Student Organization Room Request Process

The Activities Office and Space Management and Room Reservations have revised the process for requesting space for student organization events! This does not include student study groups.

In an effort to provide efficient services, a simple 3-step process has been developed.

STEP 1
Submit your completed event request to the Activities Office via kim.graham@jefferson.edu, for EVENT APPROVAL. All of the following information must be included:
- Student Organization Name
- Event Date
- Event Start and End Times
- 3 Space Request Preferences (Hamilton Building rooms should not be included)
- Name of Event (This information appears on the Master Calendar, so be brief, but specific)
- Indicate if the event will involve non-Jefferson participation
- Expected # of attendees
- Requestor’s/contact’s Name, Phone #
- Requestor’s/contact’s Jefferson e-mail address
- School (JGSBS, JMC, JSHP, JSN, JSP, JSPH)
- Does your event include non-Jefferson participants?

STEP 2
The Activities Office will respond to the requestor and the Registrar’s Office with an EVENT APPROVAL

STEP 3
Wait 2-4 days for an e-mail Room Reservation CONFIRMATION from the Registrar’s Office

IMPORTANT NOTES:
- Incomplete and walk-in requests without approval from the Activities Office cannot be processed.
- You will be required to contact the appropriate departments to secure services (A-V, set-ups, security, catering). A cost may be incurred for these services and some services may be mandatory (i.e. security). Contact information for these services will be provided with your confirmation.

Thank you for your support,
Activities Office & Space Management and Room Reservations
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Please try to coordinate requests with others in your organization to avoid duplicate requests.
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Cancellations must be submitted in writing at least 24 hours prior to your event.
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The following spaces are recommended for student organization events:

Bluemle Life Sciences Building (BLSB): Rooms 101 & Lobby, 105 and 107
College Building: Foerderer Auditorium in McClellan Hall, Rooms 202-207, Herbut Auditorium
Curtis Building: Rooms 213-219

QUESTIONS/CONCERNS SHOULD BE DIRECTED TO
THE UNIVERSITY OFFICE OF THE REGISTRAR - roomrequest@jefferson.edu