Thomas Jefferson University
Space Management & Room Reservations
University Registrar

Student Study Space Request Form

(This form should not be used for Student Organization Requests)

Name:_____

JEFFERSON E-Mail:_____ Phone #:_____ Cell ☐ Home☐ Other☐

School: ☐JGSBS ☐JMC ☐JSHP ☐JSN ☐JSP ☐JSPH

Please check your desired room(s).
We will provide the best available room according to the TJUH Academic Study Space Protocol

HAMILTON			
212	214	216	218
213	215	217	219

CONFIRMATIONS WILL BE SENT VIA E-MAIL WITHIN 2-4 DAYS

PLEASE CONTACT THE RESPECTIVE DEPARTMENTS SHOWN BELOW FOR SERVICES. YOU MUST SUBMIT YOUR REQUEST NO LATER THAN 1-WEEK PRIOR TO YOUR EVENT OR SERVICES CANNOT BE GUARANTEED. CHARGES MAY BE INCURRED.

**AUDIOVISUAL SUPPORT/EQUIPMENT: Medical Media Services, (215) 503-1290; http://jeffline.jefferson.edu/MMS*

**CUSTODIAL SERVICES: Dispatch, (215) 955-6846, E-MAIL or FAX ALL ROOM SET-UP INFORMATION TO*
JOEL SUMNER: PHONE (215) 503-1841, Joel.Sumner@jefferson.edu or Fax: (215) 923-1402
SHOULD ANY ISSUES ARISE DURING EVENTS PLEASE CONTACT THE APPROPRIATE SUPERVISOR:
COLLEGE/CURTIS BUILDING: Jerry Singleton, 215.828.3767, Jerry.Singleton@Jefferson.edu or Fax: (215) 923-4522
BLUEMLE and EDISON: Heath Stewart, 267.236.2285, Heath.Stewart@Jefferson.edu or Fax: (215) 503-4466
HAMILTON and JAH: Donald Burton, 215.828.3764, Donald.Burton@jefferson.edu or Fax: (215) 503-5293
ALL BUILDINGS AFTER 5PM: Walter Peeler, 215.828.3761, Walter.Peeler@Jefferson.edu or Fax: 215.503.4398

**SECURITY: TONY TIGRO, (e-mail preferred) Marcello.Tigro@Jefferson.edu, (215) 955-6182. IN ACCORDANCE WITH SAFETY & SECURITY PROCEDURES, YOU MUST CONTACT SECURITY AT LEAST SEVEN DAYS PRIOR TO YOUR EVENT, if your event includes non-Jefferson participants or takes place outside of normal business hours.*

**COMPUTER LABS in Jefferson Alumni Hall Mezzanine, Rm. 509, Hamilton 616 and LRC: Learning Resources, (215) 503-2832; http://jeffline.jefferson.edu/LR/*

List Names of five (5) Study Partners:_____

_____

Date(s):_____

Time(s):_____

NOTES:

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