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## Allocation and Utilization of Space/Furnishings and Equipment Policy

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### Effective Date

January 01, 2001

### Policy

The President is responsible for allocation of new, empty or renovated space. Open workstation design is preferred to 'individual' offices. Private office space will be no more than 10m<sup>2</sup>. Sub or reallocation of space within an allocated space, shall be the responsibility of each department head(s). Any alterations to space, furnishings, or equipment must receive prior approval of the Director of Facilities and Services. The Director of Facilities and Services, in consultation with the appropriate Director, and Executive Group, is responsible for the implementation of the allocation of appropriate workspaces, equipment, and furnishings for University staff, while ensuring the maximum institutional benefit in the use and development of all spaces defined within this policy.

### Regulations

#### A. Spaces

##### 1. Professional Staff Space

The head(s) of each department shall be responsible for assigning office space to all newly appointed professional members of staff within their existing allocations. Provision of office space will depend strictly upon space availability at the time a request is made.

##### 2. Support Staff Space

Allocation of offices/working space should relate to the nature of the work performed, and not to the position. Provision of office space will depend strictly upon availability of space at the time a request is made.

The decision to allocate office space rests with the Department head(s), in accordance with the following guidelines.

- i. Confidentiality of Information: is a prominent aspect of the work requirement to deal with employee problems and concerns, and to provide advice, guidance on personal matters.



- ii. Negotiation (Confidential Interaction): requirement to deal with outside agencies (i.e., suppliers, contractors) as well as with individuals and discuss/negotiate service arrangements, contracts, etc.

**Note:** All office, storage rooms, work spaces, coffee stations and other such spaces within each department shall be the responsibility of the department head(s), and shall not be used for any other than their originally intended purpose.

### 3. Institutional Space/Large Meeting Rooms, Governing Council Chambers/Administrative Studies Boardroom, and Multimedia Conference Centre

Athabasca University Governing Council Chambers, the Administrative Studies Boardroom, and the Multimedia Conference Centre are available for use by groups within the University, or for official University business involving non-University personnel. Meeting Rooms may also be used for certain non-University groups and activities conforming to booking procedures.

AUGC, the Administrative Studies boardroom, and the Multimedia Conference Centre must be booked through the Facilities and Services Department. Requests for Room Booking forms are available on-line through the intranet.

### 4. Departmental Space/Small Meeting Rooms/Board Rooms

Unless otherwise designated, all small meeting rooms and/or Board Rooms within the various departments, shall be considered allocated space within the respective department(s) and shall be under the direction of the department head(s).

### 5. Institutional Space/Common Areas

The Athabasca University entranceways, hallways, and galleries are common areas used by the University Staff and visitors alike. These areas can be utilized to the University's advantage by displaying items, which are informative and add to the appearance of the building. The Director of Facilities and Services is responsible for all Common Spaces.

- i. The Director of Facilities and Services must approve all items being considered for display in Common Spaces.
- ii. The Main Entrance and Gallery areas are limited to show University Art Committee selected artworks, Human Resources/Public Affairs bulletin display cabinets, and the University Mace.
- iii. The Cafeteria access way is reserved for public announcement bulletin boards
- iv. The Library entrance corridor is for the exhibit of University artwork, material, staff awards/certificates and similar items.



- v. The remainder of the corridors leading to the entrances at the north end of the building shall only be permitted to exhibit Science Lab material.

## 6. Unoccupied Space

No member of staff will occupy unallocated space on a permanent or temporary basis without authorization.

## 7. Recreational Area

Recreation areas include the Exercise/Gym, Racquetball Court, and Locker rooms. Use of the recreation area is available without charge, to University staff and the public. The Director of Facilities and Services is responsible for the provision and maintenance of the recreation area.

### RECREATION AREA RULES

1. Use of the facility is at your own risk.
2. An AU staff member must be present in the University when non-staff guests are using the facilities, other than times designated for use by the public.
3. During the hours of 8:30 a.m. - 4:30 p.m. the facilities are reserved for AU staff only.
4. The facilities are open to the general public Monday and Wednesday evenings from 6:00 p.m. - 11:00 p.m. and Tuesday and Thursday evenings from 5:00 p.m. - 11:00 p.m.
5. A responsible adult must accompany children under the age of 16 years who are using the recreation area.
6. Book the racquetball court in advance by calling (780) 675-6349, (Facilities and Services), during office hours. The court may only be booked for a 1-hour time limit per evening.
7. The use of the court is governed by the Racquetball Court Rules posted on the entry door to the court.
8. No booking is required for use of the exercise equipment. It is used on a first come, first served basis.
9. There are no locker assignments for public users. For the consideration of others, lockers must be cleaned and emptied after each use.
10. University staff may obtain assigned lockers by contacting the Facilities and Services Department.



11. No food or drink is allowed in the recreation area.
12. Liquor is not permitted in the recreation area at any time.
13. Smoking is not permitted in the recreation area. The University is a smoke free institution.
14. In the event of damage or breakage of equipment, please report immediately to the Facilities and Services Department at 675-6349 during office hours or to Security at 675-6440, after hours. This will assist in the maintenance of the equipment.
15. Misuse of the recreation facilities will result in loss of privileges.

#### RACQUETBALL COURT RULES

1. Use of court is at your own risk.
2. Proper eye protection must be worn.
3. Proper footwear, consisting of 'non-marking' court shoes, must be worn.
4. Contact sport, e.g. boxing is not allowed unless previously authorized by Facilities and Services. Please call 675-6349 for more information if required.
5. Acceptable sports on the court are racquetball, handball, and Wally ball.
6. Food and Drink is not allowed on the court.
7. Children under the age of 16 are not allowed on the court, unless under the direct supervision of an adult present on the court, or above in the viewing area

#### **B. Furnishings and Equipment**

1. Office furnishings and/or equipment (i.e. library shelving, scientific equipment, computing equipment) must be budgeted for through the User Department Capital Budget. Once budget approval is obtained the furnishings and/or equipment will be purchased through Facilities and Services, and once received, assigned to the User Department.

#### **Approved By**

Executive Group

#### **Amended Date/Motion No.**

Amended April 26, 2000  
Revised March 2002



## **Related References, Policies and Procedures**

## **Applicable Legislation/Regulation**

## **Responsible Position/Department**

Facilities and Services

## **APPENDIX A**

### **Furnishings and Equipment**

#### **A. Furnishings and Equipment**

##### **1. Professional and Support Staff**

Requests for furnishings/equipment for all staff, either at Central or Regional Offices, are to be made in writing to the Coordinator, General Services, by the appropriate department head. A typed Central Stores requisition, detailing furniture/equipment required (not telephone) and location, should accompany each request.

A standard configuration would include:

- 1 - 24" X 42" Corner Module
- 1 - 24" X 42" Connector Desk
- 1 - 24" X 30" Connector Desk
- 1 - Box/Box File Mobile Pedestal
- 1 - 42" X 36" H X 12" D Open Hutch
- 1 - Sliding Keyboard Tray with Mouse Tray
- 1 - Chair

##### **2. Locking Systems & Furnishings**

All desks, closed top components, and file cabinets are supplied complete with locks and it is the departments responsibility to secure the spare key. If, for whatever reason, a lock is changed, this will be considered a department expense, and should be requested using a Purchase Order Requisition in accordance with Purchasing Policy and Procedure, indicating location and budget code to be charged (see example 2).



## APPENDIX B

### USE OF ATHABASCA UNIVERSITY'S GOVERNING COUNCIL CHAMBERS FOR NON-UNIVERSITY FUNCTIONS

#### USERS:

Athabasca University will only allow use of the facilities to nonprofit organizations, and education related events.

#### RATES:

Weekdays	8:30 am - 4:30 pm After 4:30 pm	No charge \$25.00 per hour for lights and air handling
Weekends	Cost per hour	\$25.00 per hour for lights and air handling \$25.00 per hour for security

#### ADDITIONAL COSTS:

Calculated on an individual basis

Janitorial if required  
Air Conditioning Unit if required  
Additional Usage of University (i.e. Cafeteria)

#### RULES:

- Athabasca University is a smoke free environment
- Maximum capacity is 125 people
- User is responsible for furniture setup and returning furniture to original configuration
- Food or drink allowed in moderation
- User is responsible for any damages incurred during use
- Use of the facilities is at users' own risk
- Permission must be obtained for alcohol consumption on University premises

#### INQUIRIES:

Questions regarding the use of the facilities and/or availability - contact: Athabasca University Operations Assistant at (780) 675-6349.



**PLEASE BE ADVISED:**

Athabasca University reserves the right to deny use of the facilities to any group and/or organization. The University reserves the right to "bump" any bookings up to one week prior to function. Athabasca University will look at each request separately for assessment (i.e. Length of requested booking, type of function, etc.).

**APPENDIX C**

**USE OF ATHABASCA UNIVERSITY'S  
ADMINISTRATIVE STUDIES BOARDROOM FOR NON-UNIVERSITY FUNCTIONS**

**USERS:**

Athabasca University will only allow use of the facilities to nonprofit organizations, and education related events.

**RATES:**

Weekdays	8:30 am - 4:30 pm After 4:30 pm	No charge \$25.00 per hour for lights and air handling
Weekends	Cost per hour	\$25.00 per hour for lights and air handling \$25.00 per hour for security

**ADDITIONAL COSTS:**

Calculated on an individual basis

Janitorial if required  
Air Conditioning Unit if required  
Additional Usage of University (i.e. Cafeteria)

**RULES:**

- Athabasca University is a smoke free environment
- Maximum capacity is 20 people
- User is responsible for furniture setup and returning furniture to original configuration
- Food or drink allowed in moderation
- User is responsible for any damages incurred during use
- Use of the facilities is at users' own risk



**INQUIRIES:**

Questions regarding the use of the facilities and/or availability - contact: Athabasca University Operations Assistant at (780) 675-6349.

**PLEASE BE ADVISED:**

Athabasca University reserves the right to deny use of the facilities to any group and/or organization. The University reserves the right to "bump" any bookings up to one week prior to function. Athabasca University will look at each request separately for assessment (i.e. Length of requested booking, type of function, etc.).

**APPENDIX D**

**USE OF ATHABASCA UNIVERSITY'S  
MULTIMEDIA BOARDROOM FOR NON-UNIVERSITY FUNCTIONS**

**USERS:**

Athabasca University will only allow use of the facilities to nonprofit organizations, and education related events.

**RATES:**

Weekdays	8:30 am - 4:30 pm After 4:30 pm	No charge \$25.00 per hour for lights and air handling
Weekends	Cost per hour	\$25.00 per hour for lights and air handling \$25.00 per hour for security

**ADDITIONAL COSTS:**

Calculated on an individual basis

- Janitorial if required
- Air Conditioning Unit if required
- Additional Usage of University (i.e. Cafeteria)

**RULES:**

- Athabasca University is a smoke free environment
- Maximum capacity is 20 people



- User is responsible for furniture setup and returning furniture to original configuration
- Food or drink allowed in moderation
- User is responsible for any damages incurred during use
- Use of the facilities is at users' own risk
- Permission must be obtained for alcohol consumption on University premises

### **INQUIRIES:**

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