



Institutional Space Management Framework

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Planning, Design & Construction

CONTENTS

BE WHAT THE WORLD NEEDS

INSTITUTIONAL SPACE MANAGEMENT FRAMEWORK	3
1. OVERVIEW AND PURPOSE.....	3
2. FRAMEWORK GOALS.....	3
3. FRAMEWORK ROLES.....	4
4. SPACE PLANNING PRINCIPLES	5
5. ALLOCATION OF SPACE.....	5
6. MANAGEMENT OF SPACE.....	6
7. REQUESTING ADDITIONAL SPACE OR A SPACE CHANGE.....	6
8. FEEDBACK INCORPORATED.....	7
SPACE CATEGORY BEST PRACTICES	8
BEST PRACTICES INCLUDED FROM	8
BOOKABLE SPACES.....	8
ASSIGNMENT OF BOOKABLE SPACES	8
OFFICE SPACE	9
RESEARCH SPACES.....	10
STORAGE SPACE.....	11
COMMON TERMS – APPENDIX A	13
UNIVERSITY OF SASKATCHEWAN SPACE ALLOCATION, PROCESS AND MANAGEMENT POLICIES.....	15

Institutional Space Management Framework

1. Overview and purpose

All university owned and leased space is recognized as an asset which is required for the university's ability to deliver its mandate and realize its vision. University space falls under the authority of the Strategic Capital Investment Committee (SCIC) whose role it is to direct the alignment of types and uses of space with institutional priorities.

Physical space is a finite resource that must be planned, allocated, scheduled and managed using a process to ensure optimal utilization is achieved. The costs of operating and maintaining physical spaces are significant, and there are limits to our budgets which support these spaces. Changing pedagogy, student expectations, research requirements, and growing programs all put demands on our space. In order to manage space effectively, up-to-date data and standards are required so that available spaces enhance academic learning and research success.

Planning, Design & Construction (PDC) has developed and implemented a data driven framework that supports the institution in making strategic space planning and allocation decisions. The framework includes principles and identifiable goals that support the most efficient use of resources and follows Council of Ontario Universities (COU) standards as minimum standards. Management of space is dynamic, and occupancy does not signify ownership. Allocated space is intended to support academic, research and administrative units to achieve strategic mandates. Space allocations will change as institutional strategic priorities evolve.

2. Framework Goals

Implementation of the framework seeks to achieve the following goals. These goals were derived from a review of best practices at other post-secondary educational institutions:

- Flexibility – develop space that is adaptable and multifunctional to more than one use and at non-traditional times
- Collaboration – develop space that encourages sharing to enhance learning across the institution
- Optimization – use building and space utilization data along with COU minimum standards to monitor and manage space for highest utilization and best functional use
- Indigenization -- Enact inclusive, respectful, and reciprocal processes with Indigenous Peoples, communities, and organizations to ensure that Indigenous perspectives are represented and realized in the pursuit of design excellence.
- Inclusion and Safety – prioritize inclusivity, mobility, and safety
- Functional Fit – use space for its intended purpose within capacity of existing infrastructure

- Life-Cycle Value – all investment implications and costs are taken into account including sustainability
- Enjoyment – aspire to improve quality and aesthetics of space for users
- Future Vision –alignment with USask strategic plans and campus master plan
- Transparency– provide written framework and timely response to space requests

3. Framework Roles

The Strategic Capital Investment Committee (SCIC) approves the framework, major space strategies, and space allocation decisions in line with the USask strategic plans. SCIC is chaired by the VP (Finance and Resources). Members include the Provost and VP (Academic); VP (Research) and VP (University Relations).

Planning, Design & Construction (PDC) is responsible for developing and implementing the framework to manage physical space on campus. PDC will manage space data using the AiM space database, provide analysis, perform space reviews, publish space reports and make recommendations to SCIC for approval.

Colleges and Units are responsible to articulate and prioritize space needs that align with both college and institutional strategic plans. Colleges and units will proactively manage allocated space and seek opportunities to optimize space, in addition to providing space data required for regular space reviews, analysis and reporting purposes.

Facilities Strategic Business Advisors (SBA) and/or College/Unit Designated Space Representatives understand the framework principles, goals and standards in order to support colleges in using allocated space effectively. SBAs can guide colleges on how to submit requests and assist the colleges with gathering information consistent with the framework goals. SBAs support decisions emerging from the process and assist the college in implementation.

Space Booking Office (Registrar) manages room scheduling and space booking practices to maximize the institutional benefits. The room scheduling office will recommend principles and procedures to SCIC for approval and subsequently implement.

Space Request Process will be used to manage, track, and evaluate requests for additional space and release of allocated space back to the institution. Requests involving change of use and/or proposed renovations may be subject to additional review processes including the Development Permit Process or the Capital Investment Framework.

4. Space Planning Principles

- All space allocation is subject to evaluation according to framework principles, goals, and the development permit process which includes an assessment of compatibility with the Campus Master Plan and infrastructure capacity.
- All bookable or scheduled space will be evaluated for utilization and actively managed by the registrar's scheduling office.
- Student, academic and research uses have priority over administrative, operational and all other uses.
- Direct student uses such as classroom, student experience and support spaces shall be given priority in core campus locations and located on lower floors of buildings.
- Space development proposals that promote collaborative opportunities and demonstrate multifunctional use will receive greater priority.
- The functional fit and infrastructure capacity shall be evaluated using the development permit process prior to a renovation being considered or estimate/quote obtained.
- Sharing of space between user groups is encouraged and is a priority to optimize utilization in all spaces.
- All space shall be monitored and actively managed using data, regular space reviews and minimum COU standards.
- Common spaces in strategic locations will be provided for the use of the entire campus community.
- Designated single purpose lounges will be reduced or eliminated in favor of campus community space.

5. Allocation of Space

Space will be allocated to colleges and units by SCIC and supported by the Space Management Framework. Space is allocated with the purpose of providing colleges and units with suitable space to carry out institutionally approved activities. This space allocation is not considered permanent and can be increased, reduced, or modified at any time to support academic and research strategic priorities as set by SCIC.

The college dean or unit head is responsible for assigning and managing its allocated space internally in compliance with the institutional space management principles and best practices and standards for various categories of space.

PDC will provide data and analysis, while Facilities SBAs will provide support as required. Space allocations shall support program delivery success over individual user preferences.

A request for additional space, a proposed change in use of space and proposed renovations to allocated space require submission of a Space Request Application.

Allocated space may not be reallocated, rented, or leased to other parties, either internal or external to USask, without the support of SCIC. All space rented or leased between USask and external parties requires agreements under the administration of PDC.

Colleges and units are required to work together with PDC to seek joint solutions for common space needs.

The published Council of Ontario Universities (COU) space standards will be used as a guideline for minimum utilization. USask will augment minimum utilization with a focus on shared usage of space.

It is recognized that certain existing building structures do not allow sufficient flexibility to feasibly optimize space allocations according to standards and will be addressed on a case-by-case basis.

Allocated space that is no longer required by a program for any reason shall be returned to the structural inventory managed by PDC; to be evaluated for future reallocation.

6. Management of Space

The official space inventory records and space data are maintained by PDC. A dashboard of space data is published annually. A space analysis by building, college or unit can be requested by a dean or unit head. PDC maintains a structural inventory of all unallocated space to ensure they are evaluated according to the framework goals and secured for future allocation.

Space will be reviewed regularly by PDC for utilization rates and optimization opportunities according to standards and best practices for specific space categories. Space reports will be reviewed regularly with deans and unit heads to identify opportunities that could assist in the active management of allocated space.

Space that is no longer required will be turned over to the structural inventory for future allocation. The turnover process will require a walk through with PDC, completion of all cleaning, removal of unusable furniture, equipment, and items (including disposal of files and chemicals), and repair of significant damage at the departing users expense.

7. Requesting Additional Space or a Space Change

- Requests for additional space resources, a change in the use of the space, or renovations must be submitted to PDC through a *Space Request Application* showing support by the appropriate dean or unit head.
- All space change requests will be assessed against the framework principles and goals.
- Available funding does not guarantee approval. All sources of funding must be identified in the request and must be sufficient to cover all costs including design, communications, signage, contingency, applicable taxes, and project management fees.

- When requesting additional space or a change in use through a space request, the academic or administrative unit is responsible for demonstrating that emerging space needs cannot be met from within the unit's current space allocation. The first step in requests for additional space is a space review by PDC.
- Additional space taken on or released by a college or admin unit will have impacts on the users overall TABBS allocation.

8. Feedback Incorporated

- This framework was presented to the following groups for review and feedback during the April to September 2021 period.
- Documented list...

Space Category Best Practices:

Best Practices included from:

The framework was developed from best practices used at other institutions including: Lehigh University, University of California, University of Regina, McMaster University, Educational Advisory Board, Tradline Inc. and the Council of Ontario Universities (COU).

Bookable Spaces

All bookable space available on a first come, first served basis. Non-academic space, after academic scheduling for a term is complete, and unassigned academic space, is available to book by internal and affiliated groups. All bookable space should be administered through 25Live for tracking and utilization purposes.

Bookable space is administered by the Space Booking Office of Registrarial Services and is defined by one of six categories.

- General classroom pool (GCP)space is assigned by Space Booking through the academic scheduling process then moved into open academic space if not assigned) e.g. Arts 143, HLTH 1150
 - ‘Priority Use’ space is a sub-set of GCP space
- Allocated restricted academic space e.g. wet laboratories
- Open academic bookable space e.g. non-utilized GCP space
- Open non-academic bookable space e.g. C280 (Green Room), Admin E36 meeting room
- Allocated non-academic bookable space e.g. Dept meeting rooms
- Allocated non-academic restricted space e.g. Dean’s Boardroom

Assignment of Bookable Spaces

The Space Booking Office is a unit within Registrarial Services and is responsible for:

- The assignment of GCP space (classrooms, seminar rooms, non-allocated lab space) for academic and exam purposes. This also includes courses, labs, tutorials, and other academic events outside of those spaces directly allocated to an administrative or academic unit
- The assignment of open academic and bookable non-academic space for special events (other than allocated non-academic space administered directly by the depts.). Registrarial Services reserves the right to assign any non-academic bookable space after consultation with the administering unit.
- Ensuring the compliance of individual academic and administrative units with space-use efficiency goals, including monitoring of ‘priority use’ criteria.

- Ensuring the compliance of individual academic and administrative units, faculty, staff, and student unions with the policies laid out in the present document.
- The assigning of space, including any space which has not been explicitly allocated to a unit. Explicit allocation would require the unit paying for that space through TABBS. Allocated space is approved by PDC.
- Registrarial Services has a duty to ensure that GCP space is used efficiently and reserves the right to change room assignments if enrolment goals have not been met to maximize efficiency.
- All requests for bookable space, apart from meeting spaces which may be administered by individual academic and administrative units, regardless of whether the event is to be held indoors or outdoors, should be directed to Registrarial Services. This will facilitate the proper direction of services and information regarding space use guidelines and matters related to liability and insurance requirements to be provided for the event.

Information on room capacities and space service fees are also available from the Space Booking Office. Excluded from the Space Booking Office's purview are athletic facilities and recreational spaces allocated to the College of Kinesiology, meeting rooms that are allocated to, and booking requests approved by, the various academic and administrative units across campus. The latter are managed and approved for use via the 25Live space scheduling software by administrative staff within the respective units.

See Appendix A for full Space Booking Policy

Office Space

Optimization of office and support spaces are vital in order to get the best possible value from our physical assets. Space will be provided based on the needs of the role, not the status or seniority of the individual. The following guidelines are to be used to assist colleges and administrative units to manage their allocated spaces and tools for mitigating space related issues.

- University employees are not entitled to more than one office per person. Faculty and staff with joint appointments with staff in multiple buildings are encouraged to use a shared touchdown space in their non-permanent location if available.
- Full Time Faculty/ Senior Administrator: Private Office – Due to the increased privacy demands for these roles, private space is recommended. This can be provided in many ways including private enclosed office space, or shared office spaces with access to a private meeting space. Privacy can also be addressed by administrative processes regarding physical information.
This category would include deans, vice-deans, directors, and alike roles.
- Managers/ Supervisors: Private Office – Due to the increased privacy demands for these roles, private space is recommended. This can be provided in many ways including

private enclosed office space, or shared office spaces with access to a private meeting space. Privacy can also be addressed by administrative processes regarding physical information.

This category would include faculty in management roles, managers, staff with supervisory/ HR responsibilities.

- Full Time Support and Administrative Staff: Enclosed offices, shared or open workspaces. Privacy concerns can be addressed by access to bookable enclosed meeting spaces is required where shared workspaces are being used.
This category would include lab managers, technical roles, support, and clerical staff.
- Remote, Non-full Time and Non-permanent Staff: shared or open workspaces. Privacy concerns can be addressed by access to bookable enclosed meeting spaces as required where shared workspaces are being used. This category would include adjunct faculty, visiting scholars, interns, sessional instructors, research assistants. Un-assigned workspaces can be a useful space solution for this category, where individuals can book an available desk while on site. Personal secure storage should be available for when staff are working onsite.
- Emeritus Faculty: shared or open workspaces. Privacy concerns can be addressed by access to bookable enclosed meeting spaces is required where shared workspaces are being used.
 - Any space provided for emeritus professors is at the discretion of the Dean or Department Head and should not adversely affect the quantity or quality of space available for faculty and key departmental activities. This space cannot be guaranteed to be available, should there be a space. shortage, deans will be asked to relocate emeritus for full time staff needs.
 - The University reserves the right to provide space to Professor Emeriti provided their work is directly associated with academic programs at the University and space in that area is currently available for the duration of the project.
- Graduate Students: shared or open workspaces.
 - Graduate students will not be guaranteed dedicated workspace, any space provided will be at the discretion of the dean.
 - Workspaces provided for graduate students should be consistent with the Remote, Non-full Time and Non-permanent Staff category.

Research Spaces

Optimization of research and research support spaces is extremely important to ensure university resources are being used to benefit the greatest number of research programs. The following guidelines are to be used to assist colleges and administrative units to manage their allocated spaces and tools for mitigating space related issues.

- Lab managers or lab space designate are responsible for the administration and utilization of lab space on behalf of Deans and department heads. If space is not being adequately used, it should be brought to the attention of the department head for collaborative/ reassignment opportunities.
- Labs should be designed to include shared equipment and storage rooms.
- Research space and offices are extremely valuable physical assets and must not be used for any other purpose other than the designed intent. They must not be filled with personal belongings, archives, waste, or obsolete storage. Equipment that is obsolete or no longer in use must be removed/ repurposed/ redistributed to other research programs in need to such equipment.
- Collaboration and space sharing in both lab and research support spaces is encouraged.
- Sharing of research spaces by multiple colleges and research groups when appropriate is encouraged to achieve maximum space utilization.
- Spaces that are used only part time must be able to accommodate other similar activities to fully optimize space utilization.
- If the space is no longer required by the college, it will be returned to inventory for reallocation by SCIC.

Should a new research program be established, or an existing program need to expand outside a departments current space allocation, a space request application should be made to PDC as soon as departmental approval has been made so space can be identified. Space will need to be identified for work scopes and estimates to be created for grant applications. The earlier PDC is involved increases the likelihood of suitable space being found.

Storage Space

Storage space can be broken into two categories: permanent and temporary.

Permanent Storage

The need for storage space is recognized for files and items required to support day to day functions within the college or admin unit. However, this space type must have a retention policy that:

- Provides an inventory of what is in the space.
- Designates an owner responsible for each item or the entire space.
- States a review schedule of when the items within will be looked at for relevance.
- Includes retention period that the items need to be kept for
- The policy should also dictate what steps are followed when files or items have reached the end of their retention period for how they are archived or disposed of.

Temporary Storage

The need for temporary storage space is recognized for items required to be stored in a short-term basis until they can be evaluated and reused elsewhere. This space type must have a terms of use that:

- Provides an inventory of what is in the space that will be reviewed by PDC prior to space being provided.
- Designates a primary contact responsible for the space.
- Designates the time length of the temporary assignment.
- Provides a list of all individuals that will have access to the space.
- Provides a description of the space condition, risks associated with using the space and how the space is to be accessed.
- All costs for keys, moving and any other upgrades to make the space usable are the responsibility of the user.
- The policy should also dictate what steps are followed when the term of the use has ended and how the space is turned back over to PDC.

Common Terms – Appendix A

- Allocated Space – Space represented in the official University of Saskatchewan database that has been assigned to an academic or administrative unit.
- As is – Space that is ready for its intended use, no changes required.
- Available Seats – The number of seats available in a room for occupant use. This is affected by the furniture used, room capacity and the room layout.
- Centrally Scheduled – Space that is allocated for common use will be scheduled by the registrar for teaching, learning, meeting, or gathering functions
- Classroom – Room primarily used for teaching purposes, which does not require special equipment of a kind that makes the room unsuitable for classroom instruction (i.e. laboratory benches) and rooms directly serving such facilities
- Furniture and Equipment – All furniture and equipment in currently allocated spaces is the responsibility of academic or administrative unit for supply and replacement. Centrally scheduled spaces are the responsibility of the classroom renewal program. Maintenance of all furniture can be requested through Facilities Operations & Maintenance. If a new building is required, all furniture, furnishings and equipment will be included in the project costs
- Generated Space – The amount of space required to accommodate a specific function based on formulas provided in the COU space standard
- Laboratory – Undergraduate – A room used for instruction of undergraduate students that requires special purpose equipment or is so arranged that use is restricted to a particular field of study; and rooms directly serving these facilities. Activities in these facilities would include student participation, experimentation, observation, or practice in a field of study
- Laboratory – Research (Graduate & Faculty) – A room used for laboratory applications, research or training in research methodology which requires special-purpose equipment for staff or graduate student experimentation or observation and preparation, service and other rooms directly serving these facilities
- New Building – if existing space is not able to meet existing program needs, a new construction project may be undertaken to provide additional space in the University inventory.
- Permanent – Any space that will be used for the term of 5 years or more
- Renovation – If existing space is not able to meet existing program needs, a renovation that may involve functional changes, removal of walls, changing of traffic flow and corridor systems may be undertaken to provide additional and better functioning space for end users.
- Reconfiguration – Typically a change in non-permanent, demountable walls or furniture to create a more functional layout to accommodate the needs of a unit.
- Room Capacity – the maximum number of people a space can hold by National Building Code

- Space Inventory – The comprehensive record of all University space
- Space Optimization – the measure of how well a space is being used. It can also suggest what would need to be done to create more usable, functional space within the allocated space of an academic unit or the overall university, to better meet the needs of the end users (vacancy, unused space, poor layout, and form does not fit function).
- Space Request Application – Method of requesting additional space or changes to existing space that will follow a predetermined process for analysis and approval.
- Space Standards – The University of Saskatchewan follows to the Council of Ontario Universities Inventory of Physical Facilities for generated space guidelines. This guideline may not adequately represent all the research-intensive programs that the University of Saskatchewan has, so this standard will serve as a guiding document to allocate and design space but not preclude legitimate space needs and program requirements.
- Space Utilization – rate of how a space is being used in relation to hours of time occupied vs hours available and the ratio of used seats vs available seats for each course section.
- Storage – Assignable, non-occupied space for storing items for a temporary or permanent timeframe
- Structural Inventory – Comprehensive list of all unoccupied space available for use at any one time
- TABBS – Transparent Activity-Based Budget System – A model developed at USask which informs the allocation of operation budget revenues and costs to responsibility centres.
- Temporary – Any space that is being used for a predetermined timeframe that will be vacated once that date is reached, typically less than 5 years.

University of Saskatchewan Space Allocation, Process and Management Policies

Issue Date: 15 October, 2020

Initiated By: Planning, Design & Construction (PDC) and Registrarial Services (Teaching, Learning, and Student Experience)

Purpose:

To support the teaching and research mission of the University of Saskatchewan by ensuring the efficient and effective management (planning, coordination, and scheduling) of all bookable space utilized by University programs and units.

The following glossary of terms is provided for matters related to this document:

25Live: The official scheduling software used to administer all bookable space on campus. The process and system owner is Registrarial Services (University Registrar's Office). 25Live is considered the official **system of record**.

Allocated Space: This is space specifically allocated to a unit by PDC.

Bookable Space: A space available on a first come, first served basis. Non-academic space and, after academic scheduling for a term is complete, unassigned academic space, is available to book by internal and affiliated groups. Space not defined as bookable, cannot be booked. All bookable space should be administered through 25Live.

General Classroom Pool (GCP): Communal space identified by PDC for academic purposes assigned by Space Booking. GCP space is not paid for directly by any unit and therefore there is no 'right of ownership' for any GCP spaces. Assignment of space is to be based upon maximization of use and efficiency, not historical use. All GCP space will be administered through 25Live.

Prime Time: Prime time is defined as 9:30am – 2:30pm Monday - Friday

Priority Use Space: GCP assigned by Registrarial Services to an academic unit, which allows that unit the 'right of first use.' After the academic unit has exercised their 'right of first use' to create a timetable for their class sections (with deadlines set by the Registrar), the remaining time slots are placed back into the general classroom pool. Criteria to obtain "priority use" is set by Registrarial Services each academic year. Priority Use Space is administered through Banner and officially assigned for use through 25Live by Space Booking.

Space Categorization: Bookable space is administered by Registrarial Services and is defined by one of six categories.

- General classroom pool space (assigned by Space Booking then moved into open academic space if not assigned through the academic scheduling process) e.g. Arts 143, HLTH 1150
 - ‘Priority Use’ space – a sub-set of GCP space
- Allocated restricted academic space e.g. wet laboratories
- Open academic bookable space e.g. non-utilized GCP space
- Open non-academic bookable space e.g. C280 (Green Room), Admin E36 meeting room
- Allocated non-academic bookable space e.g. Dept meeting rooms
- Allocated non-academic restricted space e.g. Dean’s Boardroom

*All other space categories are outlined in the Institutional Space Management Framework.

Special Event: Refers to any booking in 25Live that is not recorded in Banner. The booking may be academic or non-academic.

Sponsorship: An activity for which a university academic, administrative unit, or student union acts on behalf of the external/affiliated group to book space for an event on campus. The sponsor

- Must be knowledgeable about the proposed activity
- Must determine that the activity is compatible with the academic and/or community outreach initiatives of the University
- Is responsible for the client group and any costs associated with, or resulting from, the use of bookable space including ensuring liability coverage by the external group
- A sponsored unit cannot act as sponsor for another group

University activities: This term refers to functions generated within the University that relates to the University’s teaching, research, administrative, student programs, or academic sponsored events related to the mission of the university. Space requests are classified into 4 broad categories, each with their own guidelines, priority, and access to space.

- Academic – The assignment of general classroom pool or ‘priority use’ spaces to regularly scheduled academic classes
- Internal – Request for space by university faculty, staff, or student union for academic or community outreach purposes outside of regularly scheduled class time
- Affiliated – Requested by an individual or group (with internal university sponsorship) for activities not directly related to academic purposes. Ratified student groups are considered affiliated activities. Any revenue generating events (outside of tuition) is considered an affiliated activity.
- External – Organized by an individual or group not affiliated nor sponsored by the university (including for individual student use). Currently external requests are not allowed to book campus space unless sponsored by a University Department- see Sponsorship

Policy:

1.0 The Department of Planning, Design & Construction

See Institutional Space Management Framework

2.0 The Space Booking Office (Registrarial Services)

The Space Booking Office is a unit within Registrarial Services and is responsible for:

- 2.1** The assignment of GCP space (classrooms, seminar rooms, non-allocated lab space) for academic and exam purposes. This also includes courses, labs, tutorials, and other academic events outside of those spaces directly allocated to an administrative or academic unit
- 2.2** The assignment of open academic and bookable non-academic space for special events (other than allocated non-academic space administered directly by the depts.).
Registrarial Services reserves the right to assign any non-academic bookable space after consultation with the administering unit.
- 2.3** Ensuring the compliance of individual academic and administrative units with space-use efficiency goals, including monitoring of ‘priority use’ criteria.
- 2.4** Ensuring the compliance of individual academic and administrative units, faculty, staff, and student unions with the policies laid out in the present document
- 2.5** The assigning of space, including any space which has not been explicitly allocated to a unit. Explicit allocation would require the unit paying for that space through TABBS. Allocated space is approved by PDC.
- 2.6** Registrarial Services has a duty to ensure that GCP space is used efficiently and reserves the right to change room assignments if enrolment goals have not been met to maximize efficiency.
- 2.7** All requests for bookable space, apart from meeting spaces which may be administered by individual academic and administrative units, regardless of whether the event is to be held indoors or outdoors, should be directed to Registrarial Services. This will facilitate the proper direction of services and information regarding space use guidelines and matters related to liability and insurance requirements to be provided for the event.

Information on room capacities and space service fees are also available from the Space Booking Office. Excluded from the Space Booking Office’s purview are athletic facilities and recreational spaces allocated to the College of Kinesiology, meeting rooms that are allocated to, and booking requests approved by, the various academic and administrative units across campus. The latter are managed and approved for use via the 25Live space scheduling software by administrative staff within the respective units.

3.0 Renovations

All construction requests for the purposes of renovation, renewal, replacement, development, and interior design of allocated space shall be directed to PDC.

4.0 Disputes

Strategic Capital Investment Committee (SCIC) will arbitrate disputes arising from spaces being recommended for reassignments from one College to another by PDC. This includes disputes arising from the re-assignment of the classification of space (e.g. changing a space definition from an office to a meeting room)

- 4.1 Disputes over GCP space assignments must come from the college (Office of the Associate Dean or equivalent) to Registrarial Services to seek resolution.
- 4.2 The Registrar, in consultation with the college/dept will arbitrate disputes arising out of the assignment of space, outside of GCP assignments, for bookable space.
- 4.3 Disputes that are deemed by the Registrar to be unresolvable will go to an advisory committee constituted by the registrar for resolution.

5.0 Academic Scheduling

5.1 Definitions

- 5.1.1 **General classroom pool spaces:** These are communal academic spaces for which special considerations do not apply. All GCP spaces are centrally controlled for academic and special event scheduling by Registrarial Services and assigned through 25Live.
- 5.1.2 **Allocated academic space:** These are academic spaces within which specialized equipment resides, or where special concerns regarding, e.g. privacy, are at issue. These rooms may be departmentally-controlled if paid for through TABBS or given ‘priority use’ status for academic and special event scheduling purposes on a case-by-case agreement with Registrarial Services if usage criteria can be met.
- 5.1.3 **Laboratories:** These are specialized teaching and research areas and include wet, dry, and spaces housing multiple computer work-stations used for instruction. These rooms may be departmentally-controlled or given ‘priority use’ status for academic and special event scheduling purposes on a case-by-case agreement with Registrarial Services.
- 5.1.4 **Accommodations:** Registrarial Services will attempt to accommodate instructor/dept space in cases of temporary/permanent disability. Supporting documentation submitted by the dept head (or Dean in a non-departmentalized college) may be required.

5.2 Scheduling General Classroom Pool spaces: GCPs will not be available for non-academic activities until all academic classes are first scheduled. GCPs will not be held in reserve for possible conference use. Requests for exceptions to this policy should be addressed to the Vice Provost (Teaching and Learning) or Designate and Dean of the college in which the conference will take place. Space Booking will attempt to accommodate these requests after hearing that permission has been granted from both the Vice President and Dean of the appropriate college.

- 5.3 **Priority Use Space** Where ‘priority use’ status is granted by Registrarial Services, the academic unit will have the first opportunity to build academic classes into a particular space through Banner. After the completion of scheduling into ‘priority use’ spaces by the designated academic unit, control of the space will revert to Registrarial Services.
 - 5.3.1 Departments with priority use privileges may not block-schedule a space to prevent scheduling by other users. Should this practice become evident, Registrarial Services may revoke priority use status.
 - 5.3.2 Units that have not been assigned ‘priority use’ status for an academic space from the GCP and who attempt to build classes into GCP spaces will have their space requests removed.

- 5.4 Standard Time Blocks:** Course delivery pattern which complies with the regular structure as defined in the Nomenclature policy.
- 5.5 Banner:** Classes are to be built into Banner whereupon they will be assigned appropriate academic space using the 25Live optimizer. Class builders are not to use the 25Live space scheduling system in an attempt to hold preferred space for a class by booking classes as special events.
- 5.6 Academic space assignment period** No one shall adjust a class in Banner (times, dates, maximum enrolment) during the academic space assignment period without express approval by the Space Booking Office. This period will be communicated each year in the Year-At-A-Glance memo

6.0 Assigning Priority:

- 6.1 General Classroom Pool:** The Space Booking Office will assign, where possible, academic spaces in the following priority order:
 - 6.1.1** Academic classes that are built within the standard time blocks by the posted deadline will have scheduling priority
 - 6.1.2** Academic classes built using non-standard time blocks by the posted deadline. Units that choose to use non-standard time blocks may be restricted to scheduling outside of prime time.
 - 6.1.3** Mandatory Academic events that are not built in Banner but are a required for a particular program (clinical, rounds, performances)
 - 6.1.4** Academic classes that are built after the posted deadline

Note: Classes that are built incorrectly do not pull into the scheduling software and will not be assigned a space.

Registrarial Services may alter these priorities due to University strategic directions in consultation with the Registrar and stakeholders.

6.2 Assigning Priority (Non-Academic Spaces/Open Academic Spaces)

- 6.2.1** President's Office
- 6.2.2** Academic and administrative units for internal events; groups and functions authorized by a student union
- 6.2.3** Authorized conferences: Spaces will not be held in reserve for conferences during the academic year until after academic classes have been placed for the term during which that conference will be held. Requests for exceptions to this policy must be addressed by the Vice-President (Finance and Resources), and the Dean of the College sponsoring the conference.

7.0 Timetabling and Scheduling

As recommended by the Capital Planning Committee and approved by Council in 1981, guidelines used for the timetabling and scheduling of academic activities for Fall and Winter terms are summarized as follows:

- 7.1** Space Booking is responsible for scheduling into all GCP spaces. This excludes classrooms in St. Thomas More, theological Colleges, and the Royal University Hospital. The 'general classroom pool' represents all of the spaces that exist for the

general academic use of the University. Colleges/Departments do not own or control any space within the general classroom pool, but they may have been assigned ‘priority use’ for some spaces by Registrarial Services, provided that they are being used effectively in terms of time usage and seat utilization (>70% in both)

- 7.2** Room assignments are made on the basis of efficiency and need rather than historical arrangements. Space Booking assesses the demand for space, comparing it to space utilization when planning room assignments and reserves the right to reassign space to create greater space efficiencies. Back to Back classes are not guaranteed to be in the same building and Multiterm classes are not guaranteed to be in the same location for both terms.
- 7.3** All colleges and departments (in consultation with their colleges) will establish their own timetables and then submit the timetables through Banner. Information on deadlines for having completed all class data entry (ex. assigned instructors) into Banner is available from Registrarial Services and can be found in the annual Year-at-a-Glance memo published by The University Registrar’s Office. Classes are not guaranteed a space in the requested timeslot.
- 7.4** Colleges and their depts should begin discussions of an appropriate Fall/Winter timetable in Jan/Feb each year before the class build cycle begins in March. The college is responsible for ensuring that no greater than 60% of all their classes requiring GCP spaces are offered in prime time. Colleges have the authority to set their own internal policies and processes to achieve this goal. See appendix C
- 7.5** Colleges and departments are encouraged to follow the standard class scheduling pattern in order to maximize the effective and efficient use of space. Refer to instructional periods in Nomenclature. Note: there are exceptions due to pedagogical reasons which make the efficient use of space more difficult (eg. a longer consecutive teaching block is required). Such exceptions should be discussed with the registrar or these classes will be placed in the scheduling order outlined in 6.1.2.
- 7.6** Registrarial Services can grant an academic unit ‘priority use’ of a GCP space based upon need and a unit utilization rate exceeding 70% for both seat occupancy and time usage. See appendix C
- 7.7** Colleges and depts. will not attach specific rooms to a class in Banner before academic scheduling is complete unless they have been specifically allocated that space by PDC e.g. laboratory space, or unless they have been granted ‘priority use’ of that space by the Space Booking office.
- 7.8** In the event that some classes cannot be assigned a room due to a lack of space within that requested time slot, Space Booking will consult with the academic college to change the class time, the maximum expected enrolment to fit available space or both.
- 7.9** Each room should have 10 minutes between each assigned classroom. The first 5 minutes after a class is used by the preceding class to vacate the space. The second 5 minutes is to be used by the succeeding class to seat the students before the lecture begins.
- 7.10** Prior to the assignment of space for any given term, Registrarial Services will compare historical enrolment (if applicable) to expected enrolment for all classes. If there is a misalignment between historical and expected enrolment, Registrarial Services, after consultation with the department and/or college, can adjust the expected enrolment to a

level commensurate with historical enrolments. This is in order to prevent classes being assigned rooms that are larger than necessary for their actual enrolment.

7.11 In consultation with the Colleges, classes with zero enrolments should be cancelled by August 15 for term 1 (Fall) and December 1 for term 2 (Winter). When the dates occur on a Saturday or Sunday, the deadline automatically becomes the following Monday. Registrarial services has the right to remove a space from a class with zero enrolment to place classes with actual enrolments at any point during the scheduling cycle.

7.12 If a class is required for a term, and may be available for registration at a future date, a status of N 'Not Yet Available' should be attached.

8.0 Examinations

All University facilities, including gymnasias, suitable for examinations will be assigned for examination use by the University Registrar's Office. Colleges and departments will be consulted for the requested use of all other laboratory, allocated or other non-academic spaces that may be needed for examination purposes.

8.1 Any costs incurred by units other than the University Registrar's Office for exam set up or take down will be paid for by those units.

8.2 The University Registrar's Office has first use and control of exam spaces.

8.3 Spaces, including gymnasias, are to be set up during regular working hours for the University Registrar's Office. If a requested use of space interferes with exams, including set up and take down, that unit will be responsible for any additional costs.

9.0 Service Fees for Special Events:

University space can be booked by internal, affiliated, and external sponsored groups

9.1 Internal Groups are academic and administrative units, requesting space for academic purposes, with an active CFOAPAL. Space can be booked by these units without charge for non-revenue generating events through 25Live. All revenue generating events including continuing education and professional development will be assessed rate A. (See appendix A)

9.2 Affiliated Groups are groups (or individuals) associated with the University (e.g. faculty and/or staff) who are booking space on campus for events that fall outside of normal operations associated with their positions at the University. Space can be booked by faculty members who are members of boards or colleges outside the University (e.g. The College of Physicians and Surgeons of Saskatchewan) on an affiliated basis.

9.2.1 In those cases where affiliated groups are booking space for a non-revenue-generating event, rate A will be applied (see appendix A)

9.2.2 In those cases where affiliated groups are booking space for a revenue-generating event, rate B will be applied (see appendix A)

9.3 External Sponsored Groups: These are groups (or individuals) who have no association with an academic or administrative unit at the University of Saskatchewan. Rate B will be assessed for these events.

9.3.1 External groups require the sponsorship of an academic or administrative unit in order to book space on campus. Sponsorship ensures that there is an academic or administrative unit that can assume accountability for the conduct of the speaker

(or group) and the substance of the event. The academic or administrative unit assumes responsibility for ensuring that the event proposed by the external group meets the academic or community outreach goals of the university, and is in line with the University's values, including:

- Collegiality
- Fairness and equitable treatment
- Inclusiveness
- Integrity, honesty, and ethical behavior
- Respect

Space for external speakers/groups will be booked directly to the sponsoring academic or administrative unit, and not to the sponsored speaker/group.

The sponsoring unit is similarly responsible for any damages or incidental costs associated with the event.

9.4 Conferences: These events hosted on campus will be charged the rates listed for affiliated groups. USSU/GSA sponsored conferences will be charged half the affiliated service fee rate.

9.5 Affiliated, External Sponsored groups and conferences require 50% non-refundable deposit due at the time of booking. Proper liability insurance must be provided to the space booking office 10 days prior to the use of the space.

10.0 Limitations

10.1 The university will not be held in any way liable for any personal or property damages that result from a function utilizing University facilities;

10.2 Authorization to use the University's facilities does not carry with it the authorization to use the University's name or logo in advertising;

10.3 By requesting space, the requesting unit or sponsor agrees to abide by the terms of all university policies.

11.0 Weddings

Requests for the use of facilities and outdoor spaces for wedding ceremonies are to be made to Space Booking. The priority scheduling of University facilities is for academic purposes; therefore, the availability of their use for wedding activities is limited. Requests for the use of University space will not be accepted more than twelve months prior to the date of the event. The scheduled event will be accommodated during the operating hours of the building and will be subject to a service fee (see section 9.0). As each request may be quite different, the following is a check list of items that should be considered when requesting University facilities: rehearsal time, set-up and take down of furniture, reserved parking and signs, sound system, custodial and catering services. Some items may incur additional costs.

11.1 The Space Booking Office will provide information and contact persons relating to these matters as there may be costs involved, depending on the services required. Confetti or similar type of material, candles are not permitted at the wedding function. All decorations must be free standing. All fire exit locations and public corridors must remain accessible during the wedding ceremony.

12.0 Filming

University Communications gives approval for the filming by film companies at the University of Saskatchewan. The Space Booking Office is then notified by Communications to make the necessary arrangements for the use of University facilities according to the 'conditions for filming/videotaping/photographing'. A minimum of five working days is required as well as a certificate of liability insurance (see section 18.0) and a 50% service fee deposit before the event is actually scheduled. Additional costs for services such as electrical, grounds and parking, as determined by Facilities and Parking, will also be recovered from the film company.

13.0 Political Events

University space is not bookable for partisan political events during an election period.

14.0 Athletic facilities

Use of both indoor and outdoor athletic facilities allocated to and administered by the College of Kinesiology are to be arranged through that college's Facilities and Rental's Office (See appendix B).

15.0 Grounds

The types of use and services required to accommodate events on University grounds are approved and coordinated by the Grounds Department in Facilities. The Space Booking Office, in consultation with Grounds, assigns the use of University grounds, with the exception of athletic areas (see Athletic Facilities – section 16).

16.0 Liability Insurance Requirements

The use of University Space by affiliated and sponsored groups require a certificate of insurance or copy of insurance policy showing that the organization has comprehensive general liability insurance covering bodily injury and property damage in an amount of \$2,000,000 per occurrence. The policy must include broad form tenant's legal liability in an amount satisfactory to the office of Risk Management and Insurance. The certificate or policy must name the University of Saskatchewan as an 'additional named insured' (with respect to operations of the insured only).

17.0 Opening & Closing of Buildings

Custodial staff are responsible for the opening and closing of buildings when staff members are on duty. When not on duty and buildings are required to be opened and closed, this becomes the responsibility of Protective Services. The custodial manager will provide Protective Services with a schedule outlining when and where custodians are available. There may be a cost associated with providing access during non-operating hours.

18.0 Furnishings

Rooms are normally booked on an 'as-is' basis. Charges for special furnishings or services will be the responsibility of the client group. Additional items such as electrical, facility set up, AV services, etc. are to be made to the appropriate group on campus and in advance of

the actual event between the client and the university service provider. There may be a cost associated with a request for additional services.

19.0 Coverage by University Staff

The University provides sufficient custodial and security staff to cover its interests for all activities occurring during, or after operating hours. Security staff do not police functions under normal circumstances, but are there to take action, if necessary. An additional charge may be levied against the sponsor whenever damages or unusual wear and tear result from the activity, set up and take down or remove furnishings, to clean the facility, to perform other tasks required by University staff and to hire outside security services if required.

20.0 Multimedia Equipment & Services

Classroom and similar type spaces included within the “general classroom pool,” and administered by Space Booking may be provided with media & technology equipment. The Department of Information and Communications Technology is responsible for coordinating the funding necessary for the purchase and maintenance of this equipment as well as the planning of the equipment needs required for new and renovated facilities.

21.0 Food

Culinary Services should be contacted for arrangements regarding food. Functions at which food is sold, offered for sale, or displayed may be considered itinerant eating establishments and are subject to the Government of Saskatchewan Food Safety Regulations. Special events requesting food and drink will be required to use a food approved space as outlined by the Space Booking Office.

22.0 Serving of Alcoholic Beverages

Use of alcoholic beverages is limited to specific locations on campus. Liquor functions are required to hire one of the campus food providers to serve/provide alcohol at a function which they have booked on campus.

22.1 USSU Associate Vice-President (Student Affairs and Services authorizes student liquor functions.

22.2 Registrarial Services, is responsible for booking all alcohol approved spaces as outline by the Board of Governors in partnership with Consumer Services.

Appendix A – Service Fees for Special Events

	Academic Use	Internal	Affiliated	External
Non-Revenue Generating	-	-	Rate A	Rate B
Revenue Generating	-	Rate A	Rate B	Rate C

Note: External requests are currently not allowed to book space at the University of Saskatchewan without sponsorship. If sponsorship is obtained, they are classified as Affiliated.

Room Capacities	Rate A (4hr/8hr)	Rate B (4hr/8hr)	Rate C (4hr/8hr)
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1-50	\$25/\$40	\$50/\$80	\$100/\$160
51-100	\$50/\$80	\$100/\$160	\$150/\$240
101-200	\$100/\$160	\$150/\$240	\$250/\$400
201+	\$150/\$240	\$250/\$400	\$350/\$600
Outdoor Space (up to)	\$100/\$160	\$150/\$240	\$250/\$400

Appendix B – Contact Information

Kinesiology Facilities and Rental Office	https://rec.usask.ca/facilities/rentals.php
Space Booking	https://conferences.usask.ca/room-booking.php
Dept of Planning, Design & Construction	- Trisha.ottenbreit@usask.ca
Associate Registrar	Jason.Doell@usask.ca
Facilities Triage	facilities.support@usask.ca
Culinary Services	https://culinaryservices.usask.ca/index.php
ICT Requests	https://jira.usask.ca/servicedesk/customer/portal/2/create/106

Appendix C

Time slots used to calculate ‘priority use’ usage

Monday (9)	Tuesday (6)	Wednesday (9)	Thursday (6)	Friday (9)	Saturday (2)
8:30	8:30	8:30	8:30	8:30	8:30
9:30	10:00	9:30	10:00	9:30	1:00
10:30	11:30	10:30	11:30	10:30	
11:30	1:00	11:30	1:00	11:30	
12:30	2:30	12:30	2:30	12:30	
1:30	4:00	1:30	4:00	1:30	
2:30		2:30		2:30	
3:30		3:30		3:30	
4:30		4:30		4:30	

To meet ‘priority use’ criteria, 29 of these 41 (>70%) time slots need to be filled with academic activity (lectures, seminars, etc.). Seat usage should also be >70% in each of the time slots to be counted towards time slot usage.

Appendix D - Time Slots used in the calculation of prime time usage

Monday or Wednesday or Friday (9)	Tuesday or Thursday (6)
8:30	8:30
9:30	10:00
10:30	11:30
11:30	1:00
12:30	2:30
1:30	4:00
2:30	
3:30	
4:30	

Taking a space, even once a week in a prime time slot, counts towards a unit's use of prime time. A unit should have <60% of all of its offerings within prime time hours in GCP spaces.



