

# 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 access for faculty and staff - 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 [Astra Schedule system](#)
- Requests for scheduling events outside of normal hours must be made with Security: <mailto:SecurityRequest@philau.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 [Specter Center Coordinator](#), in consultation with Physical Plant, Security and the Events Coordinator

## Questions/Contact

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