



CONCORDIA UNIVERSITY
SCHOOL OF LAW

501 W. Front St. | Boise, ID 83702
208-639-5401

Concordia Law Use

Event # _____ Event Name _____
Received Date _____ By _____
 Approved Denied
 Tentative Referred
Requested Room # _____ Approved Room # _____

Community Event Space Application

All events require approval from Concordia University School of Law ("Concordia Law").

1. All applicants must complete this form and review the Guidelines for Community Groups.
2. Submit the application to Theresé Pritiken by mail or email (tpritiken@cu-portland.edu).

Event:

Event Description:

Organization:

Contact Person / Lead Organizer:

Address:

Email:

Phone:

Requested Date:

Requested Time (Include Set Up & Tear Down):

Estimate Attendance:

Audio Visual Needs:

Room Requested:

As an authorized representative of the above organization, I hereby apply for the use of the community event space as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If an event is cancelled, I agree to notify Concordia Law as far in advance as possible, but no less than 48 hours in advance.

Authorized Organization Representative Signature: _____ **Date:** _____

Concordia Law Use

Has this event been approved? Yes No

Elena B. Langan, Concordia Law Dean

Date

Posted to Concordia Law Calendar Yes No

Room # Reserved: _____

Organization Notified By: _____

Notification Details: _____