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Approved: Doug Sweetland
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Approved: David Danahar

SOUTHWEST MINNESOTA STATE UNIVERSITY

POLICY

SPACE ALLOCATION

The management of the University's property is the responsibility of the President. In accordance with that responsibility, the following policies and procedures shall apply:

POLICIES

1. The allocation of institutional space must be approved by the President or designee.
2. Institutional space may be assigned by the President for the primary use of specific areas, departments, programs, or individuals. Space assignments should be periodically reviewed by each administrative unit to ensure compliance with University goals and to promote the efficient use of University property.
3. An inventory of space assignments or utilization shall be maintained by the President or designee.
4. Space allocations shall be governed by the following principles:
 - A. A University employee is not normally entitled to more than one office.
 - B. The faculty shall be assigned sufficient space to permit the execution of their duties, including an office for each department and an office for each full-time faculty member.
 - C. All campus space shall be scheduled by the University Scheduling Office. Those departments or units wishing to exercise independent scheduling authority for any room or facility must petition for such authority to the Space Committee, which shall make a recommendation to the President.
 - D. Classrooms, seminar rooms and other space required for teaching courses shall be scheduled through the Scheduling Office.
 - E. Classrooms, seminar rooms, and conference rooms will be scheduled by the Scheduling Office on a short-term need basis only after all instructional requirements have been met.
 - F. Administrative and service units will be assigned sufficient space to permit the execution of their duties.
 - G. Retired faculty and faculty emeritus may request an individual office to conduct academic or other University related activities, subject to space availability. The Space Committee may recommend that such space be offered on an annual rental basis.

- H. With supervisory approval or at supervisory direction, space assigned for use by a department, office, area or function may generally be utilized in the manner in which that unit sees fit. For example, office spaces may be assigned or reassigned without action by the Space Committee.
5. Allocation of space to the following activities is temporary (one academic year or less), provided on a space-available basis, and subject to annual review.
 - a. Recognized student clubs and organizations.
 - b. Department lounges, reading rooms, or study areas.
 - c. Non-university agencies.
 - d. Assigned storage spaces.
 6. Space will not generally be allocated to student clubs or organizations unless there is a substantive need for on-going and relatively continual use, there are valuable pieces of equipment or other assets that are used regularly and are not primarily being simply stored in the space, or other unusual reasons. University space will not be used by employees or students for for-profit or commercial enterprises that are not directly related to the University. Employees are discouraged from using office or other space intended for use by people for significant amounts of storage. Converting the use of classrooms, seminar rooms, or other instructional areas to other purposes is generally discouraged.

PROCEDURES

1. A campus-wide Space Committee shall administer the space allocation process. The Committee shall consist of representatives of:
 - 1 – SMSU Administration (Chair)
 - 2 – Faculty Association
 - 1 – AASF
 - 1 – MMA/MAPE
 - 1 – Council 5
 - 1 – Student GovernmentThe representative from administration shall vote only to break a tie. Staff members with relevant expertise may serve as members without portfolio at the pleasure of the Committee.
2. Each department and office will be asked to supply to the Scheduling Office updates of space utilization at the beginning of the fall term. Each department or office that supplies this information will be provided a Space Assignments Report listing the current allocation of University space.
3. Requests for changes in the allocation of space may originate from individuals or groups, but must be filed on the official **Space Request Form**, through the appropriate department or administrative unit. Such requests will be accepted by the President or designee until a date determined by the Chair no later than January 31.
4. To be considered by the Space Committee, a request must be approved by the supervisor or department chair, the relevant President's Cabinet level authority (Dean, Vice President, Certain Directors and Associate/Assistant Vice Presidents) or, in the case of student clubs and organizations, by the advisor and student activities officer. The sole purpose of the signature of the student activities officer is to indicate the student club or organization is officially recognized by the University. Requests not approved by the appropriate official(s) may be submitted for review during the meet and confer/discuss process if the bargaining unit or organization wishes to submit the request for review.

5. By April 1, the Space Committee shall make recommendations regarding all new space requests to the President and furnish copies to all bargaining units.
6. The President shall present a list of proposed modifications through the meet and confer/discuss process by April 10. The President shall announce final space decisions by May 1.
7. Emergency space requests may be submitted to the President or his/her designee on the **Space Request Form** at any time. The Space Committee Chair is empowered to make space assignments in response to emergency requests, but such assignments will be temporary and subject to permanent disposition during the next regular space allocation cycle.



Space Allocation Request Form

Date of request: _____ Date space needed by: _____

Space assignment to be made to: _____
(dept, agency, etc.)

For occupancy by: _____
(name of individual, club, organization)

Reason for request: _____

Space requests:

Bldg/Room Number(s):

_____ New _____ Additional _____ Move**

**If this is a move, please give present location(s): _____

Furniture needs:

1. List furniture needed for space: _____

2. Is this furniture being moved from present location? _____ (Y/N)
 - o If not, give present location of furniture: _____

3. Approximate quantity of boxes, etc. to be moved: _____

Other needs:

- Will telephone service be needed at this location? _____ If yes, once your Space request has been approved you will be responsible to complete the Telephone Request form online at Administration/Business Services/Telephone Information and Documents.
- Will a computer network hookup be needed? _____ If yes, once your Space request has been approved you will be responsible to contact the Technology Resource Center at extension 6111 or helpdesk@smsu.edu to request a computer hookup in the location.

Note: Please attach a completed Key Request to this form. If your Space request is approved the key request will be processed. Keys for any vacated space should be turned in to the Physical Plant office when new keys are picked up.

Signatures (please circle "approval" or "disapproval"):

Department Chair/Supervisor
Or Advisor Approval/Disapproval: _____ Date: _____

Area Dean/Vice President Approval/Disapproval: _____ Date: _____

STUDENT GROUPS & ORGANIZATIONS ONLY – Please note whether club or organization is officially recognized. Y or N

Assistant Director of Student Activities Review: _____ Date: _____