



# Eastern Kentucky University

## Policy and Regulation Library

Administrative Regulation: 7.1.2ADR

Responsible Office(s): Campus Operations,  
University Outreach and Engagement,  
Communications and Brand Management

Effective: September 27, 2023

Next Review Date: Fall 2030

## Administrative Regulation: 7.1.2ADR

### Space Utilization

#### Statement

The intent of the Eastern Kentucky University (EKU) Space Utilization Regulation is to develop and establish space planning and management tools and practices for both the short-term and long-term use of University spaces, in order to best meet the needs of University students, faculty, and staff. Facilities and spaces are an institutional asset and critical, fluid resource. Tracking this information enables the University to take a practical, transparent, and metrics-based approach to space management. In support of the University's educational mission, space planning and management supports the efficient and effective use and stewardship of physical assets; anticipates and plans for future physical asset and space needs; and responds to University space and physical asset priorities.

The practice of collecting and storing data that monitors how University spaces are being utilized is critical for effective space utilization. This data collection has the practical effect of allowing the University to track this information for reporting purposes, as required by the Council on Postsecondary Education (CPE), as well as a vital safety component of having a list of who is scheduled to use a given space at a given time. Having a centralized database of building use and assigned occupants is crucial to the University's ability to communicate and provide alerts to campus constituents should an emergency situation occur.

One of the goals of the Office of Outreach and Engagement's Space Planning & Utilization team at EKU is to support the University by managing space assets in a way that focuses on achieving student-centered and innovative learning opportunities in an environment with access to appropriate resources and technologies. Strategic use of space also optimizes operating costs and impacts retention and engagement by ensuring that students, faculty, staff, and community members have opportunities to

connect and collaborate in spaces that are most appropriately resourced for their desired use. The University recognizes that effective practices for space utilization are necessary to meet space needs that support University operations. Leadership within the Office of Outreach and Engagement's Space Planning & Utilization team and Communications and Brand Management ~~Campus Operations and Communications~~ and ~~Brand Management~~ will coordinate University space using the following principles:

- All University spaces, regardless of location or use, are operated by Eastern Kentucky University. The President retains ultimate responsibility for allocating and re-allocating space, and the Board of Regents maintains its authority to purchase or lease property.
- Academic instruction and activities hold the highest priority for use of campus spaces.
- Regular collection and analysis of space inventory data will be conducted to ensure effective allocation, efficient use, and accurate reporting of campus spaces to the Council on Postsecondary Education.
- Stakeholders will be engaged in comprehensive and timely dialogue with prioritizing and facilitating space solutions that address the University's evolving physical space needs.

## Entities Affected

All Eastern Kentucky University faculty, staff, and students, as well as external constituents to the University.

## Procedures for Internal Constituents

### I. Space Inventory

Information collected during periodic room-by-room space inventories must be accurate to ensure that reports for the use of spaces are correct when communicating the status of University assets to appropriate stakeholders. At the beginning of each inventory cycle, internal constituents designated to collect and report space inventory information will receive notice of their responsibilities. Submission of accurate inventory data by internal constituents that represents use of space by all University offices, units, and divisions is required to facilitate utilization studies and campus planning. Ongoing inventory of University space will be facilitated by the Office of Space Planning & Utilization as deemed appropriate by the University.

### II. Requests for Space Changes

If operational needs for internal constituents warrant changes to current space assignments, then requests to change assignments of space can be made. Examples of this request include moving offices, obtaining additional space for operations, and/or releasing space from a department for reallocation to another area. All changes in use of space must be requested through the Office of Engagement and Enrollment. The University has the right to provide an alternate solution or deny any requests for space changes or changes to the facility. Employees may submit a request for space change using this form:

<https://form.asana.com/?k=qXPiGBYZNEOH5vzlGQ1Lsw&d=978674317228910>

### III. Requests for Changes to Facilities (RCF)

Requests to change or modify existing spaces, including but not limited to changes to flooring, paint, lighting, keyed access, or technology installations will be funded by the requesting University office, department, or division. Identification of the funding source is required prior to submission of the request. Internal constituents may submit requests for changes to facilities by completing this form:

<https://form.asana.com/?k=qXPiGBYZNEOH5vzlGQ1Lsw&d=978674317228910>

### IV. Maintenance Requests

If maintenance needs arise, internal constituents must report the issue to their respective Facility Coordinator, who will then contact Facilities Management and Safety. Employees may find contact information for Facility Coordinators [here](#). Individuals who are appointed as a Facility Coordinator will be informed of their responsibility.

### V. Space Reservations

Additional protocols are in place for internal and external groups looking to reserve the use of University space for events and meetings. Constituents should consult the [Scheduling of University Facilities Regulation, 7.1.1](#), and contact the Office of Conferencing and Events for more information about hosting an event or renting a space on campus.

## Responsibilities

The President retains ultimate responsibility for allocating and re-allocating space, and the Board of Regents maintains its authority to purchase or lease property. However, operational University Space shall be managed by Office of Outreach and Engagement's Space Utilization team as supported by the Space Advisory Committee.

## **I. The Office of Space Planning & Utilization**

Office of Outreach and Engagement's Space Planning & Utilization team will:

Research and evaluate space needs by actively engaging University constituents

- Coordinate information sharing among University units/areas, and other related entities
- Collect, analyze, and report space data
- Provide input for strategic space utilization decisions
- Process requests for changes to space allocations
- Develop and apply best practices for space management in higher education

## **II. Space Advisory Committee**

The Office of Outreach and Engagement's Space Planning & Utilization team will collaborate with units and departments across the University community as needed on various agenda items and solicit ongoing engagement via the Space Advisory Committee. A minimum of one representative from the following areas will be selected to engage in the work of the Space Advisory Committee that includes, but is not limited to, the management of best practices for allocation and use of operational University spaces. Members shall identify a representative from their respective areas to attend meetings in their absence.

### **Committee Representation**

- AVP University Outreach and Engagement, co-chair
- AVP Facilities Management and Safety, co-chair
- Space Utilization Manager
- Facilities Management Administration
- Academic Affairs
- Chair of Chairs Council or Designee
- Faculty Representative – *Appointed with the advice and consent of the Faculty Senate Chair*
- University Registrar
- Student Representative – *Appointed by the Student Government Association*
- Staff Council Representative - *Appointed by Staff Council*
- Capital Construction and Project Management
- Information Technology
- University Budgeting and Financial Planning
- Conferencing and Events
- Student Life
- Enrollment Management and Admissions
- University Auxiliaries

- Alumni and Donor Relations
- Housing and Residence Life
- Regional Campuses
- Athletics

## Definitions

- **University Spaces:** University Spaces include all property (indoor and outdoor) owned, controlled, and/or operated by the University.

## Violations

Violations of this policy may prohibit usage of campus facilities.

## Interpreting Authority

KRS 164.410

## Policy Adoption Review and Approval

### Policy Issued

#### Date

December 18, 2025  
September 27, 2023

#### Entity

University Counsel  
President

#### Action

Editorial Revision  
Approved