A. Background and Definitions

Space Management ensures the College can respond to changing space needs resulting from changing learner requirements, campus redevelopment, and staffing model changes. A coordinated approach is required to ensure the best and most efficient use of college space.

**Scheduling:** refers to the planning and arranging of all college classes and is managed by the Office of the Registrar.

**Space Planning:** refers to the process and act of laying out and designing a space for a purpose taking into consideration location, environment, furniture, equipment, and usage in harmony with the surrounding space and the functions of those spaces.

B. Purpose

To ensure the efficient and effective use of all College space for employees, students and services at all Niagara College locations.

C. Policy Statements

1. The College is committed to ensuring that all the members and guests of the College community have access to safe, comfortable and appropriately equipped and furnished space in which to teach, learn, research, study and work.

2. Space is a limited campus resource. The College is obliged to ensure that its physical facilities and space are apportioned and used in the most effective manner.

3. All space is considered College space. All requests for moves or changes to existing space must be approved by the Space Management Committee.

4. Decisions on the acquisition, modification or usage of space will be made, wherever possible, within a long-term context that is consistent with the College’s Strategic Plan, as applicable.

5. Decisions on the use of College space will be done in a collaborative manner, allowing for consultation of all impacted stakeholders.
6. Space related decision-making shall be made insofar as it is possible, in concert with and in light of budget planning.

7. Moves or renovations that have significant impact (i.e. require capital funding or costs more than $100,000) shall be recommended to the Vice President Corporate Services.

D. Related Documents

NC100 Committee-Space Management