SPACE UTILIZATION & ALLOCATION

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	A. General
Policy Number:	A37
Approval Date:	February 15, 2024
Effective Date:	February 15, 2024
Policy Owner:	Vice President, Student Experience

Objective:	Olds College of Agriculture & Technology (the "College") has a responsibility for utilization and allocation of the property of the College. The purpose of this policy is to: 1. Establish the strategic principles for the utilization and allocation of College space along with clear structures and procedures. 2. Promote good stewardship of College physical resources including efficient and effective use of space.
Policy:	**Specific Guidelines** All physical resources belonging to the College are managed to support the institutional mission, mandate and strategic plan. Formally, the Facilities Planning Advisory Committee (FPAC) will make space utilization and allocation recommendations to the Executive Leadership Team (ELT) consistent with College policies and procedures including: 1. With the exceptions outlined below, manage the use of space at all College-owned facilities. 2. Allocate space to academic staff, administrative staff, students and external partners as appropriate to support the College's Strategic Plan. 3. Solicit, review, approve and oversee College space utilization and allocation projects. Projects may encompass any use of a physical resource for academic or non-academic utilization of space. 4. Base allocations of space on current needs of the institution and not on historical practice. 5. Identify appropriate blocks of space for schools and departments. 6. Ensure that any activity taking place within College space complies with applicable College policies, procedures and laws. 7. Require that all users have a responsibility to manage the use of allocated space while also aware of the need to respond to changing needs and demands including decommissioning and repurposing of space.

8. Review and assess space utilization to ensure space optimization.
9. Identify, as part of the annual budget, funds to be allocated for approved space utilization and allocation projects including furnishings.
10. Undertake improvements required as a result of an allocation of space, and where funding has been approved under the direct supervision of the Campus Development & Facilities Department.

Physical resources are considered shared resources and not owned by any one single user or group.

Physical resources are booked via the booking software.

Exceptions
This policy will operate in conjunction with existing policies of our partners. This only applies to space where the College owns the land but not the buildings or to space where a joint venture partnership exists.

1. Specifically for the CLC:
    a. The Community Learning Campus Joint Venture Agreement
    b. The Community Learning Campus Facility Use Agreement
    c. Use of CLC Facilities - Policy 2.3, Category: Operations
2. Must be in conjunction with all other partners' corresponding space policies including:
    a. Pomeroy Inn and Suites at Olds College
    b. Any privately owned buildings on land leased from Olds College

Definitions:	**Allocate:** Means to distribute physical resources to College departments and schools for approved academic and administrative processes. **Booking Software:** Refers to the central approved College scheduling/booking software utilized for bookable assets/physical resources. **Physical Resources:** Encompasses all real property, buildings and equipment owned and/or leased by the College. This includes but is not limited to: land, buildings and all other College facilities.
Related Information:	D24 Academic Scheduling Facilities Planning Advisory Committee Terms of Reference
Related Procedures:	A37 Bookable Assets Procedure A37 Facilities Planning Advisory Committee Procedure A37 Work Space & Department Space Allocation Procedure
Review Period:	3 years
Revision History:	New: April 2016 Revised: February 2024