



Space Management and Use Policy

Area:	Division of Facilities Services	Number:	
Applies to:	All University Faculty, Staff, and Students	Issued:	October 1, 2018
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I. Purpose

- A. To guide space allocation decisions and to ensure the most efficient use of available space.
- B. To identify and manage space surpluses and deficits.
- C. To maintain accurate space data as required by the University System of Georgia Board of Regents.
- D. To guide modifications of existing space.

II. Policy Statement

Georgia Southern University must effectively allocate and utilize its facilities in order to meet campus wide priorities and ensure availability of appropriate space to enhance the education of its students, in and out of the classroom.

Facilities are a University resource – they are designated as state property and intended to support continuing programs of instruction and service to all enrolled students, faculty and staff.

Georgia Southern University and the Board of Regents are the designated “owners” of all university facilities, to include buildings, associated grounds, infrastructure, and parking lots. Facilities are not “owned” by individual divisions, departments or colleges.

Six primary administrative divisions are assigned campus space: (a) Office of the President; (b) Office of the Provost and Vice President for Academic Affairs; (c) Vice President for Finance and Operations; (d) Vice President for Student Affairs; (e) Vice President for University Advancement; and (f) Information Technology Services. These six units are provided delegated responsibility to ensure that all allocated space is being utilized efficiently and in a fashion consistent with the intent and/or program associated with the original allocation. Further, these units will assume responsibility for providing accurate periodic space reporting data, including assignment verification and room use and activity. Units and sub-units will designate staff responsible for space usage reporting. In conjunction with the Division of Facilities Services, each primary unit will be expected to conduct an audit and usage verification of all allocated space on an annual basis.

As a general rule, campus facilities and associated spaces funded by auxiliary sources – most notably student fees – shall be given usage priority by those designated funding sources and constituencies.

All space on campus may be used only for approved academic, athletic, administrative, or student related activities, or for university approved special events.

Facility usage and space planning assumes a flexible allocation of space with the ability to increase or decrease resources as needs change.

The Division of Facilities Services is the administrative unit responsible for the on-going planning and management of all campus space.

All room scheduling for academic classes is to be done by the Registrar. All room scheduling for non-academic classes shall be done through 25Live.

III. Exclusions

None.

IV. Procedures

Facilities Planning Committee

A Facilities Planning Committee (FPC) shall be established to review and make recommendations regarding requests that involve major re-assignments or functional changes in space on campus. The duties of the FPC include:

- Reviewing requests for assignment and re-assignment of physical space on campus.
- Reviewing requests for functional changes to space on campus.
- Periodically reviewing overall facility utilization to ensure maximum utilization rates.

Developing and managing specific procedures regarding scheduling, assignment, and utilization of instructional space.

The FPC at all times will consist of:

- Associate Vice President for Facilities (Chair)
- Provost and Vice President for Academic Affairs (or designee)
- Vice President for Business and Finance (or designee)
- Vice President for Student Affairs (or designee)
- Vice President for University Advancement and External Affairs (or designee)
- Vice President for Armstrong and Liberty Campus Operations (or designee)
- Vice President for Enrollment Management (or designee)

The FPC will meet quarterly to review all space requests. Meetings will be held once each February, May, August, and November. Additional meetings may be called by the Chair of the FPC as needed. Final recommendations from the FPC will be sent to President's Cabinet for official University approval.

Requests for space must be made at least three months in advance of the need. Requests requiring renovation of space will require a longer lead time.

Requests are to be submitted by the Director of the program/area making the request, and written authorization from that Director's Vice President or Dean is required for FPC review. Incomplete requests will be sent back for correction prior to review by the FPC.

The FPC will evaluate all requests, including an audit of currently assigned space to verify that space cannot be identified within the existing assignment. Final recommendations will be submitted to the President's Cabinet for approval.

Specific criteria to be considered will include:

- Safety and health requirements.
- Is the request consistent with the Strategic Plan?
- Does the request follow the University's Master Plan?
- Core space needs for programs.
- Functionality/utility/efficiency of space.
- Adjacency or unity of program.
- Accessibility of space.
- Funding availability.
- Urgency of need.

University Space Allocation Guiding Principles

The following guiding principles will be used in conjunction with the space allocation process:

- A. All space requests will be reviewed on a highest and best use basis and will support the overall educational mission and strategic priorities of the University's academic and research programs and support services as established by the President, and contained within University strategic and master plans.
- B. Every effort will be made to allocate University space equitably.
- C. Space allocations are made to administrative and academic units, not specific individuals.
- D. As a general operating practice, a unit does not have to submit a space allocation request in cases where new employees are being assigned to the same space(s) as their predecessors.
- E. Repurposing of instructional space for non-instructional use (i.e., converting a classroom to office space) is discouraged and generally should occur on a last-option only basis.
- F. All requests for space allocation, reallocation, or change of use must be made in writing to the FPC using forms and procedures as presented on the Division of Facilities Services web site.
- G. Activities conducted by the FPC will be transparent. Meeting minutes and status of all requests will be available for review.
- H. Whenever possible, programmatically similar or supporting units should be located in a proximate or contiguous fashion so as to optimize shared resources and synergies. Similarly, proximity of a unit head to her/his supervised staff should be attained whenever possible.
- I. Space allocation requests are evaluated, in part, on the basis of the usage patterns and efficiencies of existing space assignments. Space scheduling practices, along with general space usage patterns, will be reviewed periodically by the Division of Facilities Services and the FPC.
- J. Whenever possible, space allocations should meet functional design requirements with the

- goal of minimizing renovations, alterations and associated expenditures.
- K. Whenever entire buildings or sections of buildings are vacated, studies should be conducted on said space to determine reuse capacity, alteration/retrofit costs, and possible best uses.
 - L. Whenever entire buildings or sections of buildings are vacated, the FPC will articulate methods by which reuse plans for said space can be proposed, reviewed, and allocated. Corresponding FPC-generated space allocation, assignment, and repurposing recommendations may include endorsements for resource allocation necessary to conduct associated modifications and renovations to said space.
 - M. Whenever possible and as a means to maximize usage efficiencies, common use spaces (e.g. conference rooms, meeting rooms, shops, storage areas) should be shared among departments, especially in areas where units are proximate in their primary space assignments. Similarly, common use space allocated and scheduled by a unit should be made available to other units when not in use.
 - N. Space that is specifically allocated to a unit on a time-limited basis shall be vacated and returned to the University as unassigned space at the end of any such term. Extensions on time-limited space assignments may be made in advance through the FPC.
 - O. As a general rule, individual faculty members and administrators will not be assigned more than one private office unless as required by multiple unit supervisory responsibilities or in conjunction with remote field operations.

Alteration and Renovation of Space

For the purposes of this Policy, “alteration” is defined as any request for aesthetic enhancement and includes, but is not limited to:

- A. Fabrication, modification, removal or installation of hardware and equipment.
- B. Addition, removal, or movement of signs.
- C. Changes to finishes or flooring materials.
- D. Addition of data drops and electrical outs.
- E. Addition or deletion of lighting, whiteboards, smartboards, monitors.
- F. Painting of interior spaces.

Requests for space alterations that do no change the use of the space are not required to be submitted to the FPC and are to be made to the Department of Facilities Planning, Design and Construction via the Facilities Project Request form (FPR). The requesting department will be responsible for all costs associated with the alteration.

For purposes of this Policy, “renovation” is defined as any work that is required to restore, upgrade, or otherwise improve the condition or functionality of facilities. This includes, but is not limited to:

- A. Moving, adding, or deleting walls or doors.
- B. Changing, modifying, or upgrading lighting.
- C. Changing any use of space.
- D. Painting, wrapping, or otherwise changing the outside appearance of a building or vehicles.
- E. Addition of equipment for research or laboratory purposes.
- F. Addition of equipment, outdoor furniture, etc. to any exterior space.

Any physical space renovation will be designed and constructed under the direction of the Department of Facilities Planning, Design and Construction to ensure life safety code compliance and adherence to University’s Design Standards and the Board of Regents Building

Construction Standards. Requests for renovations are to be made to the Department of Facilities, Planning, Design and Construction via the Facilities Project Request form (FPR). An approved space request from the Facilities Planning Committee (FPC) must accompany the FPR at the time of submission. The requesting department will be responsible for all costs for design and construction.

The Department of Facilities Planning, Design and Construction is available to help departments:

- Assess their current space utilization, and consider improvements to layout or space assignment.
- Figure out whether a potential space will fit the department's needs.
- Identify strategies for sequencing space moves.
- Quantify potential costs of alterations, renovations, etc.

Campus Space/Facility Inventory

The space inventory is the official record of space assignments for the University. The inventory is maintained and updated by the Division of Facilities Services. Periodic audits of space will occur to ensure accuracy of the inventory.

It is the responsibility of the University's Space Manager to ensure that any changes in physical space are properly recorded in the appropriate University facilities management systems.

It is imperative that the use of all space for instructional purposes be recorded in the BANNER system, to ensure proper space utilization reporting to the Board of Regents.

Space Types and Assignment

General Space

General space is defined as indoor and outdoor space not assigned for class instruction, lab instruction, athletic use or occupancy by an employee. Such general space types include, but are not limited to conference rooms, ballrooms, dining areas, green space, patios, and copy rooms.

Several types of general space are typically made available for reservation for short term use and University approved events. Use of general space is governed by the University's 25Live Event Reservation system. No other event registration system is approved for use on campus.

Instructional Space

Instructional space is defined as any space whose primary function is to educate enrolled students. This includes classrooms, seminar rooms, and laboratories. Instructional space may be used for non-academic events through scheduling in 25Live, but instructional functions have priority use.

The scheduling of instructional space for academic use is coordinated through the Registrar's Office. The scheduling of instructional space follows prescribed practices to include:

- Disability accommodations.
- Pedagogical requirements (this usually applies to labs and gyms).
- Course cap (e.g., a class whose maximum occupancy is 25 shall not be assigned to a room with a maximum occupancy of more than 30 unless no other appropriate rooms are available at the needed time and location).
- Proximity to the teaching faculty's assigned program area.

- Technology needs.

Specialized instructional rooms and labs, when these are suitable for use by other courses, may be made available as instructional space when not in use by another college or program, provided such usage does not present an undue logistical burden on the department that regularly uses the specialized space.

Changes to instructional space assignments will take place in the event there is a request from the Student Accessibility Resource Center (SARC) to better accommodate students with disabilities, or if enrollment in a course is far below classroom capacity and that space is needed to accommodate a larger class.

Additional sections or courses that have requested a change in time or day will be assigned to available instructional space only and will not invoke a change to current assignments of other courses, except in cases where the change is needed to resolve a scheduling conflict. In cases where instructional space is not available, the request for change will be denied.

In all cases where instructional space assignments are changed after the initial assignment and after student schedules are made available, the requesting department is responsible for notification to the students.

The Provost has authority over all practices pertaining to the scheduling of academic classes, to include peak time scheduling and distribution of class times to enhance space utilization.

Office Space

The University recognizes the need for suitable office space for faculty and staff.

To the extent that space is available, all full time faculty will be assigned private offices. Part time and temporary faculty may be assigned private offices, shared offices, or hoteling space depending on availability.

Staff, whether full time or part time, will be provided space based on their duties and program area arrangement. Space provided can be in the form of private offices, cubicles, shared office space, or hoteling areas.

Private office sizes shall be:

- 120sf-150sf for Directors, Deans, and above.
- 100sf-120sf for all other private offices.

Existing building layouts may necessitate deviation from the above sizes. However, the above office sizes are the standard for all new construction and renovation.

Office space may be made available to Faculty Emeriti or retired staff at the discretion of the Vice President of Finance and Operations and the President, and reported to the Division of Facilities Services and the FPC for tracking purposes. This space is subject to availability and is also subject to recall if only minimal or sporadic use is made of the office, or if space needs for current faculty and staff require the use of the space.

Laboratory and Research Space

It is the goal of the university that any faculty member engaged in research will have access to

appropriate space for conducting the research. Determination of any new space allocation shall be approved by the Provost and the Facility Planning Committee. Any required renovation of the necessary space must be funded by the faculty member's department.

Faculty and Staff - in collaboration with the appropriate Department Head, Dean, or Vice President - applying for grants that require specific functional space should submit a request for any new space allocation to the Facilities Planning Committee for approval prior to applying for the grant to ensure their needs can be met. If the request is for acquisition of new square footage for the campus (i.e., a lease of off-campus space), a submission must be made to the Board of Regents through Integrated Review. If this is deemed necessary by the FPC, the request will then be forwarded to the Department of Facilities Planning, Design and Construction.

Individual student labs, including art studios and music practice rooms, will be scheduled or assigned by the appropriate College. These rooms are not available for reservation under General Space.

Athletic Facilities

The athletic facilities at Georgia Southern, which include all fields, courts, weight rooms, and recreational facilities, are maintained primarily for intercollegiate athletics and recreational sports, and may be used secondarily for academic instruction if availability exists. These facilities may also be used by unaffiliated groups as time and space permits. Use of these facilities by unaffiliated groups is governed by the Conference and Events Office, in coordination with Athletics and Recreational Services.

Use of athletic facilities requires adherence to the following guidelines:

- Possession and/or consumption of alcoholic beverages is prohibited unless approved in advance by the Office of the President and the Office of Legal Counsel.
- All tobacco products – to include e-cigarettes – are prohibited.
- Athletic facilities may only be used during scheduled hours and only with adequate on-site supervision by a responsible party.
- No private transportation equipment of any kind is permitted on sports fields.
- No holes, ditches, or pits may be dug without approval from Facility Services.
- Street shoes, bikes, rollerblades, skateboards, and hover boards are not permitted on any outdoor or indoor court.
- Non-service animals are not permitted in or on any athletic facility.
- Use of Field Lighting Systems are to be scheduled through the Athletic Director's office (athletic venues) and through Recreational Sports (for the recreational fields).

Auxiliary Space

Auxiliary space on campus is comprised of:

- All dining areas, food service areas and back of house/kitchen.
- Bookstore.
- Print Shop.
- Mailroom.
- Parking and Card Services Offices.
- Armstrong Center Ballroom, Auditorium, and Classrooms.*

Back of house/kitchen space, the Bookstore, the Print Shop, Mailroom, and Parking & Card Services Offices are permanently assigned to the associated Auxiliary units. Armstrong Center Ballroom, Auditorium and classrooms listed above are available for use by faculty, staff and students when not being used by Conferences and Events. Requests for the use of those spaces should run through the Conference and Events Office.

*An exception to the list of Armstrong Center classrooms as auxiliary spaces are those classrooms assigned to the Waters College of Health Professions.

Leased Space

The University will, from time to time, engage in lease arrangements for space located off campus. All arrangements for leased space must be approved by the FPC, the Vice President for Finance and Operations, and the President. The Office of Real Estate and Facilities at the Board of Regents governs all leases, and requires substantial due diligence prior to executing a lease. Once approved for leased space as noted above, the requestor will work with the Department of Facilities Planning, Design and Construction to complete all necessary Board of Regents requirements.

University Housing

University Housing on the Armstrong Campus is owned by the Board of Regents and is maintained by Corvias Campus Living or by Residential and Auxiliary Facilities, based on its inclusion in the P3 program. University Housing on the Georgia Southern Campus is owned by the Board of Regents through PPVs and is maintained by Residential and Auxiliary Facilities. Use of University Housing facilities is governed by the University Housing Office.

Related Documents

[Facilities Project Request Form](#)

[Request for New Space, Re-Allocation of Space, or Change in Space Use Form](#)