



Policy: <b>University Space Policy</b>	Policy No: <b>A1.1</b>
Policy Owner(s): <b>University Space Committee</b>	Original Date: <b>February 22, 2018</b>
Last Review Date:	Approved Date: <b>June 1, 2018</b>

I. **PURPOSE:** The John Carroll University (“the University”) Space Policy (“the University Space Policy”), along with procedures and guidelines approved from time to time by the University, establishes rules and regulations for the University community on the use, assignment, reassignment, and request process for all Space, including buildings, offices, lounges, classrooms, grounds, and other facilities (“SPACE”).

A. This policy covers all real property owned, leased or controlled by John Carroll University, or as may become owned, leased or controlled by the University in the future. Real property shall include, but not be limited to, land, buildings, and all items of permanent, immovable nature.

B. Terms referenced in this document are included in the Section V. [DEFINITIONS](#).

C. The University Space Policy will:

1. Operate in tandem with the [Mission](#) of the University
2. Support and advance the [Strategic Plan](#) of the University
3. Attain a safe, healthy, accessible, and sustainable campus environment
4. Provide the best possible learning, living, and working environment for students and members of the University community
5. Assist with operational efficiency and economy
6. Provide a process to effect change to SPACE
7. Work along with other University Policies including Furnishings and Technology Policies

II. **SCOPE:** This policy pertains to all faculty, staff, students, contractors, and visitors to the University campus. The University Space Policy covers all real property owned, leased or controlled by the University, or property that may become owned, leased or controlled by the University in the future. Real property includes, but is not limited to, land, buildings, and all items of a permanent, immovable nature. As it pertains to SPACE, the following describes the scope of responsibilities for various stewards of University SPACE.

A. The **University Space Committee**, comprising University leaders appointed by President or President’s designee, is responsible for SPACE allocation. The University Space Committee shall have ultimate authority to make decisions for the allocation and

## A1.1 University Space Policy

---

reallocation of SPACE and shall be the approval body for decisions regarding significant repurposing of SPACES on campus, inclusive of academic and non-academic SPACES. Other responsibilities include:

1. To provide a clear vision for the present and future requirements for programs and departments that require changes to current SPACE allocations, both for increased and decreased SPACE
  2. To assign and reassign SPACE to Users of SPACE in accordance with this policy as needed for the JCU community and in support of the [Strategic Plan](#)
  3. To render direction and direct course of action to departments for approved SPACE requests
- B. The Facilities Planning Space Sub-Committee**, comprising a cross-functional group including standing members with specific responsibilities for operations of the University and representatives of Faculty Council and Staff Council, shall have the responsibility for providing the University SPACE Committee with information and data sufficient to make informed decisions regarding SPACE. The Facilities Planning SPACE Committee shall make recommendations to the University SPACE Committee. Other responsibilities include:
1. To receive, review, and provide recommendations to the University SPACE Committee on requests for SPACE renovations, significant modifications, or changes in size or use.
  2. To develop and propose policy, procedures, guidelines, and utilization metrics regarding SPACE to the University SPACE Committee
  3. To make recommendations for allocations of University SPACE to the University SPACE Committee
- C.** See Appendix A for other [Stewards of SPACE](#) and associated responsibilities.
- D.** The University classifies SPACE according to the [HEGIS](#) use code system for SPACE as set forth by The National Center for Education Statistics (NCES). SPACE is measured in square feet (sf) and is categorized as either assignable or non-assignable within the multiple category system. See Appendix B - [Categories of SPACE](#) for a listing of space types. A full copy of the HEGIS code definitions and how SPACE is classified at the University is available for review in the Facilities Department.

### III. **POLICY:**

- A.** This policy shall promote accountability and stewardship by the Users of University SPACE. Users of SPACE may provide input into the use of SPACE; however, the University Space Committee is the final decision-making authority.
- B.** All SPACE is property of the University and is subject to all applicable federal, state, and local laws inclusive of fire codes, regulations, and rules. If a conflict arises between this Policy and federal, state, or local laws, then the applicable laws shall govern.
- C.** All SPACE is subject to assignment, reassignment, and redevelopment to meet the overall needs and best interest of the University and the members of the University community. This includes but is not limited to all academic SPACES, administrative SPACES (inclusive of office and classroom), residence halls, and auxiliary facilities. Long-range planning for optimum use of these valuable, essential University assets is a continuing process.

## A1.1 University Space Policy

---

1. Delegation and reallocation of SPACE is necessary in order to sustain the physical plant and support the University's [Strategic Plan](#) and priorities.
  2. SPACE is a limited resource and has intrinsic value; SPACE must be managed for effective and productive use in the same manner as monetary assets, personnel, and equipment.
  3. SPACE assignments and decisions for improvements or investments in SPACE shall be aligned not only with the University's [Mission](#) and core values (including holistic care for the person), [Strategic Plan](#), and established priorities but also with available resources.
- D. The University SPACE Committee has the right to delegate use and stewardship of SPACE to other entities, as it deems acceptable, and can reassign responsibilities as necessary. It is the expectation that these stewards establish guidelines and procedures for the use of SPACE in keeping with this SPACE policy. The University maintains a SPACE inventory. Classification and allocation of SPACE, although not completely comprehensive, is described in [Appendix A](#). The names and responsibilities of these stewards may be amended as needed from time to time by the University SPACE Committee and serve here to further describe this policy.
- E. Utilization of learning SPACE will be determined in pursuit of innovative teaching and University Learning Goals across the entire student experience. Utilization of all SPACE will be determined in pursuit of optimum allocation, utilization, and operation and strive for the maximum benefit of available resources with consideration for individuals affected.
- F. Use, assignment, and scheduling of SPACE shall be compatible with SPACE type (as the SPACE is designed, operated, and defined by [HEGIS](#) codes) for the health, safety, welfare, and maximum benefit of the University Community.
- G. SPACE usage and assignments shall promote fiscal responsibility and University sustainability by considering the short and long-term costs attributed to SPACE.
- H. SPACE will be allocated and assigned to specific users. SPACE can be allocated or assigned to groups or individuals on a short term/temporary basis or for longer periods of time.
- I. Specific procedures and guidelines for the use of SPACE shall be the responsibility of the designated stewards of University SPACE and as approved by the University Space Committee.
- J. Only the University Space Committee may authorize a change to the use type of a SPACE (change to the [HEGIS](#) code category) or approve major reconfigurations of a SPACE.
- K. Faculty and staff members may generally only occupy one office SPACE on campus regardless of multiple responsibilities assigned or operating in multiple capacities on campus.
- L. The contents of SPACE, including furnishings and equipment, are covered by separate policies.

### IV. PROCEDURES:

- A. Stewards of University SPACE as defined in this policy shall establish and make available the guidelines and procedures for the reservation and use of SPACES under their

## A1.1 University Space Policy

---

management and stewardship in accordance with this policy and other applicable policies.

- B. The University Space Committee shall be informed and render oversight to ensure that access and use of SPACE is maintained via procedures established by Stewards of University SPACE.

V. **DEFINITIONS:** terms used within or as it relates to this policy.

- A. **Capital Improvements:** the addition or renovation of SPACE making permanent structural alterations or restoration of some aspect of a building or area that will increase the property's overall value, adapts it to a new use, or increase its useful life. These improvements typically include additional SPACE or major new planned repurposing or changing of use of SPACE.
- B. **Capital Renewal (CR):** planned and systematic replacement of building systems inclusive of roofs, building facades, HVAC and electrical systems, interior finishes, or furnishings that have reached the end of their useful life. Capital Renewal is the replacement of in-kind items, but is not general maintenance covered in the operating budget, new construction, or capital improvements.
- C. **Classroom Utilization (%):** total hours the classroom is scheduled divided by the total hours the classroom is available to be scheduled expressed as a percentage. Also referred to as Room Hour Utilization.
- D. **Deferred Maintenance (DM):** the practice of postponing maintenance and systematic capital renewal activities to the physical plant in order to meet budget restrictions, or realign available budget funds, or save cost either on a planned or unplanned basis. Deferred Maintenance is also referred to as back-log.
- E. **Furnishings or Furniture:** furniture, fittings, and other decorative accessories and finishes of a SPACE. Furnishings include, but are not limited to desks, chairs, tables, beds, dressers, wardrobes, display cases, writing boards, tack boards, bookcases, file cabinets, light fixtures, and signage.
- F. **GSF: gross square feet;** the sum of all floors of a building or area including within the outside faces of its exterior walls or boundary definitions.
- G. **Higher Education General Information Survey (HEGIS):** a standardized space classification system set forth by The National Center for Education Statistics (NCES) used in higher education; abbreviation stands for: **H**igher **E**ducation **G**eneral **I**nformation **S**urvey. There are (10) main assignable categories and many sub-categories of SPACE. The main categories are as follows: classroom (100), laboratory (200), office (300), study (400), special (500), support (700), health care (800) and residential (900). Non-assignable areas (W, X, Y, Z) include: circulation, toilet rooms, trash and janitor closets, mechanical, electrical and data areas, and structural components.
- H. **Net Assignable Square Feet (NASF):** the sum of all areas within the inside faces of walls or boundary definitions that are assigned to or available for assignment to an occupant, group, or specific use.
- I. **Net Square Feet (NSF):** the sum of all areas within the inside faces of walls or boundary definitions; does not include walls or structural penetrations.

## A1.1 University Space Policy

---

- J. **Physical Plant:** the infrastructure used in operation and maintenance of given facilities and properties comprising all University SPACE.
- K. **Real Property:** fixed or immovable property includes all land and buildings, which in effect encompass the definition of SPACE.
- L. **Square Feet or Square-Foot (SF):** a measurement of two-dimensional SPACE defined by multiplying length by width. SPACE is inclusive of the vertical area or the height as well.
- M. **SPACE:** any definable area within or outside of a building structure, inclusive of rooms (i.e. offices, conference SPACES, classrooms, residence halls, including individual bedrooms and bathrooms, and gymnasiums, etc.), hallways, niches, and including real property. SPACE is measured by height, width, and depth or by square-footage.
- N. **Steward:** An individual or group of members of the University community who have the responsibility and authority to manage and supervise SPACE. Stewards may set guidelines and procedure in keeping with the University Space Policy.
- O. **University Community:** members of the John Carroll University community include all students, faculty, and staff whether categorized as full-time or part-time, all alumni, and board members.
- P. **Use of SPACE:** the function of a space as classified by HEGIS codes.
- Q. **User of SPACE:** an individual or group who uses or occupies a room or SPACE. This person or group is designated as a User of the SPACE for any time-period when occupying the SPACE.

### VI. RELATED or OTHER REFERENCES:

- A. University Policies, including but not limited to
  - 1. [Parking Policy](#)
  - 2. [Purchasing Policy](#)
  - 3. [Key Policy](#)
  - 4. [Card Access Policy](#)
  - 5. Furniture Acquisition Policy
  - 6. [Disability Accommodation Policy](#)
- B. Other References, included but not limited to
  - 1. University [Mission](#)
  - 2. University [Strategic Plan](#)
  - 3. University [Learning Goals](#)
  - 4. Facilities Use Agreements
  - 5. [Office of the Dean of Students Community Standards Manual](#)
  - 6. SPACE Request Form and Procedures (as they are developed)
  - 7. Guidelines for SPACE (as they are developed)

***This policy will next be reviewed five years from approval.***

### VII. APPENDICES:

#### APPENDIX A: Responsibilities of Designated Stewards:

##### A. Right to oversee, assign and reassign SPACE for University needs

1. **All Departments and Groups** shall have the responsibility to adhere to all campus policies and procedures. All other departments and groups not specifically listed below as it pertains to SPACE shall have these general responsibilities including:
  - a. To make office assignments and reassignments within the designated offices for faculty and staff within the same department on routine basis as faculty and staff change over time.
    - i. University community members must have approval from the University Space Committee to change the use of a SPACE set forth in University policies and procedures.
    - ii. University community members must have approval to change the quantity of individuals that a space services at one given time-period.
  - b. To provide updates as requested of the names of Users of SPACE and on the Use of SPACE
  - c. To utilize SPACE as efficiently as possible for the good of the University Community and in support of the University's [Mission](#), [Learning Goals](#), and [Strategic Plan](#).
2. Specific Academic Departments shall have the responsibility to exercise stewardship over Laboratory SPACES that are assigned to those departments by the University. (These space include but are not limited to scientific, language, business, and communication laboratories.) Additionally department chairs shall have the responsibility to communicate with the Office of the Registrar specific information necessary for efficient course scheduling. Pertaining to SPACE, other responsibilities include:
  - a. To manage and maintain Laboratory SPACE for the benefit of students and faculty, as well as for the integrity of data maintenance and experimentation.
  - b. To develop procedures for the use of Laboratory SPACES and communicate those procedures to the users of the SPACES (including but not limited to scientific, language, business, and communication laboratories).
  - c. To cooperatively coordinate with other departments to utilize SPACE in a consistent manner with the type and use of SPACE as it has been designed and defined by [HEGIS](#) codes for maximum benefit of all University programs and strategic plan initiatives.
3. The **Facilities Department** shall have the responsibility to maintain the physical plant of the University. The Facilities Department oversees and directs project work that maintains SPACE in its original concept and intent. The Facilities Department also performs design and project management for capital improvement and capital renewal projects where change or repurpose of SPACE results, integrating input from campus constituents and approvals from the University SPACE Committee and Board of Directors, as required. Pertaining to SPACE, other responsibilities of the Facilities Department include:
  - a. To maintain a SPACE inventory and related floor plans and data

## A1.1 University Space Policy

---

- b. To conduct SPACE audits on a periodic basis
  - c. To develop procedures for campus planning, capital renewal and deferred maintenance project planning, and SPACE management in accordance with this policy and complement other policies for the University community and campus
  - d. To maintain the campus key inventory, which provides access control to campus SPACES.
4. **Facilities Scheduling** shall have the responsibility to coordinate the use of campus facilities with housekeeping, food service, campus organizations and departments, maintenance, grounds, JCUPD, and all concerned. Facilities Scheduling manages the use of general and public SPACE on campus for short-term use on campus. Pertaining to SPACE other responsibilities of Facilities Scheduling include:
- a. To maintain an accurate, up-to-date calendar of events for the University community of the use of SPACE
  - b. To work with campus organizations and departments, and external entities to prepare for special events.
  - c. To schedule General Use classified and Exterior SPACES.
    - i. To coordinate the use of campus SPACE by outside groups, summer camps, and programs with Residence Life, Athletics, Facilities and the Summer Camps and Conferences Committee, and other groups as may from time to time request use of SPACE.
  - d. Facilities Scheduling has secondary priority to schedule Classrooms and Special Use classified SPACES for other appropriate space needs.
5. **Library** shall have responsibility for supporting the teaching, learning, and research needs of the University community and providing best possible access to information as an intellectual and cultural resource for our community. The library houses physical, technological, and intellectual resources and offers many SPACES for students, staff, and faculty to collaborate in groups, to study independently, or to seek resources. Pertaining to SPACE other responsibilities of the Library include:
- a. To manage group study rooms and area, study carrels, and special displays for the benefit of the JCU community
  - b. To house and manage the storage and circulation of library materials, collections, equipment, loan requests, course reserves, archives, etc.
6. **Information Technology Services** (ITS) shall have the responsibility for supporting the technology needs of University faculty, staff, and students. Pertaining to SPACE other responsibilities of ITS include:
- a. To provide technology resources and equipment in pursuit of the University's educational mission
  - b. To manage and maintain the physical and electronic technology infrastructure for the University including but not limited to computer networks, telephone connections, JCU email, campus-wide applications, AV equipment, software licenses, security cameras, and electronic building access
  - c. To support electronic access control systems of campus SPACES.



## A1.1 University Space Policy

---

7. The **Office of the Registrar** manages the scheduling of University classrooms, taking into account a number of factors, while ensuring that a room is available for each course and its corresponding final examination on the Schedule of Classes. The Registrar's Office also schedules classrooms for course-related purposes, such as thesis defense and instructor-led study sessions. Rooms categorized as Classroom and Laboratory Facilities are instructional spaces, for which the Office of the Registrar has primary scheduling priority. Additionally, the Office of the Registrar supports the University Space Committee as requested. Pertaining to SPACE other responsibilities of the Office of the Registrar include:
  - a. To provide classroom utilization data, with a focus on seat fill and room use
  - b. To assist in determining the needs of those utilizing instructional space
8. **Athletics** shall have the responsibility for all athletic events that occur on or in interior and exterior courts, fields, rooms, and other areas on campus that support varsity, club, intramural sports and recreation. Pertaining to SPACE other responsibilities of Athletics include:
  - a. To assign practice and team competition, club sport, intramural, fitness, and recreation times and locations
  - b. To set team schedules
  - c. To assign locker room SPACE
  - d. To coordinate University programs requiring athletic SPACE
  - e. To coordinate outside rental groups requiring athletic SPACE
  - f. To coordinate non-academic year (summer) programs requiring athletic SPACES
  - g. To have primary responsibility for scheduling athletic and recreational SPACE categorized under Special Use and General Use Facilities.
9. **JCUPD** shall have the responsibility for ensuring safe educational and work SPACES for the University Community by enforcing laws and policies. Pertaining to SPACE other responsibilities of JCUPD include:
  - a. To monitor and respond to criminal, medical, fire, and other alarms and emergencies occurring on campus
  - b. To protect, secure, and control access to campus SPACE
  - c. To provide for crime prevention and law enforcement on campus property
  - d. To coordinate parking services and enforce parking rules and regulations for campus SPACE and special events
10. **Residence Life** shall have the responsibility for providing living and learning SPACES for resident students in Residence Halls and in other single and multi-family houses as assigned in accordance with this policy. SPACE assignment by Residence Life is referred to as housing. Pertaining to SPACE other responsibilities of Residence Life include:
  - a. To assign students to specific rooms in specific buildings for specified periods of time
  - b. To manage residence hall community SPACE for programing needs
  - c. To coordinate the operations of the multitude of amenities provided to students in living SPACES
  - d. To coordinate non-academic year (summer) programs requiring housing SPACES



## A1.1 University Space Policy

---

**11. Campus Ministry** shall have the responsibility for furthering the mission and identity of John Carroll University and providing opportunities for the University community to integrate personal faith into the academic and social environment of the University. The use of these SPACES categorized under General Use Facilities (HEGIS 610, assembly/devotional) and restrictions are in line with University policy and, in the case of the Chapels, with the guidelines of the Diocese of Cleveland. Pertaining to SPACE other responsibilities of Campus Ministry include:

- a. To maintain and schedule worship, gatherings, retreats, spiritual guidance, and programming in SPACES for campus, including but not limited to Saint Francis Chapel, Rodman Chapel, Murphy Chapel, and other designated reflection rooms and other off-campus opportunities
- b. To manage and coordinate the use of Saint Francis Chapel for external event use including, but not limited to weddings and alumni events

**12. Contracted Services.** The University may contract the operation of services on behalf of the University and, as such, will have defined contracts with these entities; examples of contracted services may include but are not limited to dining and catering services, housekeeping, bookstore, etc. These contracted service providers shall have the responsibility to adhere to terms of their respective contracts, which spell out their use of SPACE on campus. Pertaining to SPACE other responsibilities of Contracted Services include:

- a. To involve and coordinate with the individual or department that manages such contract, the Facilities Department, Information Technology Services, JCUPD and/or any other department that may be affected if changes in SPACE under their contract affects or interacts with other campus operations.
- b. To comply with all applicable University policies and procedures regarding SPACE.

### APPENDIX B: Categories of SPACE

1. **Classroom** Facilities (100): assignable and are generally used for scheduled institution-wide instructional SPACES.
2. **Laboratory** Facilities (200): assignable and characterized by special purpose equipment that limits the instructional or research activities within this SPACE.
  - a. Specific departments have been allocated use and stewardship for some lab SPACES, but are not granted exclusive use of these SPACES.
3. **Office** Facilities (300): assignable and are for individual or group work areas and related support activities.
4. **Study** Facilities (400): assignable and designated as rooms or areas to be used by individuals to study at their convenience and related areas for storage of resource materials and equipment.
  - a. Study areas are dispersed throughout the University; while Study space is an assigned use, some Study SPACES may be allocated or re-servable, and some are not. Much of the Library is classified in this category.
5. **Special Use** Facilities (500): assignable and have specialized activities or functions for instructional purposes, including ROTC, Athletic, and Media Production.

## A1.1 University Space Policy

---

6. **General Use** Facilities (600): assignable and general use space that has broad availability to faculty, students, staff, or public including assembly, meeting rooms, exhibit areas, dining hall and eating areas, lounge, merchandising (bookstore), and recreation areas.
7. **Support** Facilities (700): assignable and are centralized support for the entire University such as central telecommunications, maintenance shop, central storage, parking garage, copy and mail centers, and other central service SPACE.
  - a. Departments or individuals are allocated stewardship and use of SPACES within this category. These SPACES are not re-servable for other uses.
8. **Health Care** Facilities (800): assignable and highly specific to student or animal health care areas.
9. **Residential** Facilities (900): assignable and include housing for students, faculty, staff, and visitors.
10. **Non-assignable SPACES**: hallways, elevators, stairways, receiving docks, lobbies, janitor closets and storage, toilet rooms, trash rooms, mechanical, electrical and data closets/rooms, building shafts, structural elements, and unfinished/unassignable areas.
11. **Exterior SPACE**. Exterior SPACE is not defined and excluded in the HEGIS use code classification system. However, exterior SPACES are included for the purposes of this policy and comprise areas such as quads, parking lots, plazas, athletic fields and courts, and all other open exterior areas.