

Roxboro House Building Policies

Hours for Jefferson Students, Faculty, and Staff

- Open during times when classes are scheduled in the building (including evening classes)
- Card swipe or tap access for Jefferson faculty/staff/students- weekdays from 8am to 6pm
- Closed weekends and evenings except for scheduled classes or events

Schedule Meetings or Events

- All meetings and events should be scheduled through the University's scheduler: Sean Maguire, by emailing TJU_EF_Reservations@jefferson.edu
- Requests for scheduling events outside of normal hours should be made to:
 - Karen Albert (Center Coordinator: karen.albert@jefferson.edu) or
 - Evan Laine (Faculty Director: evan.laine@jefferson.edu).

Event Parameters

Occupancy limits:

- Maximum Occupancy for the upper level: 29
- Maximum Occupancy for the building overall: 50

Events with food/drink:

- 30-50 guests: light refreshments only, no dark beverages and a fluid event flow
- 30 guests maximum for formal events
- Food and drink should not be served in the Exhibition Room (lower level), the Research Room, or Specter Office (upper level)
- Exceptions need approval from the Specter Center Coordinator, in consultation with Physical Plant, Security and the University Events Coordinator

Questions/Contact

Karen Albert

Coordinator, Arlen Specter Center karen.albert@jefferson.edu

Cell Phone: 215-906-2440