7:00 p.m.

\* Meal Serving Times are subject to change (longer, shorter, staggered hours) depending on the number of summer program diners in-residence. All meals are buffet style and all-you-can-eat. A vegetarian option is available at each meal. You will not be allowed to take food out of the dining room. If you need a snack at other times of the day, the Bookstore offers snacks and drinks. Operating hours are (closed on the Fourth of July):

Bookstore: Monday - Friday 8:30 a.m. - 5:00 p.m.

**Vending machines** are located in Templeton Campus Center as well as residence halls, John R. Howard Hall, Pamplin Sports Center, and Watzek Library.

## Entertainment

Enjoy the abundant summer activities taking place in and around Portland this summer!

Check out the *Travel Portland* calendar, <http://www.travelportland.com/>, for a list of Portland and local area attractions and activities this summer.

## Housekeeping

The public areas of each residence hall and apartments are cleaned on a regular basis by Skyline housekeeping staff. However, while you are a guest staying in a residence, Housekeeping will not enter your bedroom except in the event of an emergency.

## Laundry

If you are staying on campus this summer, enjoy a FREE load of laundry on us. Laundry machines are located on the lower level of residence halls and on each floor of the apartment buildings. Laundry soap is available for purchase in the Bookstore in the Templeton Campus Center (Building #36 on the campus map).

## Recreation

As a conference guest, you are welcome to use our recreation facilities. Pamplin Sports Center is located north side of campus, near the academic building (Buildings # 1-4 on the campus map) and the hours of operation are as follows:

Weight Room	Monday - Friday Closed Saturday and Sunday	6:00 a.m. – 7:00 p.m.
Indoor Pool:	Monday - Friday Closed Saturday and Sunday	11:45 a.m. - 1:15 p.m.
Outdoor Pool:	Daily Closed Saturdays	1:30 p.m. – 6:30 p.m.
Tennis Dome :	Daily	Availability based on scheduled athletic camps and clinics. See schedule posted at venue for open times
Outdoor Tennis Courts	Daily Closed Saturdays	First-come, first serve
Pamplin Gymnasium`	Daily	Availability based on scheduled athletic camps and clinics. See schedule posted at venue for open times

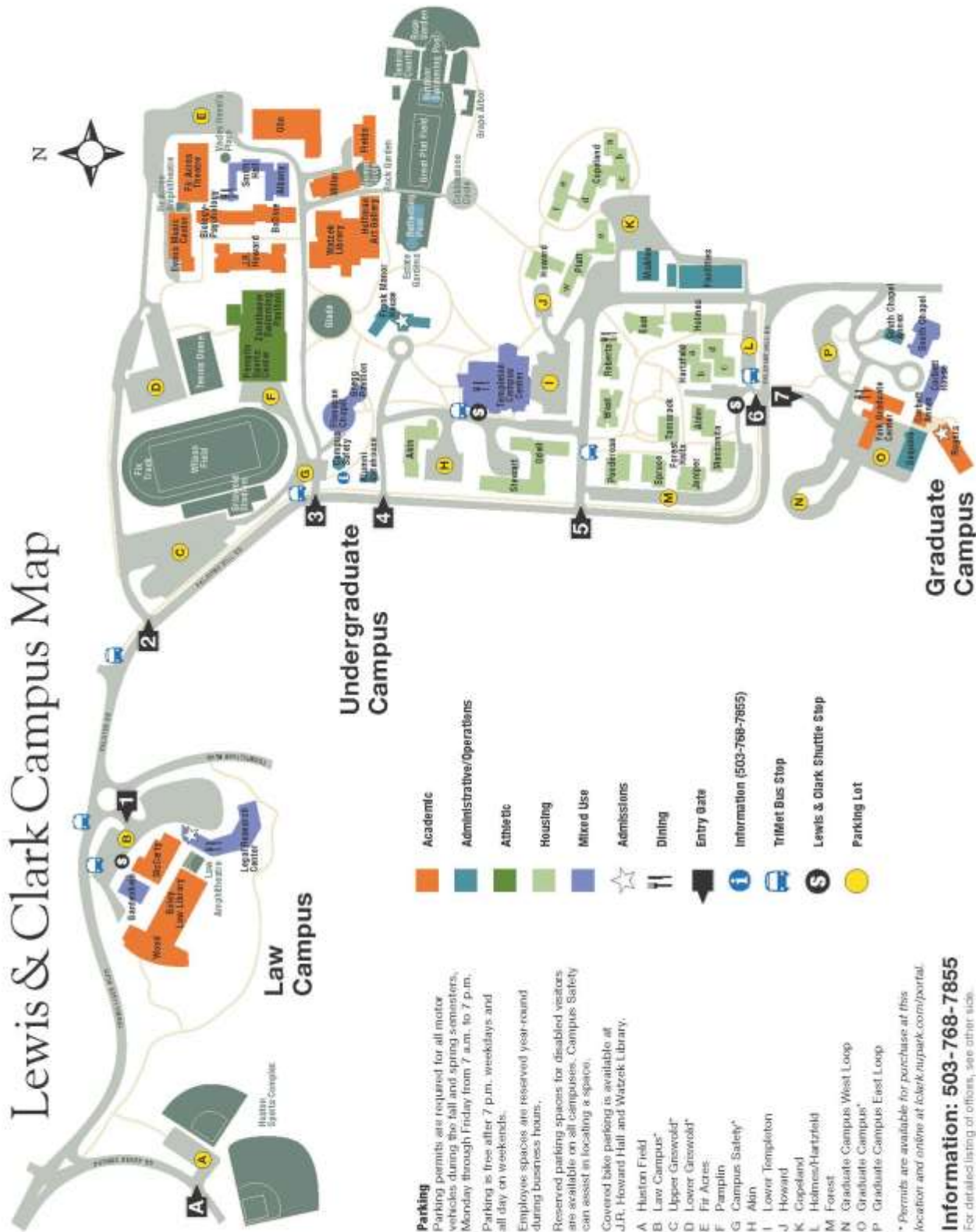
**\*\*Schedules for all recreation facilities are subject to change without notice\*\***.

The Estate Gardens outdoor pool and tennis courts are closed Saturdays the last week of June, all of July, and the first two weeks of August. Please feel free to email [events@lclark.edu](mailto:events@lclark.edu) with questions





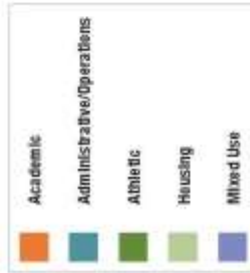
# Lewis & Clark Campus Map



Note: Academic departments appear in black.

## Law Campus

- **Bailey Law Library**  
Center for Animal Law Studies
- **McCarthy**
- **Wood**  
computer lab, Earthrise Law Center, Environmental Law, International Environment Law Project, law reviews, legal clinics, rare book room
- **Bantlinbeth**  
career and professional development center, event planning, Northwest Environmental Defense Center
- **Legal Research Center**  
admissions, alumni, bookstores, Business Law, business services, café, copy center, clean, development, diversity and academic resources, information, registrar, student lounge



Lewis & Clark  
0615 S.W. Palatine Hill Road  
Portland, Oregon 97219-7899  
www.lclark.edu  
On-Campus Emergency:  
503-768-7777



Lewis & Clark is committed to using resources wisely.  
go.lclark.edu/sustainability\_greenbook

## Undergraduate Campus

- **Biological-Psychology**  
Biology, Psychology
- **BoDine**  
Mathematical Sciences
- **Ernst Music Center**  
Music
- **Fields**  
Art
- **Flr Across Theaters**  
Theatre
- **Hoffman Art Building**
- **J.B. Hines**  
Classics, copy center, Economics, entrepreneurship center, Environmental Studies, Gender Studies, International Affairs, Philosophy, Political Science, Religious Studies, Rhetoric and Media Studies, Sociology and Anthropology, symbolic and quantitative resource center
- **Miller**  
Asian Studies, English, Ethnic Studies, Foreign Languages, History, language lab
- **Olin**  
Chemistry, Physics
- **Weitzel Library**  
art gallery, computer labs, media services, information technology, writing center
- **Alumni Outreach**  
Alumni Society, alumni and parent programs
- **Facilities**  
campus planning, transportation and parking
- **Frank Mauer House**  
admissions, business office and finance, president, provost
- **Information and Campus Safety**  
development, institutional advancement, public affairs and communications
- **McAfee**  
fitness center, Physical Education and Athletics
- **Zehnbauer Swimming Pavilion**

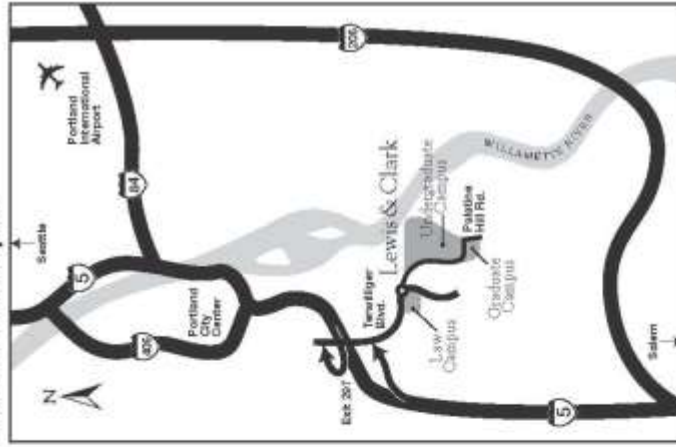
- **Ash**
- **Alder (Fernald)**
- **Capeland**
- **East**  
dean of students
- **Hertzfeld**
- **Holmes**
- **Howard**
- **Judger (Fernald)**
- **Mazzilli (Fernald)**
- **Ozell**  
Health promotion and wellness
- **Platt**
- **Ponderosa (Fernald)**
- **Roberts**  
Maggie's Café
- **Spence (Fernald)**
- **Stewart**
- **Tammack (Fernald)**  
lounges
- **West**
- **Albany**  
Academic English Studies, advising, dean, Dovecot Café, overseas and off-campus programs, Smith Hall, student support services
- **Finagum Chapel**  
dean of religious and spiritual life
- **Bregg Pavilion**
- **Smith Hall**
- **Templeton Campus Center**  
account services, bookstore, campus living, career center, College Outdoors, computer labs, conference and event planning, Council Chamber, dining rooms, financial aid, food service, health services, inclusion and multicultural engagement, international students and scholars, KLD radio, mail room, Pioneer Log student newspaper, registrar, student activities and organizations, student leadership and services, summer sessions, Trail Room, veterans services

Lewis & Clark adheres to a nondiscriminatory policy with regard to employment, admission, and program. Lewis & Clark does not discriminate on the basis of actual or perceived race, color, sex, religion, age, national origin, national origin, the presence of any physical or sensory disability, veteran status, sexual orientation, gender identity, gender expression, or any other basis prohibited by applicable federal, state, and local laws, and has a firm commitment to promote the same and grant of an equal opportunity and civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and the Americans With Disabilities Act of 1990, as well as state implementing regulations. Questions regarding Title IX may be directed to one of Lewis & Clark Title IX coordinators ([jk.lclark.edu/titleix](mailto:jk.lclark.edu/titleix)) or to the U.S. Department of Education's Office for Civil Rights.

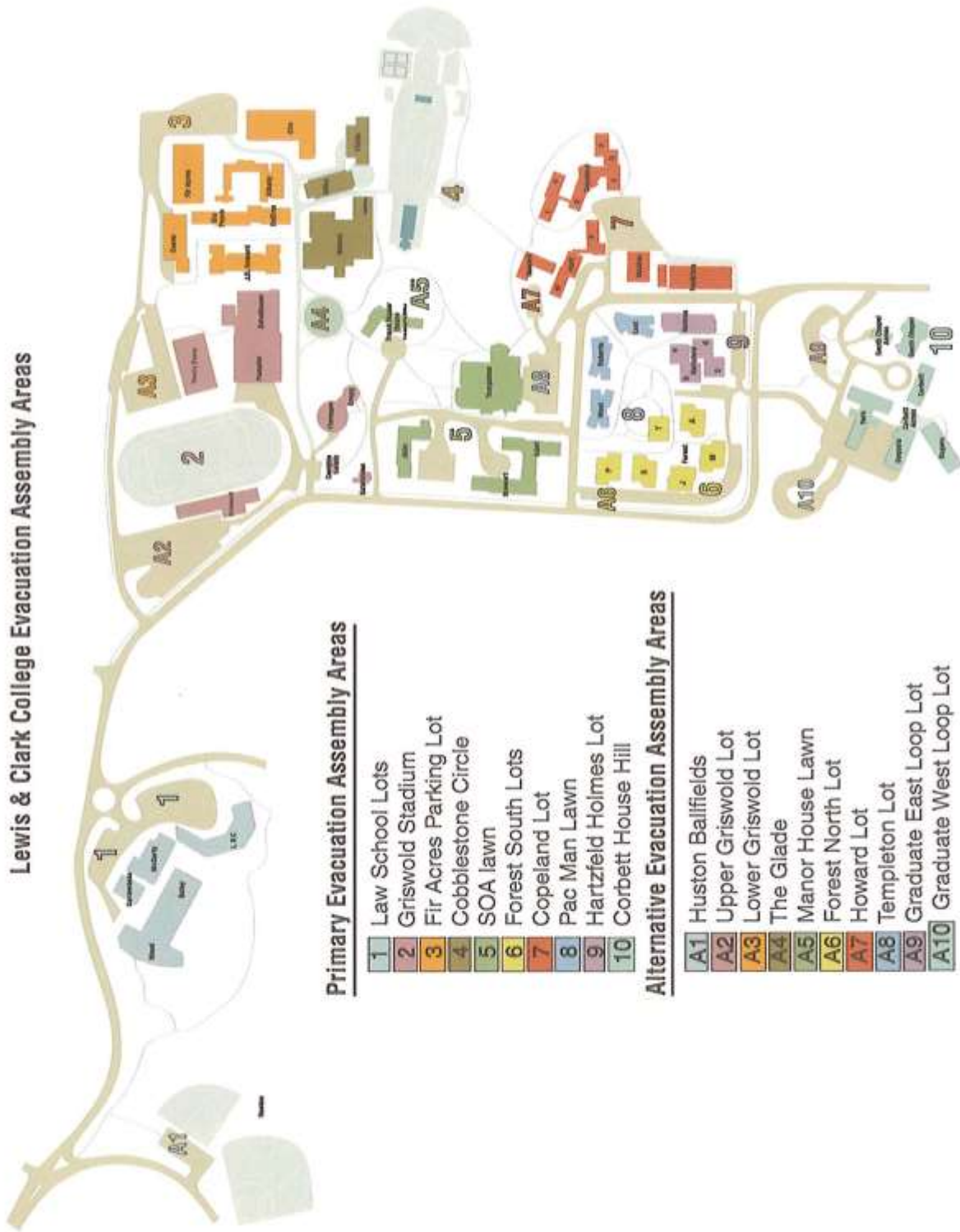
## Graduate Campus

- **Corbett Annex**
- **Regens**  
admissions, alumni, center for community engagement, continuing education, Counseling Psychology dean, educational career and licensing office, Educational Leadership, registrar, School Counseling, student lounges, student services, Teacher Education
- **York Graduate Center**  
commons, computer lab, Food for Thought Café
- **Seppala**  
College Outdoors rental program
- **South Chapel Annex**  
human resources, student employment
- **Corbett House**
- **South Chapel**

## Routes to Campus



## Lewis & Clark College Evacuation Assembly Areas

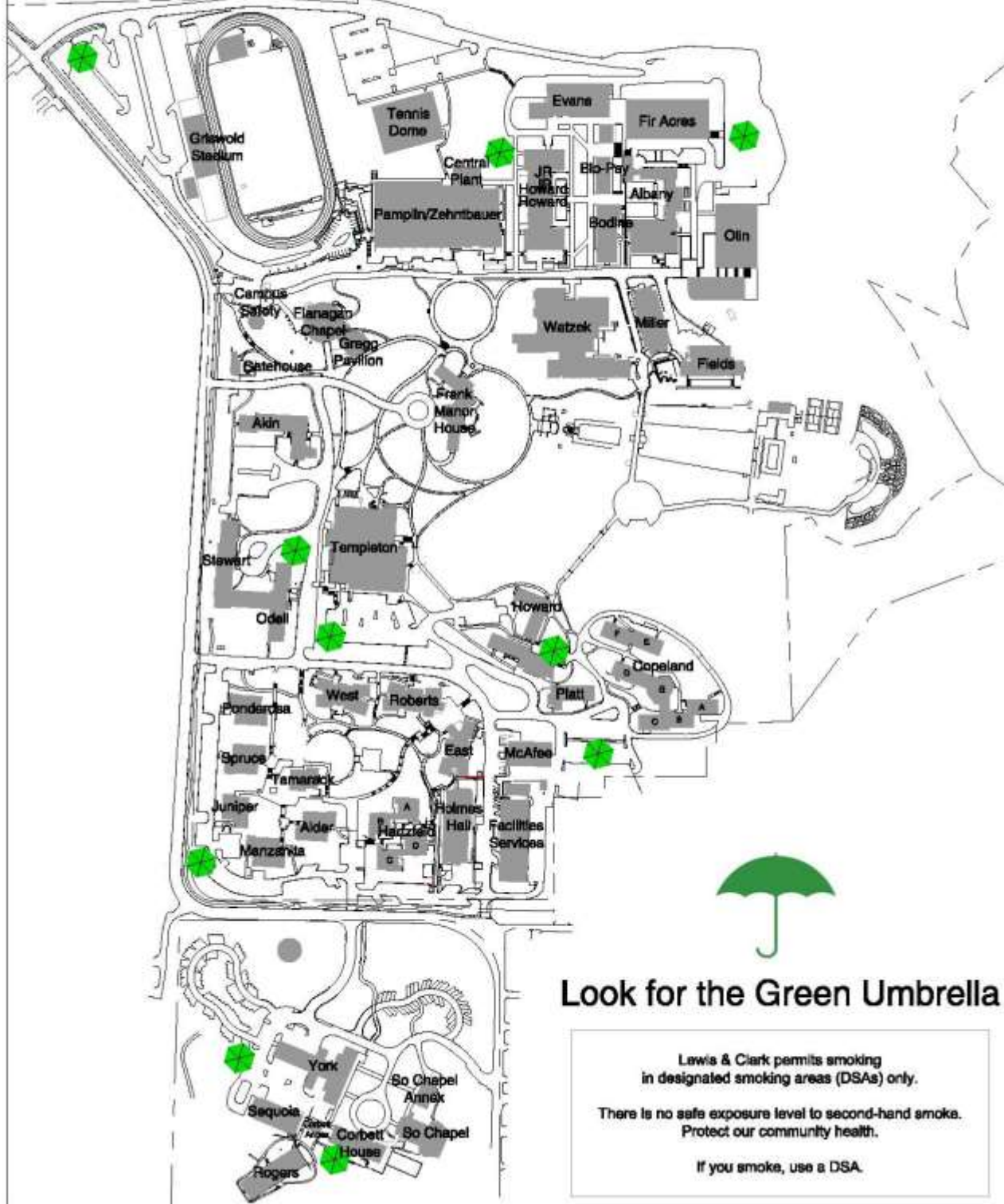






# Lewis & Clark

## DSA's - Designated Smoking Areas



Revised 12/2/2011