# Policy

**University Policy FIN-05.01.02-06/14**

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| **Policy Title:** | Assignment and Utilization of Space |
| **Originator:** | Dr. Susan Stephenson, Vice President and CFO |
| **Responsible Office:** | Business, Finance, and Facilities |
| **Reason for Policy/Purpose:** | To articulate UWF policy and procedures concerning effective assignment and utilization of interior and exterior spaces. |

**Who Does this Govern and Who Needs to Know this Policy?**

All indoor and outdoor space owned or controlled by the University is considered University space and is subject to recommended use by the Space Utilization Committee, https://nautical.uwf.edu/org/dispOrg.cfm?OrgUnitID=SPACEUTIL, for a specified purpose by a designated University department/functional unit. The division, college/school, or department administrator is responsible for effective use of limited campus space. A space request must be completed and submitted for changes, including physical alternations, relocations, space capacities, room function, and accountability issues, using the Space Request Form located at http://uwf.edu/aeservices/internal/Project%20Request%20Form.pdf. Space assignment recommendations will be made only after consultation with all divisions, colleges/schools, departments, and other agencies known to be impacted by changes to the space. Space management is a function within the Department of Facilities Planning, Maintenance & Construction.

**Procedures and Change Justification:**

1. Procedures:

1.1 Each division Vice-President shall decide upon and is accountable for the utilization of space assigned within their division and may reassign use of space within their division.

A recommendation from the Space Utilization Committee is required if a reassignment involves a change in the type of activity (use) which alters the Space category and affects applicable building codes and/or liabilities of the University. A Space Request Form must be submitted to the Director of Facilities Planning, Maintenance, and Construction Department or designee ("University Space Manager").

1.2 Each division Vice-President shall prioritize space requests within his/her division if multiple departments are requesting the same space or if space is not available to accommodate multiple requests.

1.3 Grant and contract proposals requiring additional space, renovations, remodeling, and/or relocations must be approved by the Division Vice-President and the Vice-President for Business, Finance, and Facilities. A Space Request Form must be submitted to the Space Manager prior to grant submission.

1.4 The Space Utilization Committee shall make a recommendation to the President for review with the Vice Presidents in the event of multiple division requests for the same space or for space requested within another division's assigned area.

1.5 Recommended use of space as a result of changes in program/use, use of vacated space, and as a result of moves to new buildings, is the responsibility of the Space Utilization Committee.

1.6 Whenever possible, University departments shall be located within a single, general area. The division of individual department space will occur only when there are no other alternatives. Should a division of department space become necessary, it will be a top priority for the Space Utilization Committee to make future space allocations to ensure departments are located in one continuous area.

1.7 Departments must provide a Space Request Form to the Space Manager prior to filling a new (additional) position that will require additional space.

1.8 The assignment of shared office space for part-time employees and faculty (e.g. adjunct faculty, graduate students, part-time OPS and student workers, etc.) should be given strong consideration.

1.9 Office assignments for Emeritus Faculty will be based on availability of space. Office space assigned for Emeritus Faculty should be shared.

2.0 Departmental space changes must be reported to the Space Manager by the Department Chair or Manager, or their designee. Changes include, but are not limited to, staff relocation, vacated space, new employee, retiring employee, etc.

Space assignments are not permanent. However, efforts will be made to avoid reassignment of space unless it is the active desire of the occupants to be moved and/or change of space created by a program makes it impractical for reassignment.

The comprehensive source for procedures relating to the assignment, utilization, and renovation of space can be obtained from the Space Utilization Committee website https://nautical.uwf.edu/org/dispOrg.cfm?OrgUnitID=SPACEUTIL or by contacting the University Space Manager.

To submit a space request, please complete the Space Request Form online at:
http://uwf.edu/aeservices/internal/Space%20Request%20Form.pdf

**Authority and Related Documents**:

Florida Board of Governors Regulation 17.001 and University Regulation 6.002 for off-campus leased space.

**APPROVED:** Dr. Judith A. Bense, President **Date:** 6/30/14

**History:** Revision replaces and renumbers AA-01.01-05/01 June 2014; adopted May 2001.