

Space Approvers and SpelCal Bldg. Code List *Special Room Requests - Please contact the person directly		
Building	SpelCal Bldg. Code (for searching, not case sensitive)	Approver & Division
ACC203	ACC	Theresa Marquez, Ext. 5377 Media & Info. Technology
Cosby	Cosby or Cosby space and room number (Cosby 103) If you only list the building, all rooms will populate	Renee Leonard, Ext. 5056 Event Operations
Giles	Giles or Giles space and room number (Giles 106)	
LLCI & LLCII Conference Room	LLCI (letter l or i) LLC2 Aud, LLC2 B-A or B-B (Auditorium, Breakout A & B)	
Manley Atrium, Boardroom and President's Dining Room	Manley Atrium, Manley Pres, Manley Boardroom If you only list the building, all rooms will populate	
Manley Upper and Lower Level and Patio	Manley Upper	Student Life & Engagement, Ext. 5144
Manley Training Room	Manley Training	Theresa Marquez, Ext. 5377 Media & Info. Technology
Milligan 1st and 2nd Floor Conf. Room	Millig	Tomeka Watkins. Ext. 6077 College Relations
Oval	Oval	Yvonne Jackson, Ext. 5112 Business & Fin. Affairs
Packard Auditorium (room 300) and Conference Room (207)	Pack	Monika Crapps, Ext. 5203 Enrollment Management
Science Center	SCI or SCI space and room number (SCI 134) If you only list the building, all rooms will populate	Alisa Butler, Ext. 5783 Academic Affairs
Science Center 232	SCI 232	Automatic Approval (if it is available, you can reserve and use it, no approval needed)
Suites Amphitheater	Suites Amp	Student Life & Engagement, Ext. 5144
Suites Private Dining Room	Suites Pri	Renee Leonard, Ext. 5056 Event Operations
Tapley	Tapley or Tapley space and room number (Tapley 119) If you only list the building, all rooms will populate	Alisa Butler, Ext. 5783 Academic Affairs
*Special Room Requests		
*Sisters Chapel		Sallie Burns, Ext. 5729 Student Affairs
*Suites Meeting Room		Angela Loynes, Ext. 5358 Student Affairs
*Wisdom Center Conference Room		Sallie Burns, Ext. 5729 Student Affairs
*Women's Center		Cynthia Moore, Ext. 5625 Academic Affairs