



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 10, 2025
Effective date	June 10, 2025
Procedure owner	Vice President, Administration & Chief Financial Officer
Procedure administrator	Director, Campus Services

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.

Procedure

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.
- The Campus Master Plan will be consulted to guide decisions as to where space requests are to be accommodated.
- NorQuest College Space Standards will be used to guide the design, allocation and utilization of space. A copy may be requested from facilities@norquest.ca.
 - Revisions to the NorQuest College Space Standards may be proposed by Facilities Planning & Projects and are then approved by the Executive Team prior to coming into effect.
- Facilities may, depending on the space type, digitally monitor utilization (using anonymizing technology equipment) of individual rooms in order to determine under-utilized spaces that can be reallocated for other prioritized space interests.
- 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 and in accordance with the [Furniture Management Procedure](#).
- Seating capacities in all college space shall not exceed Alberta Fire Code requirements.
- Decisions relating to the allocation of space will be determined by the Director, Campus Services and/or the Vice President, Administration and Chief Financial Officer. Decisions regarding allocation or

repurposing of large amounts of space or spaces in high-profile locations may be referred to the Executive Team at the discretion of the Vice President, Administration and Chief Financial Officer.

Allocation of Space by Category

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

Employee Work Space: is allocated through Facilities Planning & Projects and may be requested by emailing facilities@norquest.ca.

Meeting Rooms: are allocated/booked using iOffice/Hummingbird space reservation program, which is available as an application for mobile devices, or on the Connect intranet platform. Access to the space booking application can also be found in Microsoft Outlook.

Space for Special Events: are allocated/scheduled through Advancement and may be requested by completing the Event Proposal Form located on the Connect intranet platform.

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

Definitions

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).

Event Space: includes; atria, multipurpose rooms, outdoor spaces, and other assembly spaces that are use for events or temporary uses.

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

Related information

NorQuest College

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

External

- Not Applicable

Next review date

June 2029

Revision history

Date	Version Number	Action
June 2015	V1	New (replaces Standard Practice 4.16: Space Bookings, Allocation and Utilization)
June 2019	V2	Reviewed as per the Policy and Procedure Framework Procedure, and update to links
August 2019	V3 (published as V2-C)	Compliance Office template & reorganization update
June 2025	V4	Reviewed as per the Policy and Procedure Framework Procedure and revised for clarity of decision-making processes.