

UNIVERSITY OF SASKATCHEWAN

DATE
August 26, 1991

NUMBER
AC 70-01

INITIATION
Space Planning & Administration

SUBJECT:
Space Planning & Administration:
General Information

AUTHORIZATION
Vice-President (Academic)

AMEND.DATE

AMEND.NUMBER

All University facilities are controlled by the President. Space Planning & Administration, through the Office of the Vice-President (Academic), has the responsibility for planning and allocating space and reviewing space utilization. Classroom, instructional laboratory, research laboratory, and faculty office space represent the University facilities that have the greatest annual fluctuating demand. As a result, these facilities generate the greatest percentage of requests to Space Planning & Administration for accommodation or improvement. The Department of Space Planning & Administration attempts to coordinate the effective use of all types of space.

The following glossary of terms is provided for matters related to these policies and procedures:

Academic Activities - This term refers to functions generated within the University that relate to the University's teaching, research, administrative, or extension programs; conversely, non-academic activities are those which are externally generated or are not closely related to the University teaching, research, administrative, or extension programs.

Authorization - This term refers to the endorsement of an activity by a Dean, a Director, the U.S.S.U., the University Secretary, a Vice-President, the President, the Conference Services Office (Auxiliary Services), the Registration Office in the Division of Extension, or Space Planning & Administration. The individual or organization endorsing the activity must observe the following conditions:

- be knowledgeable about the proposed activity;
- determine that the activity is compatible with the objectives of the University; and
- be responsible for the client group and any costs associated with the use of the facility.

Operating Hours - This term refers to the hours used by the general office of the College or Department in question. Normal operating hours are, typically, Monday through Friday, 8:30 a.m. to 4:30 p.m., excluding statutory holidays and University holidays. Contact the Room Scheduling Office for additional information about operating hours.



UNIVERSITY OF SASKATCHEWAN

DATE
August 26, 1991

NUMBER
AC 70-02

INITIATION
Space Planning & Administration

SUBJECT:
Space Allocation and Utilization;
Requests for Renovations or Reassignment

AUTHORIZATION
Vice-President (Academic)

AMEND.DATE AMEND.NUMBER

Purpose:

To plan, coordinate, allocate, and monitor the utilization of all University space.

Policy:

1. Space Planning & Administration is responsible for maintaining the University's Space Information System and for coordinating all space allocation. This also involves gathering the space requirement information necessary to justify major and minor capital projects. Proposals involving functional changes to space should also be coordinated through the Department of Space Planning & Administration.
2. In addition to providing planning parameters, the University's space standards and utilization guidelines are maintained by Space Planning & Administration. These are used to assess the space needs for all users and all types or categories of space. The methods used provide guidelines for determining if there is a space shortage or surplus and what might be an equitable assignment or entitlement of space. While many of the existing space assignments do not meet these space standards, any reallocation, renovation, or development of new building space should conform to the University standards as much as possible.
3. Each space allocated to a College, Department, or other administrative unit is to be utilized efficiently. A space which is used infrequently may be reassigned by Space Planning & Administration, in consultation with the unit, to another approved University use in order to increase its utilization to the University standard.
4. To avoid unnecessary duplication and costs, space should be shared as much as possible. This principle should apply to electronics and machine shops, animal rooms, storage areas, centralized facilities, common areas, and other functional areas where sharing would be practical.
5. Office space is limited, and guidelines are required to ensure that it is assigned equitably:
 - (a) Full-time faculty and associated professional staff are entitled to an individual office, but they may not have more than one office.

This also applies to other staff who are entitled to an office.
 - (b) The University does not provide office or research space for professors emeriti. Individual Colleges may be able to provide some space for professors emeriti who are teaching and/or who are actively engaged in research.

- (c) Office or research space cannot be provided for agencies that are not associated with the academic programs of the University without the approval of the Vice-President (Academic).
- (d) The University is unable to guarantee that additional office space be available when a faculty member accepts an editorial appointment with a journal.
- (e) The University does not provide office space for faculty on sabbatical leave unless their approved leave project requires them to be located on campus.

Procedure:

1. Requests for renovations or reassignment of space should be submitted to the Director of Space Planning & Administration with an accompanying statement justifying the request. This applies to both minor and major capital projects. It also includes requests for changes in room function or reassignment and additional space or alterations to space required to accommodate new equipment.
2. Matters requiring authorization from the Vice-President (Academic), such as the approval of planning parameters, will be handled through the Department of Space Planning & Administration.
3. Requests for office and research space for professors emeriti should be forwarded to the Director of Space Planning & Administration. Space availability for professor emeriti will be determined by Space Planning & Administration in consultation with the College and Department.
4. Requests for space by agencies not associated with the academic programs of the University should be forwarded to the Director of Space Planning & Administration.
5. Faculty should consult with the Director of Space Planning & Administration and the Vice-President (Academic) before making a commitment to establish an editorial office (only if space for this function is required).

UNIVERSITY OF SASKATCHEWAN

GENERAL REGULATIONS GOVERNING BOOKINGS AC 70-03

ISSUE DATE: August 26, 1991
INITIATION: Space Planning & Administration
AUTHORIZATION: Vice-President (Academic)
AMEND NUMBER: 1
AMEND DATE: June, 1994

PURPOSE:

The purpose of these regulations is to ensure the appropriate, responsible, and safe use of the University's facilities.

POLICY:

1. **COMMERCIAL USE** - Booking campus facilities for commercial purposes is only permitted with the approval of the Vice-President (Academic). Requests for such bookings should be directed to the Director of Space Planning & Administration. A rental rate, in accordance with the rate structure shown on Appendix A, Special Regulations, will be applied.
2. **LIMITATIONS** - The University will not be held responsible or accountable for any damages that result from the function.

Authorization to use the University's facilities does not carry with it the authorization to use the University's name or logo in advertising.

If space is required and a building is to be open beyond normal University operating hours, the user group will be responsible for University charges (e.g., custodial and security) whenever necessary. Wherever possible, after-hour bookings are accommodated in a limited number of buildings to minimize operating costs such as caretaker services and heating. Additional information can be obtained from the Room Scheduling Office.

3. **SECURITY AND SAFETY** - Refer to the University of Saskatchewan Security Regulations in AD 78-5.
4. **FURNISHINGS** - Rooms are normally booked on an "as is" basis. The classrooms generally have basic furnishings such as chalkboards and tablet-arm chairs (moveable or fixed) or tables and chairs. Some rooms are equipped with window blackout drapes, projection screens, and outlets for projectors and television.

Charges for special furnishings or services will be the responsibility of the client group. Additional items such as furniture, computer cabling, and electrical services should be requested at the time a booking is made and well in advance of the event. Requests for audio visual equipment should be arranged through the Division of Audio Visual Services. Requests for telephone services should be made to Telephone Services in Physical Plant (966-4567) at least four weeks prior to the event.

5. FOOD - If food is required for an event, it must be arranged with Food Services. This policy pertains to all functions except those held at the Faculty Club or in Place Riel facilities.

Functions at which food is "sold, offered for sale, or displayed" may be considered itinerant eating establishments and subject to the regulations of the Saskatoon Community Health Unit. (See Appendix B, Itinerant Eating Establishments.) Requests for the use of space involving this type of activity should be directed to the Director of Space Planning & Administration.

Food and drink are not permitted in spaces normally used for teaching.

6. OUTDOOR SPACES - A request to use a campus field or another outdoor area for some purpose other than its intended use should be sent to the Dean or designate and to the Director of Space Planning & Administration, who will review it with the Vice-President (Academic). Such requests must be approved by the Vice-President (Academic).

Requests for the use of Devil's Dip should also be directed to the Director of Space Planning & Administration, although the actual booking is made through the Room Scheduling Office (966-4874). This area is only available for use for University functions, and liquor and vehicular traffic are not allowed at the site. In order to preserve the fragile environment, social gatherings must be supervised, and University Security will perform regular checks during the event to ensure that the area is being properly used.

7. CONCERTS - Booking a University facility such as Quance Theatre for a concert is permitted if the group promoting the concert is a University organization. Student organizations must be approved by the U.S.S.U. to book concerts in University facilities.
8. FUNCTIONS WITH ADMISSION CHARGES - Bookings involving an admission fee will be charged for the use of the space. The amount of rent is based on the user rental rate structure outlined in Appendix A, Special Regulations.
9. COVERAGE BY UNIVERSITY STAFF - For large functions, the University provides sufficient custodial and security staff to cover its interests. Security staff do not police functions under normal circumstances: they are there to take action, inside or outside the building, should it become necessary. The client is charged at current labor rates for the number of University staff required to monitor the building during the function, to set up and take down or remove furnishings, to clean the facility after the function, and to perform other tasks that must be done by University staff. Custodial staff are expected to be in attendance a minimum of one hour after the event is completed. An additional charge may be levied against the client whenever damages or unusual wear and tear result from an activity.

10. LOUNGES - Student lounges are for the use of all students. College student societies may have their own lounge facilities but only under the auspices of their respective Deans. Other student clubs and organizations are not entitled to establish lounge facilities.
11. ATHLETIC FACILITIES - Use of both indoor and outdoor athletic facilities controlled by the College of Physical Education should be arranged through the Facilities and Rentals Office (966-6486) of the College. This office can also provide information about space and equipment rental, supervisory staff, locker rooms, and showers.

Extra services such as cutting, rolling, and lining playing fields and setting up goal posts are the responsibility of Physical Plant and are to be undertaken only by Physical Plant staff. Charges to the client will be calculated at current labor rates for the number of hours worked.

Requests for the use of athletic facilities for purposes other than their intended use are to be coordinated through Space Planning & Administration.

12. ROOM CAPACITIES - Information about room capacities for all University facilities is available from the Department of Space Planning & Administration. Appendix A, Special Regulations, contains room capacities for facilities approved for liquor functions or for those involving large gatherings. This list is in compliance with the Fire & Safety Regulations.
13. RENTAL OF UNIVERSITY FACILITIES - Current rental rates (see Appendix A, Special Regulations) will be applied to non-University organizations as determined by Space Planning & Administration in consultation with the College and/or Administrative unit.

Space Planning & Administration, in consultation with the College, shall be contacted for the costs of use of space for private research. For more information on the policy regarding the Use of University Facilities for Private Research, please contact the Office of Research Services (966-8576).

Colleges and Departments are requested to advise the Department of Space Planning & Administration if they will be using non-University facilities. This will improve the accuracy of the space inventory and will provide useful information for other matters such as insurance.

14. SMOKING - Smoking is permitted in designated areas only as outlined by the University Policy on Smoking, GP 2-4.

