

# UNIVERSITY CENTRE POLICIES

UC-1 | MANAGEMENT & USE OF SPACE | EFFECTIVE: APRIL 1, 2021

Authorization: University Centre Board

Date: April 6, 2021

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**GENERAL:** The University Centre Board recognizes the various uses of space in the building and the need for established guidelines to effectively manage all space in the building and ensure the maximization of usage to benefit the entire University community. For the purpose of this policy, the term “change in the use” in respect to space use is defined as: an alteration in the designated function or physical design of space that was previously assigned by the Board of Governors.

**SCOPE:** All internal and external organizations, groups, and University departments with space located in the University Centre.

## 1.0 DEFINED USER GROUP SPACE:

- 1.1 **UNIVERSITY ADMINISTRATION SPACE:** Allocation and use of administration space on levels 0, 3, 4 and 5 is to be determined by the President, University of Guelph or their respective delegate and communicated to the University Centre Board. Refer to Appendix A: Defined User Group Space for space allocated to the University Administration.
- 1.2 **UNIVERSITY CENTRE SERVICES SPACE:** Use of University Centre defined space on all levels including all public corridors and common space will be managed by University Centre Services and determined by the University Centre Board. Refer to Appendix A: Defined User Group Space for space allocated as University Centre space.
- 1.2.1 **INTERNAL & COMMERCIAL LEASE SPACE:** Allocation of internal and commercial leased space by the University Centre is determined by the University Centre Board and managed by University Centre Services as the effective “landlord” for the space. These defined internal lease spaces include various office and storage spaces on levels 0, 1, 3, 4, and 5; commercial lease space on level 1. Refer to Appendix A: Defined User Group Space for space allocated for internal and commercial lease groups.
- 1.3 **CENTRAL STUDENT ASSOCIATION SPACE:** Use of undergraduate student government space on level 2 will be determined by the Executive of the Central Student Association and approved by the Board of the Central Student Association. Refer to Appendix A: Defined User Group Space for space allocated to the Central Student Association.

- 1.4 GRADUATE STUDENT ASSOCIATION SPACE:** Use of the Graduate Student Association space on level 5 will be determined by the Executive of the Graduate Student Association and approved by the Board of the Graduate Student Association. Refer to Appendix A: Defined User Group Space for space allocated to the Graduate Student Association.
- 1.5 HOSPITALITY SERVICES SPACE:** Use of space allocated to Hospitality Services on levels 0 and 1 will be determined by the Executive Director, Hospitality Services and communicated to the University Centre Board. Refer to Appendix A: Defined User Group Space for space allocated to Hospitality Services.
- 1.6 OTHER USER GROUP SPACE:** Use of space allocated to the Mature Students Association on level 5; The Ontario Newspaper on level 2; CFRU Radio on Level 2; and the University Club on level 5 which is recognized by the historical planning arrangement for the University Centre; will be determined by the respective leaders of each defined area and communicated to the University Centre Board. Refer to Appendix A: Defined User Group Space for space allocated to Other User Groups.
- 2.0 USER GROUP RESPONSIBILITY OVER ALLOCATED SPACE:**
  - 2.1** Facility services including the request for custodial services, preventative maintenance work, and repairs of space are the responsibility of the respective user group occupying the space. All requests for facility services must be coordinated with the Physical Resources department in compliance with University of Guelph policy. Any facility services request that will impact the use of space or cause ongoing disruption to spaces surrounding the area are to be communicated to the Operations Manager, University Centre Services, who will refer any change of space to the Management and Operations Committee for review and liaison with other user groups and Physical Resources to ensure proper accommodation of work.
  - 2.2** All matters relating to the adherence of the Ontario Fire Code, Ontario Building Code, Occupiers Liability Act, and Occupational Health and Wellness in all University Centre defined space is the responsibility of the respective user group with oversight by University Centre Services.
- 3.0 CHANGE IN THE USE OF SPACE:**
  - 3.1** Change in the use of University Centre space can only be authorized by the University Centre Board. Requests for such changes are to be communicated to the Operations Manager, University Centre Services for spatial assessment and submitted to the Management and Operations Committee for review and recommendation for authorization by the University Centre Board.

#### **4.0 MANAGEMENT OF SPACE**

- 4.1 MAXIMIZATION OF USE:** To effectively manage all space usage in the building, maintain a superior level of regular physical space usage and support the needs of all building user groups, as defined in section 2.3 of the University Centre Constitution, University Centre Services will conduct spatial assessments every five (5) years; upon the relinquishment of space; or change in use of space; to analyze the usage rate and benefit to all user groups using the defined principles outlined in Appendix B: Space Assessment Protocol. Spatial assessment reports will be submitted to the Board for review and consideration in approving requests for change, allocation or re-purposing the use of space.
- 4.2 APPLICATION:** This policy is applicable to all spaces considered to be relinquished by a user group or subject to a spatial audit as outlined in Section 4.1 of this policy.
- 4.3 RELEASE OR FORFEITURE:** In the event that a building user group relinquishes control of space allocated to them, is not performing satisfactorily under existing agreements, or fails to utilize the space in a manner that supports the maximization of physical usage, the space may be subject to release or forfeiture upon approval of the University Centre Board, with the space to be returned to the University Centre Board for reallocation of use as per section 2.3.3 of the University Centre Constitution.
- 4.4 NOTICE:** Upon acknowledgement of a pending release or forfeiture of space by the University Centre Board, the Chair of the Board will provide notice to the representatives of the space and allow the opportunity for the user group to respond in writing within thirty (30) days of the date of notice for the consideration of the University Centre Board in the matter.
- 4.5 APPEAL:** Should the University Centre Board elect to approve a release or forfeiture of space from a user group, the representatives of the user group shall be provided a period of thirty (30) days to appeal the motion to the Executive Committee of the University Centre Board. The user group will be given reasonable notice to present their appeal to the Committee or the appeal shall be tabled. The Executive Committee will determine the outcome of the appeal. Should the decision remain contested after appeal, the matter will be referred to the Board of Governors Executive Committee for determination as per Section 14 of the University Centre Working Agreement (1992).
- 5.0 REFERENCE:** University Centre Constitution (1974); University Centre Working Agreement (1992); Appendix A: Defined User Group Space (2021), Appendix B: Space Assessment Protocol (2021)

# UC-1 Appendix A:

## Defined User Group Space Allocation: University Centre

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January 1, 2024

### Defined User Groups

- Administrative Space
- UC Services Space
- UC Leased Space
- Hospitality Space
- CSA Space
- GSA Space
- Other Group Space
- Mechanical Space

*\*All corridors and common space considered part of UC Services managed space.*



### DO NOT SCALE DRAWINGS

Contractors must check and verify all site conditions. Notify the Owner's Representative in writing before proceeding with the work if discrepancies are evident between the drawings and the site condition. No extras to the contract will be allowed if discrepancies were evident prior to start of work.

### ASBESTOS

Perform all work avoiding contact or disturbance of any asbestos materials. If asbestos or suspected asbestos containing materials are discovered during the work, all work must stop. At that point, the Contractor is to bring in an Asbestos Removal Contractor along with the Owner's Representative to review the extent of the work & provide a quotation to the University of Guelph's Construction Dept. for subsequent removal. Work shall resume after the Owner's Representative has approved such action.

### Reference Documents

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A = Detail number  
B = Sheet number where detailed

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NO.	ISSUED	BY	DATE

### Orientation

Project North



**UNIVERSITY OF GUELPH**

Planning, Engineering & Construction  
Physical Resources  
Guelph, Ontario. N1G 2W1

### Project

BASE PLAN

### Drawing Title

BASEMENT LEVEL

### Project No.

### Location

University of Guelph  
University Centre – Bldg#158

### Scale

N.T.S.

### Drawn by

B.T.

### Client's Approval

### Approved by

### Code File No.

B-B  
of 1

UC-1 Appendix A:

Defined User Group  
Space Allocation:  
University Centre

Page 2 of 6  
January 1, 2024

Defined User Groups

- Administrative Space
- UC Services Space
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Reference Documents

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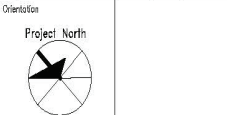
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NO. ISSUED BY DATE



UNIVERSITY  
of GUELPH

Planning, Engineering & Construction  
Physical Resources  
Guelph, Ontario, N1G 2W1

Project  
BASE PLAN

Drawing Title  
FIRST LEVEL

Project No.

Location  
University of Guelph  
University Centre - Bldg#158

Scale  
N.T.S.

Date  
January, 2018

Drawn by  
B.T.

Client's Approval  
Approved by

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UC-1 Appendix A:

Defined User Group  
Space Allocation:  
University Centre

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January 1, 2024

Defined User Groups

- Administrative Space
- UC Services Space
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Reference Documents

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NO.	ISSUED	BY	DATE
Orientation			
Project North			

UNIVERSITY OF GUELPH  
Planning, Engineering & Construction  
Physical Resources  
Guelph, Ontario, N1G 2W1

Project  
BASE PLAN

Drawing Title  
SECOND LEVEL

Project No.

Location  
University of Guelph  
University Centre - Bldg#158

Scale  
N.T.S.

Date  
January, 2018

Drawn by  
B.T.

Client's Approval

Approved by









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of 1



Defined User Group  
Space Allocation:  
University Centre

### Defined User Groups

-  Administrative Space
-  UC Services Space
-  UC Leased Space
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# UC-1 Appendix A:

## Defined User Group Space Allocation: University Centre

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January 1, 2024

### Defined User Groups

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# UC-1 Appendix A:

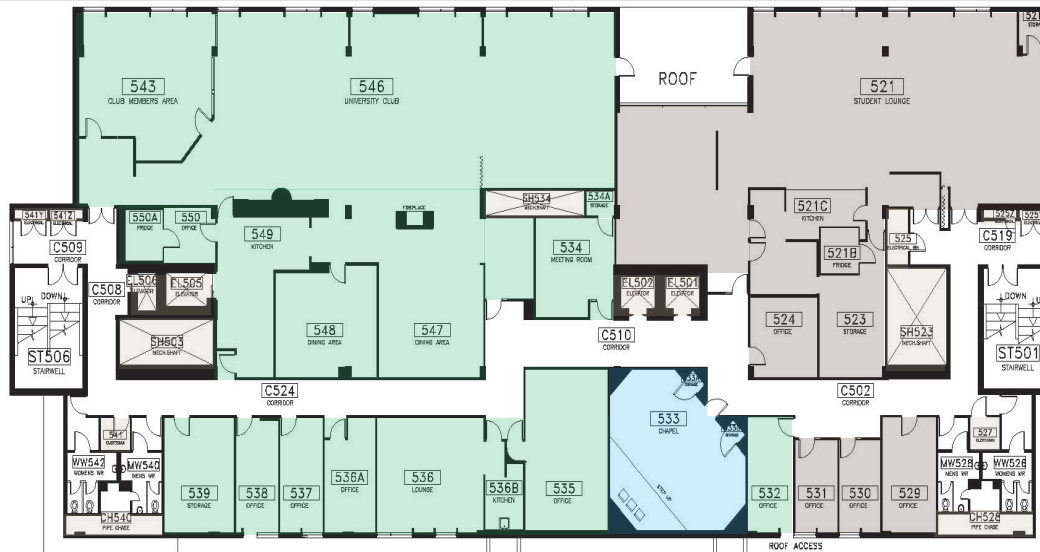
## Defined User Group Space Allocation: University Centre

Page 6 of 6  
January 1, 2024

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A = Detail number  
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NO. ISSUED BY DATE

### Orientation

Project North



**UNIVERSITY OF GUELPH**

Planning, Engineering & Construction  
Physical Resources  
Guelph, Ontario, N1G 2W1

### Project

BASE PLAN

### Drawing Title

FIFTH LEVEL

### Project No.

### Location

University of Guelph  
University Centre – Bldg#158

### Scale

N.T.S.

### Date

June, 2018

### Drawn by

B.T.

### Client's Approval

### Approved by

### Cod File No.

B-5  
of 1

# UNIVERSITY CENTRE POLICIES

## UC-1 | APPENDIX B: POLICY UC-1 | SPACE ASSESSMENT PROTOCOL

Authorization: University Centre Board

Date: April 1, 2021

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**GENERAL:** The University Centre Board recognizes the various uses of space in the building and the need for established guidelines to effectively manage all space in the building and ensure the maximization of usage to benefit the entire University community. This Space Assessment Protocol will serve as a guiding tool to evaluate the usage of space and provide a spatial assessment report for the review and consideration of the Board in approving requests for a change, allocation or re-purposing in the use of space.

**1. SPACE USAGE PRINCIPLES:** The guiding principles used to analyze and assess the allocation, re-purposing or request for change in use of space aims to support the University Centre Board's consideration in approving space usage changes. These adopted principles were established by the Board in 2017 and serve as the structure for the spatial assessment report. They include the following areas of consideration:

a) *STUDENT-FOCUSED SPACE:* Maintaining a superior level of student-focused space is essential to the purpose and success of the University Centre.

Allocation and use of space should support student needs, including social, recreational, administrative, and student-oriented services that support and enhance student experience. The following questions guide the assessment of student benefit in the use or change in use of space:

- Will the space change or allocation support the improvement or expansion of student space and services in the building?
- Does it recognize and address the need for student organizational group space, including space for marginalized groups and associations with large memberships?
- Does it support non-academic resources (i.e. social and recreational activities) and services to students that will enrich student learning, development, and need for space?
- Does it enhance the availability of space for students?

b) *MAXIMIZATION OF SPACE USAGE:* As the central student and administrative building on campus, space within the University Centre is in high demand. To ensure space use is planned to maximize physical density and

regular usage by the university community, the spatial audit report will assess the following areas:

- Does the plan satisfy the University Centre Board's goal of creating multi-purpose space to support non-academic activities and events in the building?
- Will the space change or allocation meet the Board's goals to maximize the usage of space support the needs of building user groups?
- Who will be the regular users of the space?
- Will the space serve the broader university community or enhance the position of the University of Guelph?

c) *INCLUSIVE SPACE*: Fostering a culture of inclusion at the University of Guelph is an institutional imperative. The University Centre Board is committed to fostering a diverse and inclusive environment as part of the university community. In supporting the university's commitment to a culture of inclusion:

- Does the change in use or allocation of space support the university's values?
- Does the space support the Inclusive Campus Framework?
- Will the space be inclusive to all groups including marginalized groups?
- Will it be accessible? Are there any concerns relating to AODA compliance?

d) *SPATIAL BENEFITS*: Use of space in the building should benefit members of the university community including students, staff, faculty and alumni in addition to supporting the regular business activities of the University Centre and University administration. To determine the benefit to the community, the University and the University Centre:

- Will the change in use or allocation of space provide benefits for the building and its user groups?
- Is it financially, logistically, or operationally beneficial to the Board and University Centre Services' operations?
- Does the change in use or allocation of space benefit and support the operation of the University of Guelph?
- Does the space benefit undergraduate and graduate students?
- Does the change or allocation fit the vision and values for the building?
- Would the proposed use of space be better suited in another building?
- Is the proposal temporary or permanent in nature?

**2. SPACE USE & OCCUPANCY CALCULATION:** To provide specific information within the spatial assessment report relating to the physical hours of use and regular occupancy of the space to determine the physical density rate, the following calculation will be used to assess physical occupancy.

***Determined Usage of Space Per Work Week / Regular Building Operating Hours***

- A. The determined weekly usage of space will be assessed by calculating the reported hours of use per day for a regular work week during the academic year.
- B. The regular building operating hours reflect the established hours of operation during the same time frame as the determined usage of space.
- C. If it is determined that a space has not regularly occupied by a user group for a period of twelve (12) months or longer without appropriate justification for an ongoing lack of use, it shall be deemed the user group has relinquished the use of space as defined under section 4.3 of policy UC-1: Management & Use of Space. Should this be determined, it will be reported along with detailed information in lieu of a space use and occupancy calculation.

Space usage guidelines define regular occupation of space for the purpose of this assessment as a minimum of 25% density rate per five (5) day work week. For example, in calculating the density rate with regular building hours of nineteen (19) hours of daily operation, 4.75 hours of regular occupancy per weekday would result in an density rate of 25% usage. Usage rates under 25% occupancy would be considered underutilized space use, and usage rates in excess of 50% would be considered active usage of space.

As the defined purpose of space use can vary and include storage areas, filing rooms, and imperative or essential workspaces with limited use and access, the reported physical hours of use and occupancy calculation will denote the defined purpose and include the following information to distinguish use from other space use purposes:

- The regular or anticipated use of the space.
- How the defined use of space is required and imperative to the operation or objectives of the building user group.
- If the use of space would conflict with the goals and objectives set forth by the University Centre Board.
- How the use of space fits spatial planning in the building and satisfies established space usage principles.

**3. SPATIAL ASSESSMENT REPORT PROCESS:** To ensure fairness to the building user group for which the space is allocated and to demonstrate an unbiased assessment of space and report, the spatial assessment report will be provided to the building user group for review and comment thirty (30) days in advance of issuance to the Management & Operations Committee for review and consideration.

The building user group may supply updated statistics or plans for consideration, respond to any concerns raised in the report, provide feedback and supporting details to clarify usage information, and/or refute or acknowledge the details of the report. This information will be included in the final spatial assessment report.

Once the final spatial assessment report has been issued to the Management & Operations Committee, the Operations Manager, University Centre will provide recommendations for next steps (if required) relating to the space for the consideration. It may be recommended for the representatives of the building user group to attend the Management & Operations Committee meeting to answer questions regarding the report and proposed recommendations.

**4. RESPONSIBILITY:** It is the responsibility of the Operations Manager, University Centre or their delegate to conduct the space assessment, prepare the spatial assessment report and liaise with the representatives of the building user group.

**5. REFERENCE:** University Centre Constitution (1974); University Centre Working Agreement (1992); University Centre Defined Space Principles Document (2017); Office of Diversity & Human Rights Fostering a Culture of Inclusion & Inclusive Campus Framework (2017)