

USE OF FACILITY POLICY			
Effective Date	November 25, 2022	Policy Type	Administrative
Responsibility	Vice-President, Corporate Services	Related Policies	Facilities Maintenance Policy Facility Access Policy Occupational Health and Safety Policy
Approval Authority	Executive Council	Review Schedule	Every 5 years

1. Policy Statement

- 1.1. NWP’s facilities exist for the primary use of students, faculty, and staff for the purpose of educational instruction, student development and engagement, research activities, and administrative activities. Well-designed, operated and maintained facilities support the achievements of NWP’s strategic goals.
- 1.2. Allocation of learning, instructional, research, and administrative spaces are subject to assignment and reassignment, and / or determined periods of time to meet with overall needs and the best interests of NWP.

2. Scope

- 2.1. The Policy applies to NWP premises, persons, and our groups utilizing NWP’s facilities, excluding Residences.

3. Reason for Policy

- 3.1. NWP recognizes the importance of providing and utilizing space resources to ensure that the creation, allocation, renovation, maintenance, scheduling, and recording of space utilization is administered institute-wide in a uniform and effective manner.

4. Definitions

- 4.1. “Premises” means all Institution campus, grounds, and buildings that are owned, leased, or operated by the Institution.
- 4.2. “Space” means an area available for exclusive use by an individual, group, or department on either a temporary or permanent basis.
- 4.3. “Utilization” is established metrics by the Government of Alberta and NWP for the efficient and flexible use of space in post-secondary institutions.

- 4.4. "Institution Sponsored" are activities including courses, exams, department meetings, sanctioned student clubs, or student study groups.
- 4.5. "Partnership" – means an agreement between NWP (in kind) and an external organization, company, user group or individual for the purpose of undertaking a specific, mutually beneficial endeavor.
- 4.6. "Event" means all occurrences or bookings requiring additional services (e.g. room rental, insurance, audio visual, catering (excluding food services at department meetings), etc.)
- 4.7. "Academic Booking" is any Institution sponsored activity that is not an event.
- 4.8. "Booking Facilitators" are NWP employees that facilitate bookings for a specific area or department.
- 4.9. "Workspace" is an area used or allocated for one's work such as a private office, cubicle, or co-working space.

5. The Policy

- 5.1. All space is Institution-owned space and will be treated as a shareable resource. The allocation of space to a department, as well as the allotment and assignment of space within units is subject to readjustment as the needs and priorities of the campus community changes.
- 5.2. Facilities are planned and designed first and foremost to meet the needs of NWP students. Space allocation for instructional and learning purposes will take priority over other use.
- 5.3. NWP will optimize existing space potential: reuse or rehabilitation of existing buildings; location, orientation and landscaping; transportation methods, parking; physical security and access.
- 5.4. The Institution may re-assign and / or re-purpose space to optimize its functionality, usability, and utilization.
- 5.5. Space utilization will be tracked to support the institution's Strategic Plan, as well as provide data for strategic decision making.
- 5.6. Future space planning will be linked primarily to NWP Campus Master Plan, Academic Master Plan, and strategic drivers to ensure consistency of planning with long term institutional objectives.
- 5.7. Space allocation shall be submitted as part of a facility utilization process managed by the Director, Facilities – Maintenance and Operations.
- 5.8. Learning space (classrooms, labs, lecture halls, seminar rooms, and other rooms / space that are used to deliver instruction) will be allocated (scheduled / timetabled) to meet program needs.

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- 5.9. The Institution will not make its physical facilities available to individuals, groups, associations or Institutions to run programs in direct competition with Institution sponsored programs.
- 5.10. The Institution reserves the right to:
 - 5.10.1. Approve or decline bookings or event based on availability and impact to the Institution Community and / business.
 - 5.10.2. Restrict public access.
 - 5.10.3. Impose conditions and / or limitations on the use of Institution Facilities.
 - 5.10.4. Withdraw approval if determined by NWP that there is a safety or security concern.
- 5.11. Workspace allocation will be managed by Facilities – Maintenance and Operations' space management processes.
- 5.12. Space will be held in reserve, on a continuous basis, to be used to support temporary allocations or transitional space needs.
- 5.13. To avoid unnecessary duplication or underutilization of space resources, spaces should be shared as much as possible. This principle should apply to meeting rooms, classrooms, laboratories, shops, common areas and other functional space where sharing is realistic and reasonable.
- 5.14. The Institution may provide workspace or research space to outside agencies provided they and their work are directly associated with the academic or administrative mandate of NWP.
- 5.15. The Institution may make its facilities available under contract or agreement, when not required for Institution sponsored bookings. Bookings will be managed through the event booking process by the applicable department.
- 5.16. Academic bookings such as classes, department meetings and or student study space, please contact Student Services.

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5.17. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	Approve and formally support this policy.
Vice-President, Corporate Services	Oversee the implementation of this policy and be ultimately responsible for the control of NWP space.
Event Services	Maintain the external event booking process including rates for rentals and services.
Director, Facilities – Maintenance and Operations	Manage this policy and the process for allocation and use of space including workspaces.
Booking facilitators	Coordinate event bookings as per department processes and procedures.
NWP Community, and Event Organizers	Abide by this policy and the facility utilization processes and procedures.

5.18. Inquiries regarding this policy can be directed to the Director, Facilities – Maintenance and Operations.

6. Revision history

6.1. Reviewed: November 22, 2022.