

## SPACE UTILIZATION

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	A. General
<b>Policy Number:</b>	A37
<b>Approval Date:</b>	April 18, 2016
<b>Effective Date:</b>	April 18, 2016
<b>Policy Owner:</b>	Registrar and Director, Student Services Director, Facilities and Campus Development

<b>Objective:</b>	The policy guidelines outlined here are intended to ensure that Olds College space is allocated in an equitable and efficient manner on the basis of measurable, operational requirements, and approved standards of allocation. The usage of all space must support the goals and objectives of Olds College.
<b>Policy:</b>	<p><b>SPECIFIC GUIDELINES</b></p> <p>All Olds College space is the property of Olds College. This includes but is not limited to: land, buildings and all other facilities. Campus Facilities will:</p> <ul style="list-style-type: none"> <li>• With the exceptions outlined below, manage use of space at all Olds College campuses</li> <li>• Allocate space to academic staff, administrative staff, students and external partners as appropriate to support the outcomes of the Comprehensive Institutional Plan</li> <li>• Base allocations of space on current needs of the institution and not on historical use</li> <li>• Identify appropriate blocks of space for schools and service units for their use and management</li> <li>• Require that all users have a responsibility to manage the use of dedicated space in a manner that responds to changing needs and demands</li> <li>• Reclaim and reallocate space at its discretion to meet changing needs and address institutional priorities</li> <li>• Periodically review utilization to ensure space optimization</li> <li>• Annually define/confirm space allocations to Academic Areas and Departments</li> </ul> <p>This policy will operate in conjunction with existing policies of our partners. This only applies to space where Olds College owns the land but not the buildings or to space where a joint venture partnership exists.</p> <p>Specifically for the CLC:</p> <ul style="list-style-type: none"> <li>• "The Community Learning Campus Joint Venture Agreement"</li> </ul>

- “The Community Learning Campus Facility Use Agreement”
- Use of CLC Facilities - Policy 2.3 , Category: Operations

Must be in conjunction with all other partners and any corresponding space policies for:

- Pomeroy Inn & Suites at Olds College
- Centennial Village and College Courts (CHOC)
- Any privately owned buildings on land leased from Olds College

Campus Facilities duties:

- Review requests for assignment and reassignment of physical space in all campus facilities.
- Periodically review overall facility utilization including;
  - o Transfers between assigned departments and the organizational impact
  - o Major changes in space usage (decommissioning areas, repurposing space)
  - o Renovations that involve major capital outlay
  - o Program needs and efficiency of current utilization
- Identify opportunities to increase utilization (efficiency and effectiveness) of current space.

Any renovations required as a result of an allocation of space, and where funding has been approved, must be undertaken under the direct supervision of Campus Facilities regardless of project cost, to ensure compliance with regulatory requirements and College standards.

**Definitions:**

**Related Information:**

**Related Procedures:**

**Review Period:**

**Revision History:**

A36 Office and Department Moves

A37 Space Utilization Procedure

3 years

New: April 18, 2016