

SPACE ALLOCATION AND UTILIZATION PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Facilities Operations Policy
Approval Date:	June 24, 2019
Effective Date:	July 1, 2019
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Facilities

Overview:

NorQuest College (college) takes appropriate measures to ensure college space is managed to meet college needs and achieve optimized utilization. This procedure supports the college through the efficient allocation and utilization of space to meet the needs of its employees, programs and students.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Space is a limited resource and optimizing its utilization is essential to allow expansion in a fiscally responsible manner.

Facilities is responsible for overall college space allocation, utilization and management.

- All space is college-owned space and will be treated as a common, sharable resource.
- Space will be planned and developed for flexibility, adaptability and optimal utilization.
- [NorQuest College Space Standards](#) will be used to guide the design, allocation and utilization of space (contact Facilities for a copy).
- The college may re-assign and/or re-purpose space to optimize its functionality, usability and utilization.
- Space allocation for instructional and learning purposes will take priority over other uses.
- Furniture placement and room layouts shall be set up to meet Alberta Building Code egress requirements.
- Seating capacities in all college space shall not exceed Alberta Fire Code requirements.

Allocation of Space by Category

Learning Space: is allocated (scheduled/timetabled) through the Planning Unit (under the Office of the Registrar). The Planning Unit works closely with the programs to develop schedules/timetables to meet program needs. Facilities and the Planning Unit work together to forecast space needs and support the assignment of Learning Space to ensure efficient allocation and utilization.

Employee Work Space and Service Space: are allocated through Facilities and may be requested by emailing facilities@norquest.ca or calling 780-644-6215.

Meeting Rooms: are allocated/booked using EnCampus Enterprise

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Web Client which is available on The Q.

Space for Special Events: are allocated/scheduled through Advancement and may be requested by completing the [Event Proposal Form](#) located on the Q.

Facility Rentals (classrooms, computer labs, meeting rooms): are allocated/booked via a rental agreement through Facilities and may be requested by emailing facilities@norquest.ca or calling 780-644-6215.

Employee Work Space: space allocated for staff, faculty and contracted employees (e.g. offices, workstations, meeting space and related support spaces in academic and administrative areas).

Learning Space: includes; classrooms, labs, lecture halls, seminar rooms and other rooms/space that are used to deliver instruction.

Service Space: space allocated for building services and ancillary support services (e.g. janitorial, building electro-mechanical equipment, server rooms, central storage, etc.)

- [Facility Rental Procedure](#)
- [Facilities Operations Policy](#)
- [Facility Rental Procedure](#)
- [Facilities Operations Policy](#)
- [Furniture Management Procedure](#)
- [NorQuest College Space Standards](#) (contact Facilities for a copy)

- [Alberta Fire Code](#)
- [Alberta Building Code](#)

May 2023

June 2015: New (replaces Standard Practice 4.16: Space Bookings, Allocation and Utilization)

June 2019: Reviewed as per the Policy and Procedure Framework Procedure, and update to links

August 2019: Compliance Office template & reorganization update