

Policy #	TBD
Approved by:	Rani Dhaliwal
Approval Date:	TBD
Policy Holder Signature:	
Policy Holder:	Senior Vice President, Planning and Corporate Services and CFO
Administrative Contact:	Senior Director, Capital Development & Facilities Management
Replaces Policy Dated:	n/a
Review Date:	TBD

SPACE ALLOCATION AND MANAGEMENT POLICY

Purpose:

The Humber College Institute of Technology and Advanced Learning (hereinafter referred to as “the College” or “Humber”) own and lease building spaces which are a valuable and finite resource. Humber aims to plan, allocate, use and manage this valuable resource using a transparent process and procedure consistent with best practices in postsecondary facilities management.

This document is available in alternate format on request.

Scope:

This policy is applicable to all employees and faculty of Humber.

The Space Allocation and Management Policy (hereinafter referred to as the “Policy”) supports the space allocation practices and the long-term space planning decisions of the College.

The College’s space allocation decisions and planning practices will be guided by the objectives and the directions of both the Humber Strategic Plan and the Humber Campus Development Plan.

All space-related decisions shall align with and support other College plans, practices and processes, including but not limited to the College:

- Academic Plan
- Strategic Enrolment Plan
- Space Allocation Standards
- Instructional Space Scheduling Practice
- Program Approval Process
- Event Management Practices
- Campus Development Plan

- Building condition reports and related documents

Policy:

1. All building space owned or leased by the College shall be subject to the Policy, including space utilized by Humber Student Federation (“HSF”) and Union Leadership.
2. The College does not allocate space permanently. Any owned or leased building space can and shall be re-allocated to meet Humber’s changing strategic priorities, functional needs or commitments to external parties (in particular regulatory and accrediting bodies).
 - 2.1 Space will be allocated for a specified type of use (a computer laboratory, an office for part-time faculty, a storage room, etc.).
 - 2.2 The College will periodically review any major change to the use of a space or any required exchange of allocated spaces between schools or departments.
 - 2.3 The College’s space allocation decisions will consider the quantity and the type of space available, the needs, the College’s space allocation standards and related policies on space and sustainability.
3. All space allocated shall be used efficiently. Utilization data on the use of space will be maintained and reviewed on a regular basis.
4. This policy shall not govern space requests which require minor changes that continue to serve the same purpose within the College.
5. All requested changes to existing space allocations and/or for new space allocations for existing programs and services will follow the steps and forms specified in the Space Allocation and Management Procedure. This policy does not include space requests that require minor changes only and that continue to serve the same purpose within the College.
6. This policy shall undergo an annual review on the anniversary date of its approval.

Related Procedure(s):

Instructional Space Scheduling Practice

Space Allocation and Management Procedure