

## Space Policy

### Introduction

The purpose of the “Space Policy” is to establish a guideline approved by the President’s Council to determine the most effective and efficient utilization of institutional spaces. It is also to promote the most effective use of the College’s physical facilities. All physical facilities belong to the College and are assigned to either an academic unit or department. Current users or occupants of the facilities do not own the space but may have control as delegated by the President’s Council. A particular academic unit or department assigned to space operated by the College is subject to change. An approved Request for Space or Space Change form (page #2 of this document) must be submitted before any change of use or modification to the space is performed. Instructions for completing the Space Request form are on page #3 of this document.

### Space Policy

The intent of the space policy is to provide a systematic approach for evaluating space acquisition based on current and projected space utilization needs and assessments.

Factors to be considered in assigning space are as follows:

- The interest of the College as a whole.
- The suitability of the space and the possible future uses with anticipated or ongoing construction, renovation and planning of major space reallocations.
- The costs incurred by granting the space and who will bear them
- The effects on people who must be relocated if the space request is granted.
- Best interest of the unit’s strategic plan.

### Vacated Space Policy

This policy is to serve as a guideline for the allocation of space that is vacated by the tenants occupying a new building or school/college, department, unit or program that will be relocated, downsized or eliminated. When an academic unit or department vacates space the vacated space will revert to the College’s inventory of unassigned space and the President’s Council will make recommendations for re-assignment.

If the space vacated is located in non-college leased space or occupied under an agreement, the renewal and continuance of the lease or agreement must be recommended by the President’s Council before any occupancy or new negotiations take place. Any academic unit or department must send a notification that the space is no longer being used by the department or unit to the AVP for Operations who will in-turn notify the President’s Council of the vacancy. No department or college will forfeit space to another department or unit.

### **Re-Organized Academic Units, Departments or Programs:**

If an academic unit, department or program or Program is reorganized or eliminated that results in the termination of the program and/or faculty and staff, the space vacated will revert to the College’s inventory of unassigned space and the President’s Council will make recommendations for re-assignment. If a School, Department, Unit or Program reorganizes, but does not eliminate the program and/or faculty and staff, it is not considered vacated space and will not revert to the College’s inventory of unassigned space for reassignment.



## Request for Space or Space Change Form

Policy: All requests for new space or a change in how space is allocated must be completed, fully approved and then forwarded to the Facilities Operations Coordinator (KAB-LL6) for implementation. If there are any questions concerning the completion of this form, see the instructions on the next page.

<b>Contact Information</b>						
Requesting Department:					Date:	
Name:		Phone:		Email:		
<b>Type of Space Request</b>						
Request for Space: ( )			Request for Space Change ( )			
<b>General Requirements</b>						
<b>A)</b> Please briefly describe how the space will be used as well as why new/additional space is needed: *If more space is needed you may attach additional pages						
<b>B)</b> Please describe any special requirements, including the need for proximity to other facilities: *If more space is needed you may attach additional pages						
<b>C)</b> Date Needed: / /		Length of time needed:		Grant Fund #:		
<b>Description of Space Needed: *Check applicable cells ( X )</b>						
<b>D)</b> Space will be used for:	Instruction ( )	Research ( )	Administration ( )	Storage ( )	Support ( )	Other ( )
<b>E)</b> Space will be used by:	Faculty ( )	Administrator ( )	Staff ( )	RA/TA ( )	Student(s) ( )	Other ( )
<b>F)</b> Have you identified a suitable location for this space that may be available? (Yes) (No)						
<b>G)</b> If Yes, please describe, using building/room #'s or attach drawing/floor plans/diagrams:						
<b>H)</b> Will you be vacating your current space? (Yes) (No)						
<b>I)</b> Will there need to be any remodeling or space enhancements required? (Yes) (No)						
<b>J)</b> If Yes, please briefly describe these changes: *If more space is needed you may attach additional pages						
<b>Space Support Requirements: *Check applicable cells ( x )</b>						
<b>K)</b> Networking and Office Equipment		Phone & Data Connection ( )		Desk Phone ( )	Computer ( )	Printer ( )
<b>L)</b> Furniture	Desk & Chair ( )	Visitor Chair ( )	Book Case ( )	File Cabinet ( )	Credenza ( )	Meeting Table & Chairs ( )
<b>*Cost estimate to be provided in Step #2 of the Approval process</b>				<b>Input the Account or Grant Number to be charged below</b>		
*Cost Estimate: \$				Account or Grant #:		
<b>Approvals: Steps (1) through (4)</b>						
<b>(Step #1)</b> Dept. Head or Dean:			<b>(Step #2) *Cost estimate provided.</b> AVP for Operations:			
<b>(Step #3)</b> Division V/P:			<b>(Step #4)</b> President:			

**Instructions for Preparing the Space Request Form**

There are seven parts to the Space Request Form, directions are outlined as follows:

**Section I**

Contact Information

Provide requesting department name, date of the request, requester's name, requester's office phone and requester's e-mail.

**Section II**

Type of Request

Mark type of request. Indicate whether this is a request for additional space or if it is a request for a change to existing space.

**Section III**

General Requirements

Justify why space is needed and indicate, if applicable, why current space is inadequate. Indicate preference for a general location, and any other additional or special considerations.

**Section IV**

Description of Space Needed

Indicated what the space will be used for and the personnel classification that will use the space. Provide your preference for a general location, Indicate if any space will be relinquished. Specify whether any refurbishments of the space are required and if so describe them.

**Section V**

Space Support Requirements

Indicated what the networking requirements are. Specify what office equipment will be needed. Identify what furniture is needed.

**Section VI**

Cost Estimate and Funding Source

The cost estimate will be provided by the AVP for Operations in Step #2 of the approval process.

Indicated what Account Number(s) and/or Grant Number(s) will fund the expenses related to this request.

**Section VII**

Approvals

Approvals must be obtained in the sequential order listed and each of the four approvals must be obtained prior to returning the fully executed Request for Space / Space Change form to the Facilities Operations Coordinator (KAB-LL6) for implementation.