













Scheduling Area	Primary Contact(s)	Telephone	Email
Campus Scheduling Services  www.scheduling.vcu.edu <ul style="list-style-type: none"> • Monroe Park Academic Spaces • VCU Outdoor Spaces • MCV Alumni House 	Saher Randhawa	804-828-4228 804-828-0317	css@vcu.edu randhawas@vcu.edu
Athletics Managers of the Siegel Center, Sports Medicine Building, and various athletic facilities. www.vcuathletics.com www.siegelcenter.com	Nate Doughty	804-827-1000 804-827-1002	events@vcu.edu ncdoughty@vcu.edu
Recreational Sports Managers of the Cary St. Gym, Larrick Student Center Gym, and various recreational facilities. www.recports.vcu.edu	Meredith Hawkins	804-827-6402	mlhawkins@vcu.edu
University Student Commons  Managers of the University Student Commons, Larrick Student Center, and Hunton Student Center. www.usca.vcu.edu	Jennifer Chapman Le'Andra Graves Katie Paucar Jeremy Lebling Tyler Conrad	804-828-9502	uscaevent@vcu.edu
Senior Vice President for Health Sciences  Managers of academic spaces on the MCV Campus. www.healthsciences.vcu.edu	Mary-Anne Smith	804-828-9594	hsclassroom@vcu.edu
School of Engineering  Managers of Engineering East and West Halls, the IEM, and the TRIP Center. www.egr.vcu.edu	Kimberly Whitfield Michael Morrissey (Biotech Eight)	804-828-7351 804-828-6415	kdwhitfield@vcu.edu mdmorrissey@vcu.edu
Lyons Dental School  Managers of the Lyons Dental Building www.dentistry.vcu.edu	Angela Easley	804-828-3784	adeasley@vcu.edu
Records and Registration  Managers of the university course schedule.	Crystal Williams	804-828-1868	cwilliams75@vcu.edu

ASPiRE  Managers of the ASPiRE Building (West Grace South Housing) www.aspire.vcu.edu	Nerice Lochansky	804-827-3917	nlochansky@vcu.edu
VCU Globe  Managers of the Globe Building (West Grace North Housing) www.global.vcu.edu/vcuglobe	Ross Losapio	804-828-7853	losapior@vcu.edu
Shafer Street Playhouse www.arts.vcu.edu/theatre	Kevin McGranahan	804-828-1514	kmcgranahan@vcu.edu
Grace Street Theater  www.arts.vcu.edu/gracestreet	Amelia Langford	804-828-2020	langfordab@vcu.edu
The Depot  http://depot.vcu.edu/	Jill Ware	804-828-6506	jbware@vcu.edu
Scott House  www.vcu.edu/scotthouse <i>*Currently not available for reservations, under construction.</i>	Saher Randhawa	804-828-4228	css@vcu.edu
VCU Catering In addition to managing catering on campus, VCU catering manages Rodney's and the Compass Room in Shafer Court Dining Center http://vcu.campusdish.com/Catering.aspx	Rochella Woodson	804-828-1272	catering@vcu.edu rwoodson@vcu.edu
School of Business  Managers of Snead Hall www.business.vcu.edu	Sarah Banwarth	804-828-7034	sebanwarth@vcu.edu
Trani Life Sciences Building <i>*For non-courses: in between semesters and weekends contact Regina. During the weekdays contact VCUCSS.</i>	Crystal Williams (Courses)	804-828-1868	cwilliams75@vcu.edu
	Regina Jefferson (Non-Courses)	804-827-1865	rljeffer@vcu.edu

One Capital Square 

Cindy Bowers

804-628-7527

cbowers3@vcu.edu**School of Nursing** Managers of the School of Nursing Building
www.nursing.vcu.edu

Teri Smith

804-828-5646

tjsmith3@vcu.edu**School of Medicine** Managers of the lower floors of the McGlothlin
Medical Education Building
www.medschool.vcu.edu

Carol Lynne Dean

804-828-9790

cledean@vcu.edu**For reservation requests, please visit:*<https://somroom.som.vcu.edu/home/Index>**Massey Cancer Center** Managers of the Massey cancer Center, Goodwin
Research Lab, and floors 11 & 12 of the McGlothlin
Medical Education Center
<http://www.massey.vcu.edu>

Tonie Ellerson

804-628-2347

tmellers@vcu.edu**VCU Parking**Managers of on-campus special event parking
www.parking.vcu.edu

804-828-8726

prgkevent@vcu.edu**Facilities Management**Facilities Management takes care of work orders,
tents, staging, fences, tables, chairs, trash and
recycling containers, custodial, electrical, facility
support, etc. for events on campus. If your event(s)
require any of these services, please work with
reserving office of facility/space for your needs.
www.fmd.vcu.edu

Operations Center

804-828-9444

www.quikfm.vcu.eduMargaret Kelland
(Monroe Park)

804-828-9392

mkelland@vcu.eduClarissa Shick
(MCV)

804-828-7248

schickcr@vcu.edu**Help IT**The Help IT Center can troubleshoot IT issues and
has AV equipment available for reservation.
www.ts.vcu.edu

804-828-2227

helpIT@vcu.edu**VCU Police**www.police.vcu.edu

Non-Emergency

804-828-1196

police@vcu.edu

Emergency

804-828-1234

Card Services
www.vcucard.com

804-628-CARD vcucard@vcu.edu

VCU Conference Services 

Conference Services

conferences@vcu.edu

Summer overnight conferences

Nichole Smithson

804-828-7465

nmsmithson@vcu.edu

www.housing.vcu.edu

VCU Business Services

Administration

804-828-3894

BusServices@vcu.edu

www.bsv.vcu.edu

**Request the conference room [here](#) and email [Sarah Murphy](#).*

VCU Cabell Library 

Gregory Kimbrell

804-828-0593

kimbrellgg@vcu.edu

Managers of the 3rd Floor lecture hall.

www.library.vcu.edu/

 Indicates that the department is actively using Virtual EMS to take room reservation requests. go.vcu.edu/ems