Policy Name:	SPACE ALLOCATION
Approved By:	President's Council
Approval Date:	September 4, 2016
Next Scheduled Renewal Date:	
Policy Holder:	VP, Corporate Services
Operational Lead:	Director, Ancillary and Facility Services
Policy Number:	FAC-001

SPACE ALLOCATION POLICY

1.00   PURPOSE

    1.1   The purpose of this policy is to ensure that space resources are assigned appropriately and used efficiently to accomplish the work of the College. The policy applies to all interior and exterior college-managed spaces and delineates the principles by which assignments are made.

2.00   DEFINITIONS

    2.1   None

3.00   GUIDING PRINCIPLES

    3.1   Space assignments, like all College actions, are grounded in the College mission, core values and strategic directions. Space is a finite, limited resource and is the property of Coast Mountain College (CMTN).

    3.2   No one department, program, or person "owns" the space they are assigned.

    3.3   The space needs of departments and programs are constantly changing. New initiatives, changing curricula or instructional methods, staff changes, remodeling or construction projects, or shifting enrolment patterns can all affect the need for space requirements and assignments.

4.00   SCOPE

    4.1   This policy applies to all interior and exterior College-managed spaces. The policy is intended to guide space assignment, not space scheduling. Space scheduling is the responsibility of the Registrar's Office.

    4.2   This policy is not meant to preclude alternative prudent or necessary space allocation solutions. However, exceptions to this policy may be made only in extraordinary circumstances, and the need for doing so must be clearly demonstrated.

5.00   PRINCIPLES

5.1   Space will be assigned and used according to these principles, subject to the availability of assignable space:

a)   An individual or group is a major benefactor of the College.

b)   All space is owned by the College and assigned for a particular work-related need.

c)   Space no longer used for its original or intended purpose reverts to the College for reassignment when the original need changes.

d)   Assigned space must be adequate and appropriate for the intended function or proposed use. Space is suitable in terms of size, quality, and location.

e)   Space is used efficiently. Duplication is avoided; sharing of support space is encouraged.

f)   Space assignments will be based on functional space needs and relationships.

g)   Some space allocations will promote interdisciplinary communities; others will promote discipline-specific communities of practice. Decisions about which outcome to promote in particular instructional and support-space assignments will be based on evaluation of the needs and potentials of the individual situation.

h)   Space assignments will be made with full attention to health, safety, and accessibility issues.

i)   Space allocation will be based on the following priorities:

i.   instruction
ii.   student services
iii.   operations
iv.   administration
v.   community uses, unless a necessary exception can be clearly identified and thoroughly evaluated.

j)   Security Officers may allow after-hours student use of the computer labs on a case-by-case basis to assist students in their educational studies.

k)   The College will maintain a regularly-updated space inventory and a regularly-updated conditions survey of all its spaces.

l)   All Administrators impacted by a potential space assignment, especially those in proximity to the space to be assigned, will be consulted before space is assigned. They will receive ample time to study the impact and to submit statements to their respective Administrator.

m)   This space assignment policy will be evaluated on a recurring basis and will be revised as needed to ensure alignment with its stated purpose.

6.00   POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

6.1   None

7.00   HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Sept 4, 2016		Presidents' Council
Amended	May 30, 2017		