

USD Building Schedulers 2025-2026

Need to Reserve Space on Campus ?

To ensure your reservation is processed efficiently, please follow the appropriate steps below:

- **Faculty and Staff:** Submit your request through the [EMS Web App](#).
- **External Organizations:** Use the [External Guest Request Form](#) to initiate your event request.
- **Co-Sponsored Events:** If you are working with an external group, please also submit via the [External Guest Request Form](#).

Please do **not contact schedulers directly** to request space—using the correct form helps us avoid double-bookings and ensures your event gets the attention it deserves.

For full event planning details, visit: sandiego.edu/scheduling

Academic Schedulers:

Nancy Kuelbs - *Arts and Sciences classrooms and SMSE/School of Engineering*

Myla Lorenzo Wilson - *School of Business.*

Erik Kim-Holmgren - *School of Law.*

Moriah Alexander - *School of Law.*

Sebastian Garcia - *SOLES/Mother Rosalie Hill.*

Alison Do - *Summer and Intersession*

Arlene Penticoff - *KROC/KIPJ*

Athletic Facilities: *Sports Center, Valley Field, Manchester Field, Bosley Fitness Center, Wellness Center (103, 108, 204, 210, 200E, 2010)*

Joshua Lewis

Camino Hall: *Shiley Theatre, Camino Hall Courtyards and Classrooms, Studio Theatre and Black Box Theatre*

Jeffery Hugger

For inquiries contact: shileyvenue@sandiego.edu

Computer Labs:

Maureen Dominguez

Contact: supers@sandiego.edu or 619-260-2765

Copley Library Internal Spaces:

Cindy Espineli

Degheri Alumni Center:

Eric Roberto

French Parlor: *French Parlor and Founders Foyers – Faculty/staff events only. No student events*

Andrea Feliciano

Founders Hall:

Amy Gualtieri - *Founders Chapel and Founders Chapel Foyer*

Roxana Burns - *Founders Faculty Lounge*

Hahn School of Nursing:

Morgan Wessels

Jenny Craig Pavilion: *JCP Arena and conference rooms*

Joshua Lewis

Knauss School of Business: *Knauss Center for Business Education, Olin Hall*

Jeffery Hugger

For inquiries contact: knaussvenue@sandiego.edu

Kroc Institute for Peace and Justice:

Jeffery Hugger

For inquiries contact: krocvenue@sandiego.edu

Learning Commons:

Jeffery Hugger

For inquiries contact: lcvenue@sandiego.edu

Manchester Hall:

(8am-4pm) Gloria Lanuza – Undergraduate Admissions - 260-4506

Contact USD scheduling for events outside 8 a.m. – 4 p.m. weekdays

Mother Rosalie Hill Hall (SOLES):

Sebastian Garcia

Contact mrhevents@sandiego.edu

Residential Life:

Gianna Metz

School of Engineering: *Belanich Engineering Center spaces first & second floor*

Hattie Morgan

Paula Schmid

School of Law: *Warren Hall, Law Library and Guadalupe Hall 203, Barcelona 217 & 222*

Stacey Groff ; Erik Kim-Holmgren

Shiley Center for Science and Technology: Keith Macdonald

University Center Scheduling: *University Center, Student Life Pavilion, Manchester Auditorium (weekends and weekdays other than 8am-4pm), Plaza de San Diego, Immaculata Lawn, Paseo de Colachis, Colachis Plaza, Founders Courtyard, Founders East Patio, Founders Multipurpose Room, Salomon Hall, MOST classrooms for non-academic programs in the following buildings: Saints Tekakwitha & Serra Hall, Maher Hall, and Belanich Engineering Center*

Manija Raofi - 260-4592 USD scheduling

Wellness Center: *Most Wellness Center Spaces. See Athletics Facilities for 103, 108, 204, 210, 200E, 2010*

Matthew McIver

General Questions Regarding Scheduling and Using the Event Management System (EMS), Contact University Scheduling: – universitiescheduling@sandiego.edu

Undergraduate Student EMS Access & Policies – Please contact Student Activities and Involvement at usdinvolvement@gmail.com