

Policy Name	Campus Space Allocation and Management		
Policy #	201	Category	200 - FACILITIES
Steward	Manager, Facilities and Maintenance	Date Approved	April 16, 2026
Next Review Date		Date Reviewed or Revised	

POLICY

This policy outlines the principles and procedures for the equitable, efficient, and strategic allocation and management of campus space at Suncrest College.

PRINCIPLES

- The campus space within Suncrest College facilities is an important resource which will be allocated and managed in accordance with the best interests of Suncrest College and aligned with its Strategic Plan, Capital Plan, and Business Plan.
- Suncrest College shall establish procedures for allocating and managing its campus space and equipment resources to enable safe, comfortable and useful spaces to learn, instruct, research, work, and study.
- The health and safety of students, faculty and staff will guide decisions regarding the allocation and management of campus space.
- The allocation and management of campus space will maximize space utilization, promote operational efficiency, and ensure cost-effectiveness.

SCOPE

This policy applies to campus space owned or leased by Suncrest College and includes parking and outdoor storage areas. It will establish the responsibility, authority, and accountability for creating new or assigning and managing existing College spaces. Space-related decisions will be transparent, ethical, and inclusive.

DEFINITIONS

Campus Space – physical space available in Suncrest College facilities, includes corridors, common areas, parking and outdoor areas; also includes leased space.

PROCEDURES

1. General

- 1.1. The President or designate will ensure that College policies, procedures, guidelines and processes are reviewed on a regular basis and revised as required.
- 1.2. The President or designate will ensure that managers have the necessary knowledge and resources to apply best practices in staff and learner space assignments.
- 1.3. The President or designate will lead discussions on capital planning for new or replacement campuses, major renovations and significant campus space changes and take recommendations to the Board of Governors.
- 1.4. College owned or leased assets, property, equipment and resources are to be used in the delivery of education and training for learners and for purposes related to college business and are not to be utilized for personal or private staff use.
 - 1.4.1. The exception to 1.4 is College-issued mobile devices in accordance with Policy 802 Mobile Communications Device Usage.

2. Allocation, Management, and Responsibilities

- 2.1. Procurement and allocation of campus space will align with the Strategic Plan, the Capital Plan and the Business Plan.
- 2.2. Responsibilities for allocation and management of campus space are assigned to the Manager of Facilities and Maintenance.
- 2.3. All users of the College property, equipment, and resources are responsible for exercising due care and due diligence when using campus space and equipment.
 - 2.3.1. Users shall comply with safety policies and procedures and report any damages, malfunctions or defects to the Manager of Facilities and Maintenance.

3. Priorities and Guidelines for Campus Space Assignment

- 3.1. Staff and learners will have access to appropriate working, instructing and learning spaces.
- 3.2. Priorities for allocating campus space will consider functionality, cost-efficiency, safety, available alternatives, and alignment with College priorities.

4. Campus Space Allocations

- 4.1. Campus spaces for instructional purposes, integrated learning, offices, and workstations will be allocated to meet instructional needs, staff functionality and organizational feasibility.
- 4.2. General locations to support staff functionality will be determined for each campus.
- 4.3. A booking and scheduling application will be used for tracking, scheduling and reporting campus spaces.

- 4.3.1. Short-term available space bookings by internal staff must be scheduled.
- 4.3.2. Rentals by outside organizations or persons must be scheduled.
- 4.3.3. Campus space utilization reports will be generated and reviewed to ensure optimization of space occurs.

5. Dispute Resolution

- 5.1. The Manager of Facilities and Maintenance will make the initial decision based on the principles outlined in this policy. If further review is required, an appeal may be submitted in writing to the Vice President of Corporate Services within 10 (ten) business days of the decision. The Vice President will review the appeal and provide a final decision, which shall be binding.

6. Rentals by Outside Organizations or Persons

- 6.1. Outside agencies and individuals may have access to college facilities and equipment.
 - 6.1.1. The College reserves the right to refuse any application for use of facilities, grounds, or equipment.
 - 6.1.2. The College's programming and operations take precedence in accessing availability of any property, equipment, and resources to an outside agency.
- 6.2. Rental rates for facility space and/or equipment will be reviewed and assigned on an annual basis.
- 6.3. An agreement between the College and any renters of facility space or equipment must be in place with appropriate terms and conditions including indemnifying the College of liability.
- 6.4. The Vice President of Corporate Services may waive rental fees when renters are facility partners or community partners whose reason for rental could benefit the College's strategic interests.
- 6.5. Rentals of property to outside organizations or individuals does not imply endorsement of any activity, behavior or product.

7. New Space Requirements

- 7.1. The 10-year Capital Plan and Preventative Maintenance Renewal Plans will be renewed annually and submitted to the Ministry of Advance Education.
- 7.2. New space requirements will support programming needs, the Strategic Plan, and the Business Plan.
- 7.3. New space considerations may include additions to existing facilities, purchasing or leasing off-campus space.

Joint-use facilities are encouraged where feasible and beneficial.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

N/A

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

201 Campus Space Allocation and Management Guidelines

Appendix A Rental Rates Guide

Appendix B Rental Agreement

Appendix C Rental of Campus Property Request

Appendix D Off Campus Facility Rental Checklist

Lease Negotiation Process