

Use of College Facilities Policy

Purpose To outline the priority and objectives of space allocation in ways that best meet the needs of the college.

Policy Space is a college wide resource. All space will be centrally allocated to best serve the changing needs of the college.

The VCC Space Committee will allocate non-classroom space, including office assignment, to instructional divisions and support areas. Department Heads will manage specific assignments.

Issues that cannot be resolved through this policy will be referred to the VCC Space Committee for resolution.

Note: Outside rentals – please see Rental of College Facilities Policy, B.3.3.

Procedure:

I. Instructional space will be allocated on the following basis, wherever possible matching enrollment to size and suitability of available space:

- 1) VCC programs/courses to satisfy requirements of program profile
- 2) Non-base programs/courses
- 3) Other college use

Conflicts regarding Procedure I will be referred to the appropriate Vice President or delegate for resolution.

II. The Room Booking Clerk at each campus has a list of all rooms, dimensions, capacity, etc. The VCC Space Committee designates all rooms as either:

- Green: General classroom use. May be rented to outside sources.
- Yellow: Classroom may contain specialized equipment. Can be used with caution by internal community. Special arrangements required for booking with outside organizations.
- Red: Dedicated classroom or lab because of specialized equipment or unique layout and is not normally bookable.

III. Department Heads submit requests for instructional space to the Room Booking Clerk who will assign the most appropriate room available.

Instructional space is booked for each term or for the program duration. Department Heads must submit room requests to the Room Booking Clerk by the following dates to receive consideration for rooms desired:

- For January term : November 15th
- For May term: March 15th
- For September term: July 1st

After these dates allocations will be made by matching class size to space available.

Room requests must include the following information:

- Course No./Name**
- Dates**
- Beginning/End Time**
- Enrolment**
- Preferred Room**

Reference

Replaces policies:
 5.3.1.6; 5.4.1.1; 5.2.1.1; 1001; 5.1.1.1; 1.0.0.6; 5.2.16
 B.3.4 Use of College Facilities Policy, June 10, 1997.

1. Policy Sponsor Director of Information and Computing Services

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date