

	<b>UNIVERSITY OF DENVER POLICY MANUAL SPACE UTILIZATION</b>
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## **I. INTRODUCTION**

The facilities of the University must be recognized as a valuable and limited resource. University space shall be utilized in the best interest of the University and the University Community at-large. The Senior Vice Chancellor for Business and Financial Affairs has the responsibility for insuring that the University's facilities are efficiently employed in accordance with the goals and objectives of the University.

## **II. POLICY OVERVIEW**

### **A. Primary Responsibilities**

The assignment of University owned or controlled space shall be at the sole discretion of the Senior Vice Chancellor for Business and Financial Affairs or his/her designee. Such activities shall be coordinated, to the extent practical, with the Office of the Provost on matters related to academic programs.

The Office for Business and Financial Affairs will, from time to time, review space and facilities assignments in the University and make reassignment as necessary. Classroom assignments shall be made by the Provost.

Departments to whom space is allocated shall report changes in occupancy or utilization of space to the Department of Facilities Management and Planning as they occur and shall complete an annual inventory survey of space used, as requested by Facilities Management and Planning.

### **B. Delegated Authority**

The Senior Vice Chancellor for Business and Financial Affairs may delegate to a department head the control and allocation of specific space within the University, for example:

1. Conference and Events Services, or another designee, may be delegated authority to coordinate internal and external requests for temporary use of

facilities according to availability.

**2.**