

Example 1
Normandale Community College
Facilities Guiding Principles

Purpose: The use of college facilities and space should further the mission, purpose and goals of the college. This policy serves as a guide for such use.

Part 1: Guiding Principles - Classrooms

Subpart A: No individual or group owns space on campus. Access to spaces with specialized equipment may require permission from a designated person.

Subpart B: Credit classes have highest priority in scheduling classrooms. Noncredit classes have the next highest priority.

Subpart C: Classrooms will be scheduled to optimize their use.

Part 2: Guiding Principles - Other Facilities

Subpart A: Facilities that are funded through student fees exist primarily to support the student life program of the college but also to meet the college's interest in fostering a healthy sense of community.

Subpart B: Organized student activities have the highest priority for scheduling student fee-funded facilities. Other campus functions have the next highest priority following by use by outside groups.

Part 3: Space Utilization

Subpart A: To assure an orderly and thoughtful method through which space is allocated, the college will establish a process for evaluating space needs, prioritizing needs in alignment with the goals of the college, and endeavoring to meet those needs in a fiscally responsible manner.

Subpart B: Space planning will involve consultation and input from the college community.

Source: <http://www.normandale.edu/directory/policy-and-procedures/68-space-management>

Example 2

Portland State University Space Allocation Principles

Space Allocation Committee Charge and Principles: The six (6) member Space Allocation Committee (SAC) is a standing sub-committee to the Campus Advisory Committee. The SAC is charged with the efficient and equitable allocation and use of space on the Portland State University campus.

The SAC recognizes the need for guiding principles to inform fulfilling the duties with which it has been charged. Through careful analysis, collaboration and good decision making the SAC seeks to allocate space in a manner that:

- Promotes the academic and research missions of the University through rigorous analysis of existing space and by creating new space that is flexible and adaptable to account for evolving pedagogy
- Improves the student, faculty and staff experience at the University through good space design
- Promotes efficient use of University space through the consistent and equitable application of University standards
- Seeks to consolidate units in single locations and creates the appropriate adjacencies of uses that best implements the long term vision of the University and its colleges, schools and departments
- Promotes fiscal responsibility and University sustainability by considering the short and long-term costs attributed to space
- Promotes fiscal responsibility and University sustainability through the reuse of existing spaces and efficient and flexible design of new spaces
- Seeks to locate departments in the best possible location in the least moves possible
- Promotes efficiency through departmental control of internal space assignment when the function of the space does not change
- Advocates for retaining and enhancing general pool classrooms and other shared University space

Source: https://www.pdx.edu/planning-sustainability/sites/www.pdx.edu.planning-sustainability/files/SAC%20Policies%20and%20Procedures%2006_2014.pdf

Example 3
San Jose State University
Facilities Guiding Principles

Space Management and Allocation Policy

Overview: Space is a central resource to the campus. The allocation of space is conducted in a consistent manner designed to optimize the use of this resource and to advance the mission and strategic priorities of the campus.

Space management at SJSU is driven by the following principles:

- Space is a University resource. The physical facilities of the University, including General Fund and non-General Fund facilities, are an enormous asset crucial to the operations of the campus. The number, type, and condition of University facilities help shape all aspects of campus programs and activities.
- Space is a University property that is allocated in a manner that best advances University priorities. No unit, department, or division "owns" the space that has been allocated to it. University space resources should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
- Space is allocated and can be reassigned. The University values flexibility and recognizes changing curricula, programs, and technologies. Accordingly, space assignments will change to achieve optimal utilization and respond to current and emerging needs.
- University space needs are evaluated in the context of traditional quantitative and functional considerations. Space standards will be used to gauge space needs. For example, course enrollments, contact hours, staffing levels, etc. are some of the factors used in space need assessments. General space standards exist for various types of space.
- Responsibility for assignment and reassignment of space will generally follow divisional, college and departmental organizational hierarchies. While any and all space assignments are subject to change based on the authority of the President, the ability to assign and reassign space is delegated to the Provost, Vice Presidents, and the Director of Athletics for their respective colleges, departments and programs. This authority, which is contingent on compliance with applicable space guidelines and standards, provides flexibility to the Deans and Administrative Heads to address the space needs of their respective units.
- Oversight for development and implementation of space management policies is the joint responsibility of the Space Advisory Committee and Facilities Development & Operations' operational unit, Planning, Design and Construction.

Source: <http://www.sjsu.edu/fdo/departments/pdc/whatwedo/space/policy/>

Example 4
Stanford University
Space Management and Planning Guiding Principles

Space Management and Planning

Overview: Space Management and Planning (SMP) supports the evaluation and allocation of space on campus while planning for long term space needs.

What We Do

Planning

- Integrate space planning with campus-wide planning objectives
- Plan for the long-term space management and planning needs of the university
- Identify options for space efficiency to meet central and academic program priorities
- Manage space guidelines

Processes and Services

- Evaluate space requests and review with the Provost
- Facilitate space planning programming efforts prior to project development
- Perform space feasibility and fit studies
- Manage space guidelines and assist in their application

University Space Guidelines

The guidelines are applied whenever possible in a university-wide effort to support the following goals:

- **Equity** – ensuring that space is allocated, renovated and built in an equitable manner across campus;
- **Consistency** – ensuring that we use consistent practices in allocating, renovating and building space;
- **Efficiency** – ensuring that we utilize the space we have as well as we can, and that we plan for the future in the most efficient ways possible;
- **Flexibility** – ensuring that we plan our space needs flexibly in order to meet current needs, to anticipate future needs, and to ensure our ability to modify spaces in the future.
- **Sustainability** – It is often said that “the most sustainable building is the one that is never built”. A major goal of the guidelines is to ensure that we build only the space that we need.

Source: http://lbre.stanford.edu/architect/space_management