

Saint Louis University Space Allocation Guidelines

(revised March 2013)

Space is a university asset with high associated costs including that of acquisition or construction, renovation, maintenance and operations. Space should therefore be allocated wisely, with the overall success of Saint Louis University serving as the context for space allocation decisions.

The following guidelines govern the use of all interior and exterior space on the three St. Louis campuses (Frost, Medical Center, Downtown) of Saint Louis University.

1) Ownership of Space

Although space is allocated to specific users, all space is owned by the University. The University operates and maintains its spaces and seeks to provide the appropriate amount and type of space for University activities.

2) Effective Use of Space

The space allocated to a department or a user shall be used efficiently over time. A space that is used infrequently may require introduction of a similar and compatible approved University use to increase its utilization to a level that is more consistent with utilization across the University.

3) Sharing of Space and Function

To avoid duplication of space, equipment, and staff services, and to avoid unnecessary costs, space should be shared whenever possible. This principle applies specifically to space functions with high associated costs, such as meeting and conference facilities, classrooms and auditoriums, lunch and break rooms, computer labs, machine shops, electronics shops, animal rooms, audio-visual areas, recreation spaces. When space is shared, procedures should be developed by users for priorities of use, if necessary. Classrooms, computers labs and auditoriums at Saint Louis University shall be allocated to the University Registrar who will be responsible for development and administration of policies and procedures for utilization and scheduling of University classrooms and auditoriums.

4) Equitable Space Allocation

For all users and all categories of space, space standards will be used to assess space needs ([attachment A](#) interior office standards, [attachment B](#) exterior standards). These space standards may be adjusted in accordance with the total amount of space available. In this way, an overall space shortage or surplus can be handled appropriately. Any reallocation, renovation, or construction of new building space or exterior space development shall conform to the University's interior and exterior space standards as closely as possible.

5) Access to Space

Three levels of space access are required on campus: **General, Limited and Restricted access**. When a space allocation is made to a unit, it will be designated as general, limited or restricted access.

- a. **General access space**, including unions, sidewalks/Mall, and other general University facilities, are shared by all departments, students, and staff.
- b. **Limited access space**, which includes classrooms, meeting rooms, study spaces, intramural fields, etc., can be made available to users on a limited basis.
- c. **Restricted access space**, which comprises recreation spaces, laboratories, offices, and specialized support areas (e.g. equipment rooms), is only available to certain individuals or to particular groups.

6) **Process for Allocation of Space**

- a. The University has the responsibility to wisely allocate space. The University Space Committee shall review all requests for allocation of interior and exterior space and make recommendations to the President. The President shall make the final decision on requests for allocation of space.
- b. Space that is already assigned for institutional purposes is under the purview of that division Vice President who has the authority to assign, use and allocate space according to their division's plans and needs.
- c. When a Vice President determines their division no longer has a need for space within its allocation, that space will go into a pool of "inactive space" which is held in reserve for future institutional space needs. Space which becomes vacant through relocation of the use to another location will also return to the pool of inactive space.
- d. New space, existing space that is inactive, unfinished space (not able to be occupied in present condition), and outdoor space can only be allocated for use by the President upon the recommendation of the Space Committee.
- e. The Vice Presidents who serve on the University's Campus Infrastructure and Environment team for strategic planning shall also serve as the University Space Committee.
- f. Space is allocated to specific users for certain periods of time. For example, auditoriums and recreation fields are allocated for short periods of time while offices, research labs, and gardens are allocated for longer periods of time. All space is reviewed and updated annually during the University Space Audit.
- g. All requests for new space and/or proposed reallocations or reassignments of space across individual schools, colleges, centers, or divisions should be submitted to Facilities Services. It is the responsibility of the requesting unit to secure necessary approvals and provide all initial information outlined on the **Request for Space** form:
(<http://www.slu.edu/Documents/facilities/Request%20for%20Space%20Allocation%20.pdf>).
- h. Facilities Services staff will review all requests for space and present the request, an analysis of the request and a recommendation to the Space Committee which will then forward the request and their recommendation to the President.
- i. The Space Committee will communicate the final decision on each space request to the requesting unit and appropriate Vice President.