

Procedure Name:	Campus Space Allocation and Management		
Procedure #	201.1	Category	200 - FACILITIES
Executive Sponsor:	VP, Corporate Services	Date Approved	April 16, 2026
Next Review Date		Date Reviewed or Revised	

PURPOSE

These procedures provide the details for applying the allocation and management of campus space for Suncrest College campuses, including outdoor areas.

SCOPE

This applies to campus space owned or leased by Suncrest College and includes parking and outdoor storage spaces.

Oversight of the allocation and management of campus spaces rests with Corporate Services. The overall responsibility for the assignment and management of campus spaces is provided by the Manager of Facilities and Maintenance.

1. Responsibilities

Scheduling and utilization of campus space will be proactively optimized in a fair, safe and cost-effective manner. Limited campus space on some campuses may restrict standard allocation methods, so the best possible alternative will be used.

Executive Committee (Executive)

The Executive Committee will ensure that campus space allocation and management decisions are aligned with the College's Strategic Plan, the Capital Plan, and the Business Plan. The Executive will ensure campus planning and allocation is transparent, inclusive, safe, effective, and efficient.

Manager of Facilities and Maintenance (the Manager)

The Manager of Facilities and Maintenance will supervise the assignment and management of campus space inventory in all campuses. The Manager will work with other out-of-scope personnel to identify programming solutions when alternatives are required. Office spaces and general areas will be assigned by the Manager.

- The Manager will facilitate solutions for programs, departments or organizations requesting campus space that cannot be accommodated within the existing campus space inventory.
 - Coordinate stakeholders to jointly collaborate when competing interests present on campus space allocations.
 - Work with the designated Vice President when conflicts are not easily resolved.
- The Manager will approve any exceptions to campus space allocations.
- Recommendations will be made to the Executive Committee regarding significant realignments of campus space which may affect multiple programs or functional areas, particularly if it affects more than one organization.
- Approved new space creation, renovations or modifications will be supervised by the Manager.

Leadership Council

Members of the Leadership Council supervising instructional and training programming will recommend the schedule and assignment of instructional campus spaces to the Manager of Facilities and Maintenance in a fair, safe and cost-effective manner within existing campus space inventory. When existing campus space inventory cannot accommodate all programming requirements they will work with the Manager of Facilities and Maintenance to identify solutions. They may make recommendations to the Manager of Facilities and Maintenance when new office spaces may be required. **Availability of instructional or office space must be confirmed in advance by the Manager of Facilities and Maintenance before Personnel Requisition Forms for new positions are submitted to Human Resources.**

Occupants

All staff, learners, renters and visitors are expected to use the campus space assigned to them safely, effectively, and efficiently. When opportunities arise to optimize campus space, assist in developing innovative strategies for space improvements with the Manager of Facilities and Maintenance.

2. Priorities for Campus Space Assignment

Spaces in campuses are allocated based on the best combination of factors including functional learning environment, cost, safety, available alternatives, and College benefits. Campus space allocation shall enable the College to work towards the mission of developing learners in a blended learning and work environment.

Conflicting Space Needs

It is recognized that from time to time there may be excess requests for available campus space inventory, thereby creating a 'competition' for space.

When functional programs compete for campus space, the following priorities will be used in decision-making:

- i. Spaces for classrooms and other instructional/learning which includes shops
- ii. Spaces for learning supports
- iii. Spaces for learner lunchrooms and recreational purposes
- iv. Spaces for outdoor storage related to programming equipment and parking areas

3. Assigning Offices and General Locations

Allocation of campus space is subject to the architectural specifications and regulatory requirements of each facility, ensuring compliance with safety, accessibility, and functional use standards. It is also subject to available space and ease of change. The Manager of Facilities and Maintenance will consider professional requirements and will consult with Leadership Council members as appropriate prior to assigning office and general spaces.

Requests for additional or temporary instructional or office spaces are to be communicated with the Manager of Facilities and Maintenance **in advance** to ensure appropriate spaces are available. This applies to:

- New staff hires approved within budget
- New/Temporary staff hires resulting from a successful grant application

It is very important that communication occur in advance of Human Resources posting new/temporary positions.

4. Short-Term/Available Campus Space and Equipment Bookings (Internal)

Booking system

The *MIDAS Booking* application (MIDAS) will be used to schedule all campus inventory, including campus rentals. MIDAS will also be used to book fleet vehicles and laptop equipment. College staff will have access to MIDAS to inquire about availability. Front Line staff will manage and schedule requests for facilities rentals.

If bookings constitute a rental situation, the rates and fees as established in *Appendix A* apply.

5. Reporting and Utilization

The *MIDAS Booking* application will be used to assign and schedule campus space. Campus front-line staff will administer the data, manage the assignment of bookings and support reporting functionality.

The Manager of Facilities and Maintenance will provide an annual report to the Executive Committee by August 31st listing the campus space inventory, allocation of office spaces, FTE, utilization, and other relevant information requested from time to time.

6. Off Campus Space Acquisition by College

To ensure flexibility in programming, the College may be required to rent or lease space off campus as needed for its evolving programs and services. The programming manager will work with the Manager of Facilities and Maintenance to consider off-campus program delivery, additional rooms (eg shops) or mobile lab requirements. The Manager of Facilities and Maintenance will conduct research and make recommendations to the Executive regarding additional space needs. Off campus considerations will include available community or regional options, below or at fair market value.

Off-Campus Facility Requirements Checklist

An Off-Campus Learning Facility Checklist must be completed as part of the assessment of available space. Furniture, equipment, and technology needs must be arranged and approved by the appropriate department. *See Appendix D Off Campus Learning Facility Checklist.*

Agreements for Rent or Lease of Off-Campus Facilities

Lease Negotiation Process

The Lease Negotiation Process is to be engaged for new leases, renewals, and amendments. Rental or lease agreements exceeding 12 months requires Minister of Advanced Education approval. All off-campus learning agreements must be reviewed regularly by Corporate Services to ensure appropriate resource management. Copies of rental agreements and leases must be shared with the Facilities and Finance departments.

A rental or lease agreement must be in place for all off-campus facilities used in program delivery, administration, or other college operations and is to include the negotiated terms, conditions, and obligations.

The Vice President of Corporate Services will ensure that insurance is updated with the College's brokers.

7. Rentals of College Property by Outside Parties (includes copying/printing)

Classrooms, Shops, and Meeting Rooms

Rentals by community, industry partners and stakeholders will be considered and fostered when the relationship with the College is mutually beneficial. Rentals are subject to availability and feasibility with precedence for space applied to Suncrest College.

Requests

Requests for rental of campus facility space, parking space, equipment, or resources must be submitted to the Manager of Facilities and Maintenance and include:

- Specific usage request (rooms, equipment) outlining dates and times required

- Purpose of request
- Professional or mutually beneficial opportunities, particularly within educational or programming areas
- Profile of the event within the community
- Ability to furnish adequate insurance coverage
- Qualifications to use rented equipment with relevant training and demonstrated competencies in its usage and/or certification

Rental Rates (includes copying/printing)

Rental rates for campus space, technology equipment and photocopying/printing usage will be reviewed and assigned on an annual basis. The rental rates will be confirmed by the Controller and are contained in: *Appendix A Rental Rates Guide*.

Rental Agreement

A duly authorized rental agreement must be in place for all outside users of campus space or equipment. The agreement provides a non-exclusive license to use portions of campus space and equipment, for specific dates and times, and typically less than a year. The rental fees will be in accordance with the Rental Rates Guide, which will be reviewed annually by the Finance Department.

See Appendix A Rental Rates Guides

See Appendix B Room Rental Agreement

Rental agreements are to be authorized by the Manager of Facilities and Maintenance. Contract durations beyond the academic year must be approved by the Vice President of Corporate Services.

Administration, Scheduling and Reporting

Campus front-line staff will administer approved rentals after they have been approved by the Manager of Facilities and Maintenance:

- scheduling in MIDAS Booking
- facilitating a contract (*Appendix B*)
- facilitating an invoice with the Finance Department

8. New Space Requirements

New Space Requirement Evaluations

Purchase or lease decisions must evaluate options considering projected length of use, current availability, and include a cost-benefit analysis. Cost considerations should be at fair market value or lower.

Capital Projects

Approved capital projects related to the creation or modification of college space will be supervised by the Manager of Facilities and Maintenance.

Ten-Year Capital project submissions and Preventative Maintenance and Renewal applications will be submitted to the Ministry of Advance Education by the Vice-President of Corporate Services.

DEFINITIONS

Campus Space Inventory – current facility space area and allocations

Non-exclusive rental license – providing a renter or third-party temporary short-term use of the College's property at scheduled times

Vehicles – fleet of vehicles owned or CVA-leased (through Central Vehicle Agency) that are available for staff to use for College business. The fleet is comprised of cars, trucks, vans, or other plated vehicles.

Lease Negotiation Process – a structured approach to evaluating, negotiating, approving, and managing lease arrangements in a way that supports program delivery, optimizes resources use, and mitigates risk.

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

[Policy 201 Campus Space Allocation and Management](#)

[Fleet Vehicle Operating Procedures](#)

Lease Negotiation Process