Student Study Space Request Form
(This form should not be used for Student Organization Requests)

Name: _____________________________

JEFFERSON E-Mail: __________________ Phone #: __________________

School: [ ] GSBS [ ] 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

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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.


List Names of five (5) Study Partners: ____________________________________________________________

Date(s): ________________ Time(s): ________________

NOTES: ____________________________________________________________