



## Student Study Space Request Form

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

Name: \_\_\_\_\_

JEFFERSON E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_ cell  Home  Other

School:  QSBS  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](mailto: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](mailto:Jerry.Singleton@jefferson.edu) or Fax: (215) 923-4522  
 BLUEMLE and EDISON: Heath Stewart, 267.236.2285, [Heath.Stewart@jefferson.edu](mailto:Heath.Stewart@jefferson.edu) or Fax: (215) 503-4466  
 HAMILTON and JAH: Donald Burton, 215.828.3764, [Donald.Burton@jefferson.edu](mailto:Donald.Burton@jefferson.edu) or Fax: (215) 503-5293  
 ALL BUILDINGS AFTER 5PM: Walter Peeler, 215.828.3761, [Walter.Peeler@jefferson.edu](mailto:Walter.Peeler@jefferson.edu) or Fax: 215.503.4398

\*SECURITY: TONY TIGRO, (e-mail preferred) [Marcello.Tigro@jefferson.edu](mailto: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: