

**Space Allocation Policy**

<p>Classification Buildings and Properties</p>	<p>Table of Contents</p> <p>Purpose 1</p> <p>Scope 2</p> <p>Definitions 3</p> <p>Policy Statement 4</p> <p>Responsibilities 5</p> <p>Procedures 6</p> <p>Standards 7</p> <p>Related Policies 8</p> <p>History 9</p>
<p>Approval Authority Provost &amp; Vice-President (Academic)</p>	
<p>Implementation Authority Director, Campus Planning</p>	
<p>Effective Date May 1, 2011</p>	
<p>Latest Revision May 1, 2011</p>	

- Purpose**
- 1 The purpose of this policy is to:
    - a) define University Space;
    - b) maximize efficiency with respect to use of Space; and
    - c) outline responsibilities relating to the Allocation and Assignment of Space Allocation at the University.
- Scope**
- 2 This policy applies to Space in University Facilities.
- Definitions**
- 3 In this policy:
    - a) “Allocation” means the distribution of Space to a Unit.
    - b) “Assign” means the distribution of Space within a Unit for a particular purpose.
    - c) “Space” means an area of Real Property that is owned and/or leased by the University.
    - d) “Space Program” means a document describing a Unit’s current use of and future requirement for Space.
    - e) “Real Property” means lands and anything permanently affixed to the land, such as buildings, fences and those things attached to the

buildings, such as light fixtures, plumbing and heating, or other such items which would be personal property if not attached. The term is generally synonymous with Real Estate.

- f) "Unit" means a part or segment of the University that has a distinct function, operates as a separate division, and occupies a definite place on the organizational chart. For example, the Faculty of Arts, Information Technologies, and Libraries and Cultural Resources are classified as Units.
- g) "University" means the University of Calgary.
- h) "University Facilities" means all buildings and grounds, including athletic and recreational fields, owned, leased, or operated by the University.

**Policy Statement**

**4 Allocation of Space**

**4.1** Space will be allocated in accordance with University strategic planning documents and industry best practice.

**4.2** The Provost and Vice-President (Academic) delegates responsibility and authority to the Director, Campus Planning for:

- a) establishing and maintaining the process by which Space is allocated;
- b) setting Space occupancy and use standards;
- c) reporting on Space occupancy and use; and
- d) consulting with stakeholders.

**4.3** The Provost and Vice-President (Academic) will approve the final allocation of Space.

**4.4** The Provost and Vice-President (Academic) will consult with General Faculties Council with respect to the allocation of Space when appropriate.

**4.5** Unallocated Space will remain under the control of the Provost and Vice-President (Academic).

**4.6** Space will revert to the Provost and Vice-President (Academic) when vacated by a Unit.

**4.7** A Unit may not reallocate Space.

**Assignment of Space**

**4.8** Deans/Directors/Unit Heads will Assign Space in accordance with Unit strategic plans as well as the Space Occupancy and Use Standards.

**Space Planning**

**4.9** Units will maintain a Space Program which will be submitted to the Provost and Vice-President (Academic) annually with the Unit's Comprehensive Plan.

**4.10** The allocation of Space may be adjusted as the needs and priorities of the campus community change.

<b>Responsibilities</b>	<b>5</b>	<i>Approval Authority</i> <ul style="list-style-type: none"><li>• ensure appropriate rigour and due diligence in the development or revision of this policy.</li></ul> <i>Implementation Authority</i> <ul style="list-style-type: none"><li>• effectively communicate this policy to the university community;</li><li>• monitor implementation and administration of this policy;</li><li>• monitor compliance with this policy;</li><li>• sponsor the revision of this policy.</li></ul> <i>Unit</i> <ul style="list-style-type: none"><li>• create and maintain a Space Program.</li></ul>
<b>Procedures</b>	<b>6</b>	Space Program Preparation Spatial Reporting Spatial Information System Updates Space Planning and Reviews
<b>Standards</b>	<b>7</b>	Space Occupancy and Use
<b>Related Policies</b>	<b>8</b>	<a href="#">University Buildings and Lands</a> <a href="#">Use of University Facilities for Non-academic Purposes</a>
<b>History</b>	<b>9</b>	<i>Approved:</i> April 21, 2011 by the Provost and Vice-President (Academic) upon the recommendation of ELT.  <i>Effective:</i> May 1, 2011