



## University of New Brunswick (Saint John Campus)

### Policy on Space

**Description:** Deals with the primary allocation of space to the University of New Brunswick-Saint John Campus (UNBSJ) academic, academic-support, administrative Units or student groups in pursuit of their mandates as well as the Secondary/temporary use of space by University groups and External Users.

**Procedures:** To be developed and approved under the authority of the Vice President, Saint John

**Approvals:** Approved and recommended by Space Policy Committee: 2008/01/22;  
Approved and Recommended by the Senior Management Group: 2008/04/30;  
Approved by Vice President Saint John: 2008/04/30.

**Authority:** Vice President Saint John

**Signature:**

### I. Definitions

**“Allocated Space”:** the net assignable space measured and reported by Facilities Management drawings or other information system reporting. In general terms, net assignable space excludes wall thickness, corridors, lobbies, stairs, elevators, vestibules, mechanical and electrical shafts and janitorial closets.

**“Central Booking Office”:** a centralized office whereby faculty, staff, students and external parties can access UNBSJ space for Secondary Uses. This office will serve to implement procedures to ensure that the use of University space complies with established policies as outlined in section VII.

**“Expedited Booking”:** the process by which a *Preferred Unit* may book and confirm a particular space directly on the University scheduling system for its own use only within its *Primary Mandate*. Rooms and *Units* for which *Expedited Booking* is in place are listed in Appendix A.

**“External Event”:** a meeting, performance or other gathering on the UNBSJ campus



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which is initiated by and involves the participation of groups/organizations and individuals which are NOT UNBSJ academic departments, academic-support or other Units, or UNB student groups.

**“External User”** : a group which is not a UNBSJ academic department, administrative or other Unit, or UNBSJ student group **OR** an individual who may be part of such a department, Unit or group who is seeking to book UNBSJ space for purposes outside of his/her membership or participation in that department, Unit or group.

**“Internal Event”**: a meeting, performance or other gathering on the UNBSJ campus which is initiated by and involves the participation of members of UNBSJ academic departments, academic-support or other Units, or UNBSJ student groups operating within their Primary Mandates.

**“Internal User”**: a UNBSJ academic department, administrative or other Unit, or UNBSJ student group **OR** an individual who may be part of such a department, Unit or group who is seeking to book UNBSJ space for purposes within the Primary Mandate of that department, Unit or group.

**“Preferred Unit”**: a UNBSJ Unit which has made a financial contribution to the creation or maintenance of a particular meeting, conference, class room or lounge, as per Appendix A, and which has an *Expedited Booking* process for that room.

**“Primary Mandate”** : the central function of UNBSJ academic department, academic-support, administrative or UNBSJ student group--particularly for purposes of this policy-- that central function as it affects the *Unit's* use of space: specific mandates are detailed in Section IV following.

**“Primary Use of Space”**: use of space by a UNBSJ academic, academic-support, administrative Unit or student group which falls within the Primary Mandate of that *Unit* or group.

**“Secondary Use of Space”**: “*secondary*” uses of space comprise

- Any use of UNBSJ space by a non-UNB group
- Any use, by a UNBSJ group, of UNB space not allocated to that group
- Any use of UNB space by a UNBSJ group for an activity which falls outside the *Primary Mandate* of that group i.e. “off-primary mandate” use.

**“Unit”**: any academic Unit, academic-support Unit, administrative Unit or officially-recognized student group of the University of New Brunswick, Saint John **“University”**: University of New Brunswick (UNB).



### **II. Scope**

This policy shall apply to the use of space on the University of New Brunswick-Saint John (UNB-F) campus and all space of the University of New Brunswick (UNB) allocated by the Vice President Saint John.

### **III. Principles**

1. All space is owned by the University of New Brunswick (UNB).
  - 1.1. All UNBSJ Allocated Space shall be represented in whatever official UNB space management databases the Vice-President Saint John shall from time to time designate.
  - 1.2. Space renovated or constructed with funds contributed by internal University Units belongs to the University and is assigned to Units to meet current needs, consistent with the Unit's mandate and University priorities; participation in funding does not give the Unit the perpetual right to or exclusive use of that space, although the Unit's contribution should be taken into account in assigning and booking that space. Space renovated or constructed with funds from external donors may be subject to additional restrictions but only as specifically accepted by the University as a condition of that donation.
  - 1.3. Space rented or leased by the University from external parties as well as space rented or leased from the University by external parties shall be governed by the terms of the rental or lease agreement. Only the President and the Vice-President Fredericton (Academic) or the Vice-President Saint John may enter into such agreements.
2. It is the responsibility of the Vice-President Fredericton (Academic) and Vice-President Saint John to allocate (i.e. delegate responsibility for) space to UNB Units.
3. Space is allocated to UNB Units to meet their Primary Mandates including but not limited to elements of instruction, research, service, administration, as well as for athletic, cultural, and social purposes. Allocated Space shall be used efficiently and effectively to those purposes.
  - 3.1. UNB Units may not use Allocated Space in any manner other than that provided for in their Primary Mandates: i.e. they may not reallocate, rent, lease, book or surrender the use of space to other parties, either external to or internal



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to the University, except as provided in section VII following.

4. Priority shall be given to providing suitable space in appropriate locations to address a Unit's Primary Mandate. However, the Vice-President Saint John is not obligated to allocate specific space to any Unit.
5. All space use is subject to appropriate UNB policy including this, UNB's Space Policy, as well as Land Use Policy, Construction Management Policy and such other policies impacting space use as the University may from time to time approve.

### **IV. UNB-SJ Units' Primary Mandates and Use of UNB-SJ Space**

In determining whether a particular proposed use of space falls into the primary use category, the following Primary Mandates of UNB groups shall be considered. All other uses are secondary.

- UNB academic Units, such as faculties: these Units' Primary Mandate regarding Allocated Space is its use and assignment to faculty members, staff and students for research and teaching-support purposes;
- UNB academic-support Units: these Units Primary Mandate regarding Allocated Space is its use and assignment to staff members for academic-support purposes;
- UNB administrative Units, (i.e. such as Facilities Management): these Units Primary Mandate regarding Allocated Space is its assignment and use for administrative and operating purposes;
- UNB student groups: these Units Primary Mandate regarding Allocated Space is its assignment and use for administrative purposes in relationship to the social, cultural, athletic or other activities of the group;
- UNB Libraries' Primary Mandate regarding Allocated Space is its use and assignment within the UNB Library system to staff for academic-support purposes and to students, faculty, and staff for study and discussion purposes;
- UNB Registrar's Office Primary Mandate regarding space is the use of its allocated space for administrative purposes as well as the assignment and scheduling of all classroom and other space for teaching purposes, including the temporary assignment of additional space for examination purposes;



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- UNB Residence & Conference Service's Primary Mandate regarding Allocated Space is its assignment and use for residence, food service, conference and associated administrative purposes;
- Grand Hall's (40 Charlotte Street) Primary Mandate regarding Allocated Space is its assignment and use for hospitality/meeting and food service purposes within the Grand Hall;
- Beaverbrook Houses' Primary Mandate is its assignment and use for office space.
- G. Forbes Elliot Athletic Centre's Primary Mandate regarding Allocated Space is its assignment and use for sports or other events in the Centre;
- Saint John College's Primary Mandate regarding Allocated Space is its assignment and use for Language Training;
- The Canadian Rivers Institute's Primary Mandate regarding Allocated Space is its assignment and use for research under their mandates.

### **V. Primary Use of Teaching Space**

All UNBSJ space for class teaching purposes shall be booked by the Registrar's Office on the University scheduling system in the context of course scheduling. This shall include all spaces with the following room-use descriptions:

- Classrooms
- Teaching Labs
- Gymnasiums—only when booked for class-teaching or examination purposes

All UNBSJ space for examination purposes shall be assigned by the Registrar's Office in the context of examination scheduling: This shall include all spaces with the following room-use descriptions:

- Classrooms
- Teaching Labs
- General-Use Computer Labs
- Gymnasiums



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In assigning teaching or examination space to courses, the Registrar's Office shall use the following criteria:

- size of classroom/lab/gym in relationship to number of students in the course, aiming for at least an 80% utilization of the space
- amenities and equipment in the classroom/lab/gym in relationship to needs of the course
- accessibility/proximity of classroom/lab/gym to the students and faculty involved in the course

### **VI. Process for Inclusion on Appendix A: Expedited Booking**

Appendix A (under development) lists current Units and spaces for which an expedited booking process applies: the preferred Unit may exercise an expedited process to book and confirm this space directly on the University scheduling system for its own use only within its Primary Mandate. This is in accordance with principle 2.1 and where preferred Units have made substantial contribution to the creation and/or maintenance/refurbishment of that space.

Units wishing to make application for access to the expedited booking process for particular spaces on the UNBSJ campus may apply to be appended to the current Appendix A to the Office of the Vice-President Saint John.

[Note: each academic Unit/department which has a departmental meeting room will be listed and have that room listed in Appendix A—as well as any classroom or lab over which any department/faculty Unit is to have special “rights” acknowledged. Similarly Units’ rights in booking meeting rooms etc. for Secondary Use shall be on the same list.]

### **VII. Coordinating Secondary Use of UNBSJ Space**

In general, uses of space which do not fall within the Primary Mandate of Units above shall be considered Secondary Uses. Such Secondary Uses of any space on the UNBSJ campus shall be booked through a “Central Booking Office.”

In accordance with the Definitions section above, and for greater clarity here: Individuals who are **not** associated with UNB Units are “external” and if permitted to book/use UNB space, do so as External Users.



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Individuals associated with UNB Units who are booking/using UNBSJ space for purposes other than those within the Primary Mandate of that Unit are also booking as External Users.

UNB Units seeking to book/use UNBSJ space for purposes beyond those within their Primary Mandate or seeking to book space allocated to other UNB Units shall also book such space through a Central Booking Office.

All uses of UNBSJ spaces whose primary *room-use description*<sup>1</sup> includes the following shall normally be booked through the Central Booking Office on the University scheduling system:

- i. Conference/Meeting room
- ii. Lounge
- iii. Reception Area
- iv. Exhibit/Display area
- v. Games/TV/Recreational
- vi. Reading/Study Room
- vii. Chapel
- viii. Dining/Cafeteria
- ix. Assembly Space
- x. Outdoor Space

All Secondary uses, including of classroom or other teaching space, shall normally be booked through the Central Booking Office.

For rooms listed in Appendix A<sup>2</sup> the preferred Unit may exercise an Expedited Booking process to book and confirm this space directly on the University scheduling system for its own use within its Primary Mandate. Units may apply for inclusion on this list as per VI. above. Example: Gymnasium.

In considering requests to book UNBSJ space for Secondary Uses, the Central Booking Office shall take into account the following:

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<sup>1</sup> Room-Use Description: An on-line validation of all rooms and room descriptions will be conducted in July/August 2007. Amendments to the categories listed may be necessary pending the data collected from the validation tool.

<sup>2</sup> Appendix A: Under development: Updated room description information collected in the space management room inventory (July/August 2007) will provide data on rooms to be included in this Appendix.



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- the priority/availability of that space, considering first its use within the Primary Mandates of the UNB Units
- the requirements of the booking group in relationship to the maximum occupancy, physical characteristics and features of the room/space, and the space's accessibility characteristics
- the potential of disruption of other UNBSJ users of space in proximity to the space to be booked
- legal liability
- provision of appropriate insurance coverage
- the requirements for Security, including access requirements
- the requirements for food service and the contractual relationships with Aramark or other such food service suppliers (Pepsi) with contractual relationships with UNBSJ
- the requirements for liquor licensing
- the requirements for setup and cleanup prior to and after the event/meeting and the coordination of these with other uses of space
- the requirements for Audio-Visual Services
- University's reputation and propriety of association with the proposed event
- for External Users, implementation of an appropriate schedule of charges and distribution of those fees to offset UNBSJ costs in providing, heating, lighting, setting up, cleaning and refurbishing space.

### **VIII. Resolving Competing Claims for Secondary Use of Space**

In resolving competing claims for UNBSJ space for Secondary Uses, the Central Booking Office shall consider the following:

- Availability of appropriate alternate space for the meeting/s, based on
  - size of meeting room in relationship to number of participants in each meeting;
  - amenities and equipment in the room in relationship to needs of the meeting;
  - accessibility/proximity of meeting room to individuals involved in the meeting.
- Availability of an alternative meeting time for participants in the meeting.

Failing any meaningful distinction in the above, the criterion establishing the meeting to be favored shall be:

- Importance of the meeting to UNB





Failing any meaningful distinction in the above, the criterion establishing the meeting to be favored shall be

- First booked and confirmed.

### **IX. Commitment of UNBSJ Space in Research Proposals**

All commitments for UNBSJ space in research or funding proposals, beyond that space already available to the individual faculty member through assignment from the faculty/department, shall be approved by the Office of the Vice-President Saint John. Note that in approving the commitment to provide such space, the Executive Director is not thereby transferring, reassigning or in any way altering the actual existing assignments of space.

Any commitment to space in research or funding proposals which involves refurbishment of that space must include, with the submission to the Office of the Vice-President Saint John, an estimate of costs from UNBSJ's Department of Facilities Management. In accordance with the UNBSJ Construction Management Policy, it is understood that all such work must be contracted and overseen by the Department of Facilities Management.



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### Appendix A: Expedited booking

| Unit                    | Expedited Booking allowed for: |
|-------------------------|--------------------------------|
| Department of Athletics | Gymnasium                      |
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