



SPACE MANAGEMENT POLICY

Policy Type:	Management	Initially Approved:	December 17, 2018
Policy Sponsor:	President	Last Revised:	
Administrative Responsibility:	AVP, Facilities Management	Review Scheduled:	December 17, 2023
Approver:	Board of Governors		

A. OVERVIEW

Space is a valuable and finite resource that must be managed and allocated in a manner that best meets the strategic priorities of the University as a whole. Allocation, use, and modification of Space occurs in a systematic, clear and accountable way, ensuring that University Space is used effectively.

The University has an obligation to provide students, academic personnel, and administrative personnel with suitable Space to carry out University approved activities. This responsibility is fulfilled through the actions of the Space Planning Committee chaired by the Vice-President, Finance and Administration.

The University allocates Space as appropriate, however, at its discretion, can reclaim and reallocate Space as deemed necessary to meet changing needs and priorities.

B. PURPOSE

This Policy establishes the authority and responsibilities for the allocation, assignment and coordination of all University Space in accordance with the mission, strategic priorities and the academic mandate and program delivery of the University.

C. SCOPE

All Space owned or leased by the University.

D. POLICY STATEMENT

1. GENERAL PRINCIPLES

- 1.1 Space is a critical resource and ownership of all allocated and unallocated University Space remains under authority of the University.
- 1.2 The President, through the Vice Presidents, has overall authority for the allocation and reallocation of Space in a manner designed to optimize its use and to advance the mission, strategic priorities and the academic mandate and program delivery of the University.

- 1.3 The Space Planning Committee, established under the President's Executive Committee, is the delegated decision-making authority of all Space usage and will maintain the University's *Space Standards*.
- 1.4 Any request for Space, relocation of a Unit, or a change in Space usage requiring alterations, renovations or refurbishment requires approval prior to the commencement of work in accordance with the *Procedure to Request a Space Change*.
- 1.5 Facilities Management is the steward of all physical Space under the authority of the Space Planning Committee. However, this does not diminish the responsibility assigned to other Units relating to their oversight in the use of Space.
- 1.6 The University encourages and supports the use of Shared Space for the purposes of maximizing utilization wherever practical. The University will also provide Common Areas for the general use of the University community.

2. ACQUISITION OF SPACE

- 2.1 Acquisition of all land, buildings, or portions of buildings must be approved by the Board of Governors, whether acquired through inheritance, donation, purchase, erection from capital development, or other method.

3. ANNUAL SPACE AUDITS

- 3.1 Facilities Management will maintain a Space Inventory of all Space and is the official record of all physical Space at the University.
- 3.2 Facilities Management will conduct Space Audits annually or as necessary in accordance with the *Procedure for Space Audits*.

4. ACADEMIC SCHEDULING

- 4.1 All Space designated for credit instruction will be assigned by the Office of the Registrar for the purposes of academic scheduling as set out in the *Academic Timetabling Policy*.

5. CHARGES FOR THE USE OF SPACE

- 5.1 Space that is permanently allocated to support Ancillary Activities will be subject to budgetary requirements in accordance with the University's approved budget model.
- 5.2 University costs associated with the use of Space will be managed in accordance with the University's approved budget model.

6. INSTITUTES AND AFFILIATED INSTITUTES

- 6.1 Space requirements for establishing Institutes must be requested as a component of the proposal for establishing an Institute in accordance with the *Institutes at Mount Royal University Policy*.

- 6.2 All Space requested by and allocated to Institutes on an ongoing basis is subject to the provisions of this Policy.

E. DEFINITIONS

- (1) **Affiliated Institute:** means an Institute at the University that is established by an Affiliation Agreement with a financially self-sufficient third party through which research and scholarly activities are developed and coordinated (refer to *Institutes Policy*)
- (2) **Ancillary Activities:** means self-supporting activity centres recognized by the University's budget model as generating a net contribution to the University and not fundamental to the instructional process
- (3) **Board of Governors:** means the Board of Governors of Mount Royal University
- (4) **Common Area:** means space that is generally accessible to the University community including hallways, study areas, stairwells, washrooms, etc.
- (5) **Institutes:** means an Institute at the University that is a financially self-sufficient entity through which research and scholarly activities are developed and coordinated and that has been established in accordance with the *Mount Royal University Institutes Procedures* (refer to *Institutes Policy*)
- (5) **Policy:** means the Space Management Policy
- (6) **Shared Space:** means space allocated to one Unit for control, however, may be usable by another Unit. (boardrooms, meeting rooms, classrooms, etc.)
- (7) **Space:** means all indoor and outdoor space under the control, care, or custody of the University
- (8) **Space Audit:** means an assessment of Space to ensure the University's Space Inventory is appropriately maintained
- (9) **Space Inventory:** means the central repository of all University space that has been recorded and categorized by Facilities Management
- (10) **Unit:** means any centre, department, division, faculty, program or school; as well as any administrative group of the University
- (11) **University:** means Mount Royal University

F. RELATED POLICIES

- Temporary Usage of University Space Policy [Under Development]
- Institutes at Mount Royal University Policy
- Academic Timetabling Policy

G. RELATED LEGISLATION

H. RELATED DOCUMENTS

- Procedure to Request a Space Change
- Procedure for Space Audits
- Space Planning Committee Terms of Reference

I. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)