

<b>University of Prince Edward Island</b>	<b>Policy No.</b> admfmfac0001	<b>Revision No.</b> 1
<b>Policy Title:</b> Space Allocation and Administration		<b>Page 1 of 6</b>
<b>Effective Date:</b> April 11, 2019	<b>Creation Date:</b> November 18, 2010	<b>Review Date:</b> <b>April 11, 2024</b>
<b>Policy Approval Authority:</b> Board of Governors	<b>Designated Executive Officer(s):</b> President	<b>WWW Access:</b> Yes

## 1. Purpose

- 1.1. The purpose of this policy is:
  - 1.1.1. To define custody, control and use of all space belonging to the University of Prince Edward Island.
  - 1.1.2. To provide a policy for equitable allocation of University space using procedures for requests and needs assessment.
  - 1.1.3. To provide guidelines to ensure all University space is efficiently and effectively utilized and allocated.

## 2. Scope

- 2.1. This policy pertains to all space belonging to the University, leased or owned, as acquired in accordance with the University Act, whether acquired through research funds, trust bequest, donation, purchase or construction through capital development, or any other method. In specific terms, all space referred to herein is University space, ultimately under the discretion of the University to allocate and use in accordance with other applicable University policies and procedures.

## 3. Definitions

- 3.1. **Stakeholder(s):** includes any individual or entity, whether internal or external to the University, which may request the use or allocation of space on either a temporary or permanent basis.
- 3.2. **Usual University Business:** Activities sanctioned by a Dean, Chair, Director or Manager that pertain directly to a program managed by UPEI.
- 3.3. **Cost Recoverable and Other Business Activities:** Any activity where administrative, participation, or registration fees are collected. This activity includes academic conferences, professional development courses or seminars, and any commercial operations permitted on campus. The activity also pertains to a local club or organization wishing to book space for a non-university activity.
- 3.4. **Events:** is as defined in the *Event Management Policy*.
- 3.5. **University Space** falls into one of four categories. They are defined as follows:
  - 3.5.1. **Non-Assignable Space:** includes washrooms, stairways, custodial rooms, rooms related to building maintenance and any general circulation areas.

- 3.5.2. **Campus Community Space:** includes indoor and outdoor multi-user areas not assigned to any specific Stakeholder, such as classrooms, conference rooms, computer labs, teaching labs, study spaces, concourses, quadrangles, plazas, and any other general-use facilities and/or spaces.
- 3.5.3. **Allocated Space:** includes space that is provided to a Stakeholder for either a short-term or long-term duration. During this time, the Stakeholder is deemed to have custody and control of the space. This space cannot be re-assigned without permission of the Vice-President Administration and Finance.
- 3.5.4. **Leased Space:** includes space that has been leased in accordance with the terms and conditions of a lease agreement with the University. Such agreements must be authorized by the Vice-President Administration and Finance.

#### **4. Responsibilities**

- 4.1. This policy is authorized by the Board of Governors.
- 4.2. The overall authority for this policy shall be the President.
- 4.3. The development, maintenance, and administration of this policy are the responsibilities of the Vice-President, Administration and Finance and/or any delegated position under the Vice-President's authority.

#### **5. Policy**

##### **5.1. Policy Oversight**

- 5.1.1. The University has the authority to allocate University space to accommodate academic and administrative activities. University space is allocated by the Vice-President Administration and Finance, in consultation with the Stakeholders involved and in consideration of other space priorities at the University. The University recognizes priorities for academic space prior to any other use.
- 5.1.2. The Vice-President Administration and Finance is responsible for:
  - a) Developing, authorizing, and maintaining procedures for the allocation and administration of University space.
  - b) Maintaining an inventory of University space including information on new and changing requirements. This inventory includes periodic audits and surveys.
  - c) Carrying out periodic assessment of University space needs for all Stakeholders.

- d) Integrating space allocation and strategies set out in the Campus Master Plan into the planning process for capital construction and renovation projects, as well as assessing new requirements and requests.
- e) Reviewing proposals for the creation/erection of new spaces/structures.

5.1.3. The academic and administrative departments represented by their respective Dean, Chair, Director, or Manager are responsible for:

- a) Ensuring that all Stakeholders under their authority comply with the space allocation principles, guidelines, and standards outlined in sections 5.2 to 5.7.
- b) Confirming that suitable space is assigned or available before contractual, employment, or research commitments are entered into by the University, including:

5.1.3.b.1. New employees – temporary or permanent.

5.1.3.b.2. Research – any research activity utilizing existing or requiring new space.

- c) Reporting to Facilities Management any changes in space allocated to faculty, staff or students after obtaining the approval of the Vice-President Administration and Finance.

## 5.2. **General**

- 5.2.1. To avoid unnecessary duplication and costs, University space should be shared as much as possible. This principle will apply to all space on campus, provided it is practical and safe to do so.
- 5.2.2. Stakeholders are expected to use space efficiently, choosing spaces that are an appropriate size or capacity for the intended occupant(s).
- 5.2.3. Stakeholders are prohibited from subleasing any or all of the space to others; allowing use of the space for activities other than those for which the space was allocated; altering the space in any way by changing structural items or dimensions; cutting openings; or altering the surfaces of the walls, ceilings or floors.
- 5.2.4. Maintenance, alterations, repairs and installation requirements for all University space must be coordinated and approved by Facilities Management.

5.2.5. The use of space for Events is also governed by the *Event Management Policy*.

**5.3. Non-Assignable Space**

5.3.1. Non-Assignable Space is provided for general use to the Campus Community. Such space may not be occupied, except for its intended use, without the express permission of the Vice-President Administration and Finance or designate.

5.3.2. The maintenance of Non-Assignable Space is the responsibility of Facilities Management. Such space is to remain clear of obstruction and available for free access by all authorized users.

**5.4. Campus Community Space**

5.4.1. Facilities Management maintains Campus Community Space and regulates safety, security and maintenance.

5.4.2. All common classrooms, conference rooms, teaching labs, concourses, quadrangles, plazas, computer labs, and study spaces may be requested by any Stakeholder conducting Usual University Business. Under some circumstances, the availability, capacity and access to Campus Community Space may be limited by Facilities Management control (i.e. construction schedules, security requirements or staffing capabilities), or University prioritization (i.e. teaching).

5.4.3. The use of Campus Community Space for Events is further governed by the *Events Management Policy*.

5.4.4. The Office of the Registrar has the primary responsibility for scheduling of classrooms and teaching labs in accordance with Senate policies.

- a) All classrooms and teaching labs are Campus Community Space, and will be scheduled in such a way as to optimize space use.
- b) Stakeholders may request the use of specific rooms in close proximity to the department. These requests will be accommodated where possible. If an alternate Stakeholder would make more efficient use of the space, the request may not be fulfilled.
- c) Evening classes will be concentrated in as few buildings as possible.

5.4.5. If conflicts arise regarding the use of Campus Community Space for academic purposes, the Vice-President Academic and Research will have final authority over room allocation.

5.4.6. Campus Community Space not scheduled or required by the Registrar's Office will be made available for booking through the University space booking software.

**5.5. Room Bookings and Facility Rentals for Non-University Business**

5.5.1. Campus Community Space may be made available for cost recoverable and other business activities on a short-term rental basis, provided the usage is consistent with all applicable University policies and procedures and current third-party contracts.

5.5.2. Rental of University space on a short-term basis (i.e. hourly or daily) will be coordinated and approved as follows:

- a) Director of Athletics and Recreation, or his or her designate, shall be responsible for the rental of any University sports facilities; and
- b) Director of Ancillary Services, or his or her designate, shall be responsible for the rental of all other Campus Community Space.

5.5.3. A rental rate schedule shall be updated annually by the responsible Director, as assigned above in Section 5.5.2, and will be made available online to enable staff to determine rental rates on Campus Community Space.

**5.6. Allocated Space**

5.6.1. All Allocated Space, regardless of the Stakeholder to which it is assigned, remains University Space.

5.6.2. Allocated Space is to be utilized in an efficient and effective manner. A space that is used infrequently may be re-assigned by the Vice-President Administration and Finance, after consultation with the affected Dean or Director.

5.6.3. Faculties and departments are to maintain a current record of space use and occupancy. Any transfer or reassignment of space within a department/unit requires formal notification to Facilities Management and permission from the Vice-President Administration and Finance.

5.6.4. A request for transfer of space from one department or unit to another must be approved by the affected Dean(s) and/or Director(s) and the Vice-President Administration and Finance.

5.6.5. Any Stakeholder considering the development of new programs must complete a space request that is coordinated and approved by the Dean and sent to the Vice-President Academic and Research who will make the recommendation to senior administration for final approval. This request will

determine the space needs of the new program and if they can be met with existing allocations.

5.6.6. Stakeholders assigned Allocated Space are responsible for maintaining:

- a) Day-to-day security including the locking of doors and windows; and
- b) Reasonable precautionary measures against damage, theft and fire exposure.

**5.7. Leased Space**

5.7.1. University space made available for leasing to others must be authorized through the Vice-President Administration and Finance prior to negotiations with the proposed lessee.

5.7.2. All Leased Space will be subject to a written lease, stating the terms and conditions, rent payable, terms of payment, and period covered by the lease.

5.7.3. Tenants of Leased Space from the University have custody of the Leased Space in accordance with the terms of the lease, as agreed to by the University and the lessee.

**5.8. New Spaces/Structures**

5.8.1. All new space/structure requests, both internal and external are required to be submitted as a proposal to the Vice-President Administration and Finance office for consideration. Upon receipt, the proposal will be forwarded to Facilities Management for review.

5.8.2. It is then the responsibility of the Property and Asset Committee to review the proposals and forward any recommendation it decides upon to the Board of Governors for consideration and action.

5.8.3. Any proposals for new structures, monuments or markers must conform to University policy and standards set out in the Campus Master Plan.

**6. Review**

6.1. This policy is to be reviewed every five (5) years.

**7. Related Policies**

7.1. *Event Management Policy*

**RELEVANT LEGISLATION:**

*The University Act, RSPEI 1988, Cap. U-4*