

## Exterior Space Allocation Guidelines

(March 2013)

Outdoor spaces play a major role in helping to define institutional image and the unique campus character, and to support campus activities. Outdoor designs influence social interactions, how people move about campus, how inviting and safe it feels, and how the campus landscape environment contributes to the campus experience.

Numerous studies have confirmed that a well-designed and maintained campus can result in increased numbers of student applicants, higher retention rates, and donations to the institution.

The following general standards are meant to support and guide decision making for allocation of exterior space.

### Types of Exterior Space and Restrictions

- a. **General access space**, such as sidewalks, malls, plazas, alleys, driveways, and open space are shared by the university community as well as visitors.
- b. **Limited access space**, such as parking lots and athletic and recreational facilities are made available to users on a limited basis. Guidelines for use of these spaces are governed by the department that has been allocated that exterior campus space.
- c. **Restricted access space**, such as Nutrition and Dietetics' garden is only available to certain individuals or particular group.
- d. **Real Estate Encumbrances:** Exterior space may be encumbered by **real estate restrictions**, such as easements, encroachments, deed restrictions, licenses, etc.

### Exterior Space Allocation Requests

- a. Requests for **temporary** use of exterior space for event activities on campus shall continue to be reviewed and approved by University Events Services.
- b. Requests for **semi-permanent/long term** allocation of exterior space shall be submitted utilizing the **Request for Space** allocation form:  
(<http://www.slu.edu/Documents/facilities/Request%20for%20Space%20Allocation%20.pdf>).
- c. Once approved by the appropriate Vice President, requests are submitted for consideration by the University Space Committee.

### Review of Permanent/Long Term Requests for Exterior Space Allocation

Prior to consideration by the Space Committee, Facilities Services shall review all exterior Requests for Space allocation and provide a recommendation considering:

- a. Location of and impact on site utilities.
- b. Impact of request on operations and maintenance.
- c. Input of adjacent university departments.
- d. Real estate encumbrances on requested space.

In addition, Business and Finance shall review all exterior Requests for Space allocation and provide a recommendation considering:

- a. Compatibility of request with university real estate development plans.
- b. Input of adjacent non-SLU neighbors.

### **Approval of Exterior Space Allocation Requests**

The university Space Committee shall review exterior Requests for Space allocation and provide a recommendation to the President. Allocation of exterior space for other than temporary use can only be approved by the President.

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