

University Policies - Space Use

Number: UC-1

Effective Date: February 2010

Signature: Revised 1978

Title: Chair University Centre Board

GENERAL: For purposes of this policy, space use and all subsections “change in the use” is defined as: an alteration in the designated function of that area as assigned by the University Centre Board.

PURPOSE: The University Centre Board supports the use of the University Centre as a place for social, educational and recreational activities and programs.

POLICY: 1.1 Specific User Group Space

1. Administration Space 1.1 Use of administration space on levels 3, 4 and 5 is to be determined by the President of the University and communicated to the University Centre Board. Appendix "A" outlines space allocated to the University Administration.

1.2 Change in the use of Administration space can only be authorized by the University Centre Board. Requests for such changes are to be submitted to the Management and Operations Committee prior to their submission to the University Centre Board.

1.2 University Centre Administration Space

2.1 Use of the University Centre Space on levels 0, 1, 2, 3, 4 and 5 plus all public walkways has been determined by the University Centre Board. Appendix A outlines the University Centre space.

2.2 Change in the use of University Centre space can only be authorized by the University Centre Board. Requests for such changes are to be submitted to the Management and Operations Committee prior to their submission to the University Centre Board.

1.3 University of Guelph Central Students Association

3.1 Use of Student government space on levels 2 and 5 will be determined by the Central Students Association. Appendix A outlines the Central Students Association space.

3.2 Change in the use of the Central Students Association space can only be authorized by the University Centre Board. Requests for such changes are to be submitted to the Management and Operations Committee prior to their submission the to the University Centre Board.

1.4 Hospitality Service Space

4.1 Change in the use of Hospitality Service space can only be authorized by the University Centre Board. Requests for such changes are to be submitted to the Management and Operations Committee prior to their submission to the University Centre Board. Appendix A outlines Hospitality Service space.

1.5 Graduate Students' Space

5.1 Use of the Graduate Students' Association on level 5 has been allocated as shown in Appendix A.

5.2 Change in the use of the Graduate Students' Association space can only be authorized by the University Centre Board. Requests for such changes are to be submitted to the Management and Operations Committee prior to their submission to the University Centre Board.

1.6 Mature Students' Space

6.1 Older than Average Students' space on level 5 has been allocated as shown in Appendix A.

6.2 Change in the use of Mature Student Association space can only be authorized by the Central Students' Association. This change can only take place when ratified by the University Centre Board after submission to the Management and Operations Committee. Assurance must be given that the environment of that area (level 5) is preserved

1.7 University Club Space

7.1 University Club space on level 5 has been allocated as shown in Appendix A.

7.2 Requests for changes in this space are to be submitted to the Management and Operations Committee prior to their submission to the University Centre Board for authorization.

1.8 Offices

8.1 Offices on levels 3, 4 and 5 are to be allocated by the University Centre Board.

8.2 Leases will be negotiated for all space allocated as offices as per UC-10.

1.9 Commercial Space

9.1 Commercial space has been designated on level 1 and leased to provide services to the University community. Commercial space is shown in Appendix A.

9.2 Leases will be negotiated for all commercial space as per policy UC-10.

1.10 University Radio - CFRU

10.1 University Radio – CFRU space has been allocated as indicated in Appendix A, on level 2.

10.2 Requests for changes in this space are to be submitted to the Management and Operations Committee prior to their submission to the University Centre Board for authorization.

1.11 Newspaper - Ontario

11.1 Newspaper – Ontario space has been allocated as indicated in Appendix A, on level 2.

11.2 Requests for changes in this space are to be submitted to the Management and Operations Committee prior to their submission To the University Centre Board for authorization.