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Policy Officer	VP Finance + Administration
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6.3.1 FACILITY SPACE ALLOCATION PROCEDURES

ENABLING POLICY

6.3 Facility Space Allocation

PROCEDURES

In the spirit of cooperation, all areas should expedite their bookings and requests in order to allow other groups to reserve rooms for their requirements. Realizing that space is at a premium in the University, there may be conflicts and double requests for certain areas within the same area of priority. If a conflict cannot be resolved by the Dean/Director and Facilities, then the Vice President, Finance and Administration will be responsible for making the final decisions.

1. Full and Part Time Credit Programming

The VP Academic Office is ultimately responsible for coordinating assignment of all credit programming class space and must inform the Facilities Director upon completion of assignments. This should be done as quickly as possible to enable other areas to be assigned.

2. Continuing Studies

Continuing Studies will advise the Facilities Director of their space requirements for programming as soon as possible. This may be done at any time. The room bookings will be completed upon assignment of the credit programming space.

All other categories of requests for space shall be made through the Facilities Department.

Blocks of space allocated for a specific use are to be utilized efficiently. A space that is used infrequently may be reassigned by the Facilities Department in consultation with the administrative unit, to another approved University use in order to maximize its utilization. Consultation with regular users regarding the use of any space is required prior to the implementation of changes.

Student Union “sanctioned” groups are those who have the endorsement of the University Student Union. The Student Union assumes all responsibility for the conduct of the members of their committees and groups when booking rooms, and the Student Union Executive or designate is to apply for those room bookings on behalf of their groups.