

Room Scheduling Contact List

Please use this contact information for modifying or canceling existing events, for requesting rooms for academic sections, or for requesting rooms that currently do not have a template in Schedule.SMU.

Building	School/Department	Scheduled By	Forms/ Instructions	Contact Name	Phone	E-mail
<b>Blanton Student Services Building</b>	Blanton Student Services Building	Division of Enrollment Services	<a href="#">Room Request Form</a>	Stanley Stubblefield	214.768.3137	<a href="mailto:ssubble@smu.edu">ssubble@smu.edu</a>
<b>Boaz Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Bridwell Library</b>	Perkins School of Theology	Perkins School of Theology	<a href="#">Room Request Form</a>	Linh Nguyen	214.768.3515	<a href="mailto:linhn@smu.edu">linhn@smu.edu</a>
<b>Carr Collins</b>	Dedman School of Law	Law Events Office	<a href="#">Room Request Form</a>	Rebekah Bell	214.768.4177	<a href="mailto:rbell@smu.edu">rbell@smu.edu</a>
Carr Collins - Godwin Gruber Lawyer's Inn	Dedman School of Law	Associate Dean of Administration		Rebekah Bell	214.768.4177	<a href="mailto:rbell@smu.edu">rbell@smu.edu</a>
Carr Collins 101	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
<b>Caruth Hall (classrooms)</b>	Lyle School of Engineering	DE Help Desk	<a href="#">Room Request Form</a>	<a href="mailto:dehelp@lyle.smu.edu">dehelp@lyle.smu.edu</a>		<a href="mailto:dehelp@lyle.smu.edu">dehelp@lyle.smu.edu</a>
Caruth Hall (conference rooms)	Lyle School of Engineering	Lyle School of Engineering		Merlin Wilkerson	214.768.8649	<a href="mailto:merlin@lyle.smu.edu">merlin@lyle.smu.edu</a>
Caruth Hall (Palmer Conference Room)	Lyle School of Engineering	Lyle School of Engineering		Tiana Lightfoot Svendsen	214.768.3308	<a href="mailto:tlightfo@lyle.smu.edu">tlightfo@lyle.smu.edu</a>
Caruth Hall 306 (Richard and Barbara Rotto Leadership Development Board Room)	Lyle School of Engineering	Lyle School of Engineering		Sandy De Britain	214.768.4556	<a href="mailto:Sandra@lyle.smu.edu">Sandra@lyle.smu.edu</a>
Caruth Hall 347 (Cullen Family Conference Room)	Lyle School of Engineering	Lyle School of Engineering		Tammy Sherwood	214.768.1100	<a href="mailto:tsherwoo@lyle.smu.edu">tsherwoo@lyle.smu.edu</a>
Caruth Hall 447 (Perry Conference Room)	Lyle School of Engineering	Lyle School of Engineering		Beth Minton	214.768.3083	<a href="mailto:beth@lyle.smu.edu">beth@lyle.smu.edu</a>
<b>Clements Hall</b>	Dedman College	Enrollment and Scheduling	<a href="#">Room Request Form</a>	<a href="mailto:enrschd@smu.edu">enrschd@smu.edu</a>		<a href="mailto:enrschd@smu.edu">enrschd@smu.edu</a>
Clements Hall 325	Dedman College	Education		Paula Serna	214.768.1495	<a href="mailto:pserna@smu.edu">pserna@smu.edu</a>
Clements Hall 334A	Dedman College	Foreign Languages Department		Debbie Garland	214.768.1406	<a href="mailto:dgarland@smu.edu">dgarland@smu.edu</a>
<b>Cockrell-McIntosh Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Collins</b>	Cox School of Business	Cox Technology		Zakaria Benyacoub	214.768.4462	<a href="mailto:collinsrooms@cox.smu.edu">collinsrooms@cox.smu.edu</a>
<b>Courtyard Labyrinth</b>	Perkins School of Theology	Perkins School of Theology	<a href="#">Room Request Form</a>	Linh Nguyen	214.768.3515	<a href="mailto:linhn@smu.edu">linhn@smu.edu</a>
<b>Crow</b>	Cox School of Business	Cox Technology		Gwen Beauchamp	214.768.3961	<a href="mailto:rooms@cox.smu.edu">rooms@cox.smu.edu</a>
<b>Crum Basketball Center</b>	Crum Basketball Center	Athletic Director's Office	<a href="#">Room Request Form</a>	Rosemary Hachtman	214.768.4231	<a href="mailto:rhachtma@smu.edu">rhachtma@smu.edu</a>
<b>Dallas Hall</b>	Dedman College	Enrollment and Scheduling	<a href="#">Room Request Form</a>	<a href="mailto:enrschd@smu.edu">enrschd@smu.edu</a>		<a href="mailto:enrschd@smu.edu">enrschd@smu.edu</a>
Dallas Hall 121	Dedman College	Dedman Dean's Office		Melissa Humason	214.768.2809	<a href="mailto:mhumason@smu.edu">mhumason@smu.edu</a>
Dallas Hall 70	Dedman College	History Department		Mildred Pinkston	214.768.2967	<a href="mailto:mpinksto@smu.edu">mpinksto@smu.edu</a>
<b>Dedman Life Sciences</b>	Dedman College	Enrollment and Scheduling	<a href="#">Room Request Form</a>	<a href="mailto:enrschd@smu.edu">enrschd@smu.edu</a>		<a href="mailto:enrschd@smu.edu">enrschd@smu.edu</a>
Dedman Life Sciences 127	Dedman College	Biology Department		Kim Orcutt	214.768.2730	<a href="mailto:korcutt@smu.edu">korcutt@smu.edu</a>
Dedman Life Sciences 128	Dedman College	Biology Department		Kim Orcutt	214.768.2730	<a href="mailto:korcutt@smu.edu">korcutt@smu.edu</a>
Dedman Life Sciences 129	Dedman College	Biology Department		Kim Orcutt	214.768.2730	<a href="mailto:korcutt@smu.edu">korcutt@smu.edu</a>
Dedman Life Sciences 130	Dedman College	Biology Department		Kim Orcutt	214.768.2730	<a href="mailto:korcutt@smu.edu">korcutt@smu.edu</a>
Dedman Life Sciences 237	Dedman College	Biology Department		Kim Orcutt	214.768.2730	<a href="mailto:korcutt@smu.edu">korcutt@smu.edu</a>
Dedman Life Sciences 336	Dedman College	Biology Department		Kim Orcutt	214.768.2730	<a href="mailto:korcutt@smu.edu">korcutt@smu.edu</a>
<b>DeGolyer Library</b>	DeGolyer Library Center	Facility Manager		Russel Martin (TEMPORARY)	214.768.3234	<a href="mailto:rmartin@mail.smu.edu">rmartin@mail.smu.edu</a>
<b>Embrey (classrooms)</b>	Lyle School of Engineering	Lyle School of Engineering	<a href="#">Room Request Form</a>	<a href="mailto:dehelp@lyle.smu.edu">dehelp@lyle.smu.edu</a>		<a href="mailto:dehelp@lyle.smu.edu">dehelp@lyle.smu.edu</a>
Embrey (Huitt-Zollars Pavilion)	Lyle School of Engineering	Lyle School of Engineering		Tiana Lightfoot Svendsen	214.768.3308	<a href="mailto:tlightfo@lyle.smu.edu">tlightfo@lyle.smu.edu</a>
Embrey (Lavelle Conference Room)	Lyle School of Engineering	Lyle School of Engineering		Tiana Lightfoot Svendsen	214.768.3308	<a href="mailto:tlightfo@lyle.smu.edu">tlightfo@lyle.smu.edu</a>
Embrey (second floor conference room)	Lyle School of Engineering	Lyle School of Engineering		Julie Ellis	214.768.3894	<a href="mailto:jellis@lyle.smu.edu">jellis@lyle.smu.edu</a>
Embrey 101 C	Lyle School of Engineering	Lyle School of Engineering		Tiana Lightfoot Svendsen	214.768.3308	<a href="mailto:tlightfo@lyle.smu.edu">tlightfo@lyle.smu.edu</a>
Embrey 115	Lyle School of Engineering	Lyle School of Engineering		Tiana Lightfoot Svendsen	214.768.3308	<a href="mailto:tlightfo@lyle.smu.edu">tlightfo@lyle.smu.edu</a>
<b>Faculty Club</b>	Faculty Club	Faculty Club		Sherril Jones	214.768.1143	<a href="mailto:facultyclub@smu.edu">facultyclub@smu.edu</a>
<b>Fincher</b>	Cox School of Business	Cox Technology		Gwen Beauchamp	214.768.3961	<a href="mailto:rooms@cox.smu.edu">rooms@cox.smu.edu</a>
<b>Florence Hall</b>	Dedman School of Law	Law Events Office	<a href="#">Room Request Form</a>	Rebekah Bell	214.768.4177	<a href="mailto:rbell@smu.edu">rbell@smu.edu</a>
Florence Hall 101	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
Florence Hall 106	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
Florence Hall 107	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
Florence Hall 201	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
Florence Hall 204	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
Florence Hall 207	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
Florence Hall 300+	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
FLW 103 B (Computer Classroom)	Fondren Library West	OIT	<a href="#">Computer Classrooms</a>	Laurene Klassen	214.768.1316	<a href="mailto:lklassen@smu.edu">lklassen@smu.edu</a>
FLW 103 C (Computer Classroom)	Fondren Library West	OIT	<a href="#">Computer Classrooms</a>	Laurene Klassen	214.768.1316	<a href="mailto:lklassen@smu.edu">lklassen@smu.edu</a>
<b>Fondren Library Center</b>	Fondren Library Center	Reference Desk		Anjanette Boul	214.768.2259	<a href="mailto:aboul@smu.edu">aboul@smu.edu</a>
<b>Fondren Science</b>	Dedman College	Enrollment and Scheduling	<a href="#">Room Request Form</a>	<a href="mailto:enrschd@smu.edu">enrschd@smu.edu</a>		<a href="mailto:enrschd@smu.edu">enrschd@smu.edu</a>
Fondren Science 103	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 11	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 12	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 127	Dedman College	Chemistry Department		Laurieann Ram- Kern	214.768.2480	<a href="mailto:laurieann@smu.edu">laurieann@smu.edu</a>
Fondren Science 128	Dedman College	Earth Sciences		Sandy Herrera	214.768.2770	<a href="mailto:smherrer@smu.edu">smherrer@smu.edu</a>
Fondren Science 130	Dedman College	Earth Sciences		Sandy Herrera	214.768.2770	<a href="mailto:smherrer@smu.edu">smherrer@smu.edu</a>
Fondren Science 132	Dedman College	Chemistry Department		Laurieann Ram- Kern	214.768.2480	<a href="mailto:laurieann@smu.edu">laurieann@smu.edu</a>
Fondren Science 17	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 203	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 209	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 210	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 215	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 224	Dedman College	Chemistry Department		Laurieann Ram- Kern	214.768.2480	<a href="mailto:laurieann@smu.edu">laurieann@smu.edu</a>
Fondren Science 227	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 233	Dedman College	Chemistry Department		Laurieann Ram- Kern	214.768.2480	<a href="mailto:laurieann@smu.edu">laurieann@smu.edu</a>
Fondren Science 24	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 25	Dedman College	Chemistry Department		Laurieann Ram- Kern	214.768.2480	<a href="mailto:laurieann@smu.edu">laurieann@smu.edu</a>

Room Scheduling Contact List

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Building	School/Department	Scheduled By	Forms/ Instructions	Contact Name	Phone	E-mail
Fondren Science 254	Dedman College	Chemistry Department		Laurieann Ram- Kern	214.768.2480	<a href="mailto:laurieann@smu.edu">laurieann@smu.edu</a>
Fondren Science 26	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 27	Dedman College	Chemistry Department		Laurieann Ram- Kern	214.768.2480	<a href="mailto:laurieann@smu.edu">laurieann@smu.edu</a>
Fondren Science 31	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 32	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 35	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 4	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 45	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 60	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
Fondren Science 7	Dedman College	Physics Department		Shirley Melton	214.768.2495	<a href="mailto:shirley@mail.physics.smu.edu">shirley@mail.physics.smu.edu</a>
<b>Greer Garson Theatre</b>	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
<b>Hamon Arts Library</b>	Meadows School of the Arts	Hamon Arts Library		LaGail Davis	214.768.4437	<a href="mailto:lagail@smu.edu">lagail@smu.edu</a>
<b>Hawk Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Heroy Hall 153</b>	Dedman College	Biology Department		Diana Vineyard	214.768.2425	<a href="mailto:vineyard@smu.edu">vineyard@smu.edu</a>
<b>Hughes Trigg Student Center</b>	Hughes Trigg Student Center	Meeting/Event Coordinator	<a href="#">Room Request Form</a>	Charlotte Wiscarson	214.768.4440	<a href="mailto:cwiscarson@smu.edu">cwiscarson@smu.edu</a>
<b>Hyer Hall</b>	Dedman College	Enrollment and Scheduling	<a href="#">Room Request Form</a>	<a href="mailto:enrfschd@smu.edu">enrfschd@smu.edu</a>		<a href="mailto:enrfschd@smu.edu">enrfschd@smu.edu</a>
<b>Junkins (classrooms)</b>	Lyle School of Engineering	DE Help Desk	<a href="#">Room Request Form</a>	<a href="mailto:dehelp@lyle.smu.edu">dehelp@lyle.smu.edu</a>		<a href="mailto:dehelp@lyle.smu.edu">dehelp@lyle.smu.edu</a>
<b>Junkins (conference rooms)</b>	Lyle School of Engineering	Electrical Engineering		Susan Bailey	214.768.4120	<a href="mailto:sbailey@smu.edu">sbailey@smu.edu</a>
<b>Junkins 210</b>	Lyle School of Engineering	Electrical Engineering		Susan Bailey	214.768.4120	<a href="mailto:sbailey@smu.edu">sbailey@smu.edu</a>
<b>Junkins 303</b>	Lyle School of Engineering	Electrical Engineering		Susan Bailey	214.768.4120	<a href="mailto:sbailey@smu.edu">sbailey@smu.edu</a>
<b>Junkins 338</b>	Lyle School of Engineering	Electrical Engineering		Susan Bailey	214.768.4120	<a href="mailto:sbailey@smu.edu">sbailey@smu.edu</a>
<b>Kirby</b>	Perkins School of Theology	Perkins School of Theology	<a href="#">Room Request Form</a>	Linh Nguyen	214.768.3515	<a href="mailto:linhn@smu.edu">linhn@smu.edu</a>
<b>Kirby 100</b>	Perkins School of Theology	Perkins School of Theology	<a href="#">Room Request Form</a>	Teresa Rosado	214.768.2502	<a href="mailto:teresar@smu.edu">teresar@smu.edu</a>
<b>Kirby 200</b>	Perkins School of Theology	Perkins School of Theology	<a href="#">Room Request Form</a>	Diana Coon	214.768.2534	<a href="mailto:dcoon@smu.edu">dcoon@smu.edu</a>
<b>Loyd All-Sports Center</b>	Loyd All-Sports Center	Athletic Director's Office	<a href="#">Room Request Form</a>	Rosemary Hachtman	214.768.4231	<a href="mailto:rhachtma@smu.edu">rhachtma@smu.edu</a>
<b>Loyd All-Sports Center - Hall of Champions</b>	Loyd All-Sports Center	Athletic Director's Office	<a href="#">Room Request Form</a>	Rosemary Hachtman	214.768.4231	<a href="mailto:rhachtma@smu.edu">rhachtma@smu.edu</a>
<b>Loyd All-Sports Center - Stadium Club</b>	Loyd All-Sports Center	Athletic Director's Office	<a href="#">Room Request Form</a>	Rosemary Hachtman	214.768.4231	<a href="mailto:rhachtma@smu.edu">rhachtma@smu.edu</a>
<b>Maguire</b>	Cox School of Business	Cox Technology		Gwen Beauchamp	214.768.3961	<a href="mailto:rooms@cox.smu.edu">rooms@cox.smu.edu</a>
<b>Martin Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Mary Hay Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>McElvaney Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>McFarlin Auditorium</b>	McFarlin Auditorium	Manager	<a href="#">Room Request Form</a>	Denton Bricker	214.768.3139	<a href="mailto:jdbricker@smu.edu">jdbricker@smu.edu</a>
<b>Meadows Museum</b>	Meadows Museum	Events Manager		Marin Fiske	214.768.4771	<a href="mailto:mfiske@smu.edu">mfiske@smu.edu</a>
<b>Moody Coliseum</b>	Moody Coliseum	Athletic Director's Office	<a href="#">Room Request Form</a>	Rosemary Hachtman	214.768.4231	<a href="mailto:rhachtma@smu.edu">rhachtma@smu.edu</a>
<b>Moore Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Morrison-McGinnis Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Owens Fine Arts Center</b>	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
<b>Perkins Administration Building</b>	Perkins Administration Building	Building Manager		Mary Tays	214.768.4846	<a href="mailto:mtays@smu.edu">mtays@smu.edu</a>
<b>Perkins Chapel</b>	Perkins School of Theology	Perkins School of Theology	<a href="#">Room Request Form</a>	Linh Nguyen	214.768.3515	<a href="mailto:linhn@smu.edu">linhn@smu.edu</a>
<b>Perkins Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Perkins Hall 103</b>	Residence Life and Student Housing	Hilltop Scholars Program		Amber Kosik	214.768.3006	<a href="mailto:akosik@smu.edu">akosik@smu.edu</a>
<b>Peyton Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Prothro</b>	Perkins School of Theology	Perkins School of Theology	<a href="#">Room Request Form</a>	Linh Nguyen	214.768.3515	<a href="mailto:linhn@smu.edu">linhn@smu.edu</a>
<b>Science Information Center</b>	Fondren Library Center	Reference Desk		Anjanette Boul	214.768.2259	<a href="mailto:aboul@smu.edu">aboul@smu.edu</a>
<b>Selecman</b>	Perkins School of Theology	Perkins School of Theology	<a href="#">Room Request Form</a>	Linh Nguyen	214.768.3515	<a href="mailto:linhn@smu.edu">linhn@smu.edu</a>
<b>Shuttles Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Simmons Hall</b>	Simmons School of Education and Human Development	Simmons School of Education and Human Development		Kara Maiella	210.768.4370	<a href="mailto:kmaiella@smu.edu">kmaiella@smu.edu</a>
<b>Smith Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
<b>Storey Hall</b>	Dedman School of Law	Law Events Office	<a href="#">Room Request Form</a>	Rebekah Bell	214.768.4177	<a href="mailto:rbell@smu.edu">rbell@smu.edu</a>
<b>Storey Hall - AJ Thomas</b>	Dedman School of Law	Associate Dean of Administration	<a href="#">Room Request Form</a>	Rebekah Bell	214.768.4177	<a href="mailto:rbell@smu.edu">rbell@smu.edu</a>
<b>Storey Hall - Karcher Auditorium</b>	Dedman School of Law	Associate Dean of Administration	<a href="#">Room Request Form</a>	Rebekah Bell	214.768.4177	<a href="mailto:rbell@smu.edu">rbell@smu.edu</a>
<b>Umphey Lee</b>	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
<b>Umphey Lee 117</b>	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
<b>Umphey Lee 203</b>	Meadows School of the Arts	Temerlin Advertising Institute		Jo Ellyn Carrell	214.768.1878	<a href="mailto:jcarrell@smu.edu">jcarrell@smu.edu</a>
<b>Umphey Lee 228</b>	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
<b>Umphey Lee 228</b>	Dedman College	Communications Department		Teri Trevino	214.768.2129	<a href="mailto:trevinot@smu.edu">trevinot@smu.edu</a>
<b>Umphey Lee 234</b>	Meadows School of the Arts	Temerlin Advertising Institute		Jo Ellyn Carrell	214.768.1878	<a href="mailto:jcarrell@smu.edu">jcarrell@smu.edu</a>
<b>Umphey Lee 237</b>	Meadows School of the Arts	Temerlin Advertising Institute		Jo Ellyn Carrell	214.768.1878	<a href="mailto:jcarrell@smu.edu">jcarrell@smu.edu</a>
<b>Umphey Lee 240</b>	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
<b>Umphey Lee 241</b>	Dedman College	Enrollment and Scheduling	<a href="#">Room Request Form</a>	<a href="mailto:enrfschd@smu.edu">enrfschd@smu.edu</a>		<a href="mailto:enrfschd@smu.edu">enrfschd@smu.edu</a>
<b>Umphey Lee 242</b>	Dedman College	Enrollment and Scheduling	<a href="#">Room Request Form</a>	<a href="mailto:enrfschd@smu.edu">enrfschd@smu.edu</a>		<a href="mailto:enrfschd@smu.edu">enrfschd@smu.edu</a>
<b>Umphey Lee 243</b>	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
<b>Umphey Lee 243 (Fall - T,TH/Spring - M,W,F)</b>	Dedman College	Economics Department		Margeaux Montgomery	214.768.4337	<a href="mailto:margeauxm@smu.edu">margeauxm@smu.edu</a>

Room Scheduling Contact List

Please use this contact information for modifying or canceling existing events, for requesting rooms for academic sections, or for requesting rooms that currently do not have a template in Schedule.SMU.

Building	School/Department	Scheduled By	Forms/ Instructions	Contact Name	Phone	E-mail
Umphrey Lee 244	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
Umphrey Lee 245	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
Umphrey Lee 247	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
Umphrey Lee 271	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
Umphrey Lee 283	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
Umphrey Lee 285	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
Umphrey Lee 288	Meadows School of the Arts	Facilities Managers		Jay Hengst (Non-MSA, NON-SMU)	214.768.4211	<a href="mailto:jhengst@smu.edu">jhengst@smu.edu</a>
				Scot Montague (MSA)	214.768.2713	<a href="mailto:smontagu@smu.edu">smontagu@smu.edu</a>
Umphrey Lee 303	Dedman College	Economics Department		Margeaux Montgomery	214.768.4337	<a href="mailto:margeauxm@smu.edu">margeauxm@smu.edu</a>
Umphrey Lee 333	Meadows School of the Arts	Economics Department		Margeaux Montgomery	214.768.4337	<a href="mailto:margeauxm@smu.edu">margeauxm@smu.edu</a>
Umphrey Lee Ballroom	Dedman College	Hughes Trigg Administration		Charlotte Wiscarson	214.768.4440	<a href="mailto:cwiscarson@smu.edu">cwiscarson@smu.edu</a>
<b>Underwood Law Library</b>	Dedman School of Law	Law Events Office	<a href="#">Room Request Form</a>	Rebekah Bell	214.768.4177	<a href="mailto:rbell@smu.edu">rbell@smu.edu</a>
Underwood Law Library - Hillcrest Classroom	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
Underwood Law Library - Walsh Classroom	Dedman School of Law	Registrar	<a href="#">Room Request Form</a>	Kim Grace	214.768.2552	<a href="mailto:lawregis@smu.edu">lawregis@smu.edu</a>
<b>Virginia-Snyder Hall</b>	Residence Life and Student Housing	RLSH		Rani Gaw	214.768.1148	<a href="mailto:rgaw@smu.edu">rgaw@smu.edu</a>
Virginia-Snyder Hall	Residence Life and Student Housing	University Honors Program		Amy Schofield	214.768.2225	<a href="mailto:aschofield@smu.edu">aschofield@smu.edu</a>
<b>Westcott Field</b>	Westcott Field	Athletic Director's Office	<a href="#">Room Request Form</a>	Rosemary Hachtman	214.768.4231	<a href="mailto:rhachtma@smu.edu">rhachtma@smu.edu</a>