

UNIVERSITY OF DENVER - Colorado Seminary	Date	Section	Page
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Subject:
SPACE UTILIZATION

I. INTRODUCTION

The facilities of the University must be recognized as a valuable and limited resource. University space shall be utilized in the best interest of the University and the University Community at-large. The Vice Chancellor for Business and Financial Affairs has the responsibility for insuring that the University's facilities are efficiently employed in accordance with the goals and objectives of the University.

II. POLICY

A. Primary Responsibilities.

1. The assignment of University owned or controlled space shall be at the sole discretion of the Vice Chancellor for Business and Financial Affairs or his/her designee. Such activities shall be coordinated, to the extent practical, with the Office of the Provost on matters related to academic programs.
2. The Office of the Vice Chancellor for Business and Financial Affairs will, from time-to-time, review space and facilities assignments in the University and make reassignment as necessary. Classroom assignments shall be made by the Provost.
3. Departments to whom space is allocated shall report changes in occupancy or utilization of space to the Office of Facilities Planning and Management as they occur and shall complete an annual inventory survey of space used, as requested by Facilities Management.

B. Delegated Authority.

The Vice Chancellor may delegate to a department head the control and allocation of specific space within the University, for example.

1. The Conference Management Office, or other designee, may be delegated authority to coordinate internal and external requests for temporary use of facilities according to availability.
2. The Athletic Director, or other designee, may be delegated the control and allocation of the athletic facilities for varsity, intramurals, club sports, and recreational purposes by students, faculty/staff, and University-sponsored community sport programs but subject and secondary to the credit-bearing University programs as determined by the Registrar.

II. GENERAL PROCEDURES

A. The Vice Chancellor for Business and Financial Affairs or designee and those offices with delegated authority (Registrar, Conference Management Office, Athletic Director, or other designee) shall establish procedures as may be necessary to allocate space and facilities in an efficient and cost effective manner.

B. When school is in session, request for commercially-sponsored attractions pertaining to student-sponsored events will be referred to DUPB (Denver University Program Board), and the procedures established by the Office of Student Life will be followed if such events are to be scheduled. Student-sponsored events will be given priority.

C. To permit the optimum utilization of classroom space, departmental heads should notify the Registrar's Office when a course is moved to a space not identified as a classroom.

D. The Office of the Registrar must approve all changes in classrooms.