

Policy History
<b>Policy No.</b> BP7
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Administration
<b>Effective Date:</b> June 28, 2022

## University Space Procedure

### A. DEFINITIONS

1. **Instructional Space:** Space used for Senate-approved instructional activities.
2. **Leased Space:** Space owned by one organization that is allocated to another organization through a rental agreement for a specific period of time.
3. **Prime Space:** Space in a high profile location or desirable location.
4. **Principle:** A basic truth, law, rule or standard.
5. **Short term, ad hoc space requests:** Requests by employees, students or external groups to access space for short periods of time for non-instructional purposes such as meetings.
6. **Space:** A continuous area or expanse which is able to be occupied or utilized.
7. **Space Administration:** Oversight of university space to ensure that operational and strategic goals are achieved.
8. **Space Allocation:** The assignment of space to a specific activity or group.
9. **Space Audit:** A confirmation, based on site inspection and review of related information, of the allocation of a specific space.
10. **Space Planning:** The development of ideas and recommendations for future space allocations with appropriate linkages to institutional priorities and timelines.
11. **Space Reallocation:** The assignment of vacant or underutilized space from one group of space users to another.
12. **Surplus Space:** Vacant space which is fitted out but doesn't have an identified user.
13. **Underutilized Space:** Space not used to its maximum potential.
14. **Vacant Space:** Space that is not currently allocated to any activity or group and is available for allocation.

## B. PROCEDURES

### 1. Introduction

- a. The following procedures have been developed by the Office of University Space Administration (OUSA) to support the *University Space Policy* and to serve as an aid in planning, allocating/reallocating and administering KPU's space.
- b. These procedures assist KPU with:
  - i. Consistent, effective, efficient and flexible administration of space.
  - ii. Effective and efficient utilization of the substantial taxpayer investment in capital and infrastructure.
- c. This is a living document that will be regularly reviewed and adapted to represent the uniqueness of KPU.

### 2. Responsibilities

- a. The Office of University Space Administration (OUSA) is responsible for:
  - i. Development of space-related policy and procedure.
  - ii. Administration of space requests and strategic planning related to the allocation and reallocation of academic and non-academic space according to the Space Request Practice (see 3.b).
  - iii. Regular monitoring of space allocation, including the identification of the implications of space usage and the development of recommendations to reallocate space with the objective of achieving the operational and strategic requirements of the university.
- b. The University Space Committee (USC) supports the stewardship of university space by providing a vehicle for the systematic, transparent and equitable consideration of space-related requests and proposals, allocation and reallocation of space. The USC also acts as an institutional forum for discussions of strategic space issues, policy matters, space management, trends and best practices in space administration, and current and future attributes of space in higher education.
- c. The Provost/VP Academic, the VP Administration and the VP Students or designate(s) jointly approve the recommendations of the OUSA and the USC, consulting with the Polytechnic University Executive and others, as required.
- d. The Office of the Registrar is responsible for the scheduling of all teaching space in accordance with Policy AR17 Academic Schedule and Course Timetables.
- e. Space requests are submitted to the Office of University Space Administration (OUSA) and the University Space Committee for evaluation and recommendation. Student requests for space are first submitted to the VP Students who reviews the requests for feasibility and alignment with institutional priorities before forwarding them to the OUSA.
- f. Internal and external requests to use KPU's space on a short term, ad hoc basis are the responsibility of Facilities Services which consults with the Office of the Registrar, the VP External Affairs and others as required.

- g. KPU's campus master planning and multi-year capital planning are the responsibility of Campus and Community Planning.
3. Supplementary Information for Space Administration
- a. Space Request form: <https://our.kpu.ca/sites/apps/usr/SitePages/Home.aspx>
  - b. Space Request Practice: <https://our.kpu.ca/sites/usa/SitePages/Home.aspx>

## **C. RELATED POLICY**

*BP7 University Space Policy*