
SUBJECT: Space Usage Policy

1.0 PURPOSE

1.1. This policy establishes a clear framework for the allocation, use, and management of newly constructed, newly acquired, or newly created space within Snow College and for the reassignment or aesthetic modifications of existing space to ensure that facilities are used efficiently, equitably, and in alignment with the College's academic mission and operational needs and subject to applicable laws, safety standards, and institutional policies. This policy applies to all faculty, staff, departments, student organizations, and external groups at both the Richfield and Ephraim and all other satellite campuses. It covers all indoor and outdoor physical spaces on campus, including but not limited to, offices, classrooms, laboratories, meeting rooms, storage areas, common/public areas and outdoor event areas. This policy does not govern routine or temporary use of existing open areas, informal gathering spaces, or day-to-day operational adjustments that do not change the permanent assignment or structural configuration of space. This policy does not supersede, replace, or modify the Course Scheduling Policy or Policy 271 regarding scheduling campus facilities. Authority for academic course scheduling and event scheduling remains exclusively governed by those policies. The guiding principles of this policy include the following elements:

- *Fairness*: All organizational units are treated fairly in space allocations.
- *Efficiency*: Space should be used efficiently to meet academic, administrative, and extracurricular needs.
- *Transparency*: All decisions related to space usage must follow a documented process.
- *Adaptability*: The College reserves the right to reassign or reconfigure space in response to changing priorities.

2.0 DEFINITIONS

- 2.1. **Allocation**: The official assignment of campus space for a designated purpose or occupant, as approved by the Space Planning Committee (SPC) and/or College Cabinet.
- 2.2. **Course Scheduling Policy**: The Course Scheduling Policy is a distinct institutional policy governing the scheduling and assignment of instructional spaces for academic courses and related functions.
- 2.3. **Design Parameters**: Standards and guidelines established by Snow College that govern the aesthetic, functional, and safety aspects of campus spaces. These parameters include specifications for paint colors, furniture types, finishes, signage, lighting, and other design elements to ensure consistency with the College's branding, accessibility requirements, and overall campus design philosophy. Design parameters are applied to all new space requests, remodels, and reconfigurations to maintain a cohesive and professional campus environment.

- 2.4. External Group: Any organization or individual not directly affiliated with Snow College (e.g., community, governmental, or private entities) that seeks to use college facilities under Policy 271—Scheduling Campus Facilities
- 2.5. Quorum: The minimum number of SPC members required to conduct official business and issue space allocation decisions, as defined in SPC bylaws.
- 2.6. Permanent Use: Long-term allocation of a space to a department, program, or unit for ongoing operations or functions. Permanent allocation does not create ownership rights and remains subject to institutional reassignment and does not create any vested or continuing right to occupy or control the space.
- 2.7. Reassignment: The process of transferring or repurposing an existing space from one department, function, or occupant to another to meet evolving institutional needs.
- 2.8. Remodel or Modification: Any change to the physical configuration, design, or function of a space, including furniture installation, paint, flooring, walls, IT or electrical changes, or other improvements.
- 2.9. Requestor: Any department, program, office, or organization (faculty, staff, student, or external group) submitting a Space Request for consideration.
- 2.10. Snow College Personnel: All persons associated with Snow College as employees, volunteers, contractors and similar including full and part-time faculty and staff, student employees, assistants, volunteers, contractors, vendors, and consultants.
- 2.11. Space: Any indoor or outdoor physical area owned, leased, or controlled by Snow College including but not limited to classrooms, offices, laboratories, conference rooms, storage areas, common/public spaces, and outdoor event areas that is subject to permanent allocation, reassignment, construction, renovation, or structural modification under this policy. This definition excludes temporary event setups or informal use of open/common areas that do not change permanent space designation.
- 2.12. Space Inventory Database: The official institutional record of all campus spaces, including current use, occupancy, and physical characteristics, maintained by the Facilities Office
- 2.13. Space Planning Committee (SPC): A college committee composed of representatives from campus services, faculty representation, Analytics and Institutional research, Information Technology, Scheduling Services, Student Services and Creative Services.
- 2.14. Space Request: A formal submission through the College's official Space Request Form in Quali, seeking the assignment, reassignment, or modification of campus space for a defined purpose.
- 2.15. Space Utilization Principles: Guidelines established by Snow College to promote equity, efficiency, and alignment of space usage with the College's mission and strategic priorities.

- 2.16. Temporary Use: Short-term use of space for an event, meeting, or limited-duration project, not intended to permanently alter the assigned purpose or occupants of that space. Temporary Use does not require SPC review unless it results in permanent reassignment, renovation, or structural modification

3.0 SPACE AND REQUEST APPROVAL PROCESS

- 3.1. This process applies only to requests involving new space, permanent reassignment of an existing space, or physical modification/remodeling. All requests for new or reassigned space must be submitted using the official *Space Request Form*, in Quali. Required information on the form includes: name of department/organization, contact person, description of space needed (type, purpose, size), proposed duration (temporary or permanent), special requirements (IT, security, accessibility, etc.), funding for any remodel elements and identification of any anticipated ongoing operational or maintenance costs.

4.0 REVIEW AND EVALUATION

- 4.1. All requests will be reviewed monthly by the SPC.
- 4.2. The SPC will evaluate requests based on alignment with strategic goals, availability of space, functional sustainability, budget implications, accessibility and safety standards, established space utilization principles, synergistic department adjacencies and according to bylaws of the Space Planning Committee
- 4.3. The SPC may approve qualifying requests in its discretion when the total estimated cost is under \$5,000, no structural modifications or significant engineering are required and no operational impact will occur.

5.0 DECISIONS AND APPEALS

- 5.1 Routine or minor requests (e.g., furniture changes, temporary classroom changes in use of space, room name changes, remodels under \$5,000) will be determined by the SPC. All requests over \$5,000 will be determined by the Cabinet.
- 5.2 Requestors will receive a formal decision via email.
- 5.3 All approved requests will be recorded in the College's Space Inventory Database.
- 5.4 If a request is denied by the SPC, the requestor may submit a written appeal to the Cabinet within ten (10) business days of the decision. The appeal must state the grounds for reconsideration. Cabinet review shall be discretionary and final and not subject to further internal appeal. The Cabinet may uphold, modify, or overturn the SPC decision. Cabinet determinations establish institutional precedent.
- 5.5 When a request is approved the following usage conditions apply:
 - Space must be used for the approved purpose only.
 - No permanent alterations may be made without Campus Services staff approval.
 - Users must leave space clean and secure after use.
 - Violations may result in revocation of space privileges.

- 5.6 Except in cases of emergency, safety concerns or urgent operational necessity, affected parties will be notified at least thirty (30) days in advance of reassignment. The College may modify this notice period when reasonably necessary to meet operational, safety, or legal requirements. The college retains sole discretion regarding the timing and implementation of reassignments.

6.0 SPECIAL EVENTS AND EXTERNAL USE

- 6.1 Non-college groups may request space through the Event Scheduling Office as outlined in Policy 271. Scheduling Campus Facilities and are subject to rental fees (if applicable), liability and insurance requirements, execution of an appropriate facility use agreement approved by the College, and prioritization of academic and college functions
- 6.2 This policy does not affect academic scheduling authority or event scheduling governed under separate institutional policies.

7.0 COMPLIANCE AND ENFORCEMENT

- 7.1 The Facilities Office and SPC share responsibility for policy enforcement. Violations may be reported through the Campus Services work order system or directly to the SPC Chair. The SPC will review reports and recommend corrective action including, where appropriate, referral to Human Resources, Student Affairs, or other administrative offices for further action. Repeated violations may result in reassignment of space, suspension of use privileges, or referral to administrative leadership.

8.0 POLICY REVIEW AND UPDATES

- 8.1 This policy will be reviewed every five years by the Space Planning Committee to ensure continued alignment with institutional goals and operational needs. Revisions will be submitted to the College Council for approval.