

 BRANDON UNIVERSITY	Space Allocation on Campus	Approved by: President's Administrative Council Administered by: Vice-President (Administration & Finance)
Administrative Policy	First Approved: October 18, 2000	Updated: May 15, 2002 September 12, 2018

1.0 Scope

This policy applies to all students, staff and faculty members of the University.

2.0 Policy

To ensure that a fair and equitable process is used to allocate space on campus that reflects the priorities of the University and respects the autonomy of each budget unit.

- a) All space on campus is regarded as an institutional, not a unit, resource;
- b) All approved programs and activities must be provided adequate space within available resources;
- c) Allocations of a particular space may change from time to time.
- d) All uses must conform to building code and fire code regulations.
- e) Space allocated to a specific program must continue to be “substantially used” to be retained by that program as determined by the percentage of time the space is used and considering any specialized uses that may require dedicated space.
- f) The use of campus space will be reviewed regularly to ensure effective allocation and to meet emerging needs.

3.0 Definitions

Not applicable

4.0 Accountability

In accordance with the Brandon University Act of the Province of Manitoba, the responsibility for the administration (including allocation) of space on campus rests, ultimately, with the Board of Governors, which may delegate that responsibility to the administration of the University.

Specific space administration is delegated to the budget unit head responsible for the program operated in the space. The Director, Physical Plant, administers spaces not currently allocated for specific programs by the Vice-President (Administration & Finance).

The Vice-President (Administration & Finance) is responsible for the communication, administration and interpretation of this policy.

5.0 Review

Formal review of this policy will be conducted every three (3) years with the next scheduled review date September 2021. In the interim, this policy may be revised or rescinded if the President deems necessary or if there are changes within legislation which require such.

6.0 Previous Policies

Space Allocation on Campus (October 18, 2000; May 15, 2002)

7.0 References

7.1 Sources - Not applicable

7.2 Related documents

- Board of Governors Policies <https://www.brandonu.ca/governors/board-policies/>
 - o Protocol for the Use of He Oyate Tawapi (under review)
 - o Gymnasium Building Use Policy and Guidelines (under review)
- Administrative Policy <https://www.brandonu.ca/vp-finance/policies/>
 - o Space on Campus for Non-University Groups

Procedures

1. Factors to be taken into account when allocating space should include but not be limited to the following purposes for which the space will be used:
 - Academic
 - Administration
 - Teaching
 - Research
 - o Nature of the research
 - Classrooms
 - Offices
 - o Regular employees
 - o Casual employees
 - o Emeritus professors
 - Relationship to University priorities and plans
 - Relationship to Unit priorities and plans
 - Proximity to associated programs and general traffic flow within required time frames
 - Practical flow of pedestrian and vehicular traffic
 - Ability to accommodate specialized needs of occupants in the space
 - Storage
 - Academic or non-academic conferences
2. Disputes over space allocation that cannot be resolved by the Vice-President (Administration & Finance) are referred to the President's Executive Committee (PEC).
3. Inquiries may be directed to the Office of the Vice-President (Administration & Finance) at admin.finance@brandonu.ca or (204) 727-9723.

This document is available in PDF format on the Brandon University website. Alternate formats may be requested from the Office of the Vice-President (Administration and Finance).