

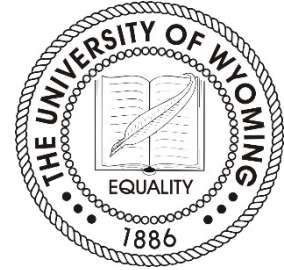
---

# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Space Assignment and Management

**Number:** UW Regulation 6-7

---



## I. POLICY

All University facilities, whether owned or leased, belong to the University as a whole and are considered to be an allocable resource to be utilized in the best interests of the institution. Accordingly, the proprietary interests of individual organizational units shall not exclusively define the allocation and use of campus space, especially when larger institutional interests are thereby sacrificed.

Physical space can be a limiting resource in the development, advancement and improvement of the University's academic and research programs; therefore, effective utilization of this valuable resource is essential to the success of the University, its faculty and its students. Space is a critical University-owned resource and is subject to allocation, evaluation and reallocation to meet the overall needs and priorities of the University. Stewardship of space resources is a joint effort between all University staff, faculty and student and relies upon everyone to ensure that space is used to support student success, foster collaborative research and promote positive work environments

The President has overall responsibility and authority for facilities planning and management and space allocation. This responsibility and authority have been delegated by the President to the Vice President for Finance and Administration who, in consultation with the President, makes allocations of space to each of the administrative divisions. Space assigned to these administrators may be further delegated as deemed appropriate.

## II. LONG-TERM SPACE REQUESTS

Divisions/Units shall submit all ongoing additional strategic space needs with the Division's proposed annual budget pursuant to UW Regulation 7-1 (Operating Budget). These requests shall be presented to the Space Allocation Committee, as designated by the President, for final action.

The Vice President for Finance and Administration, as Chair of the Space Allocation Committee, shall refer all space requests that involve expenditure of funds or repurposing of space to the President, who shall make the final decision.

If Divisions/Units request additional space outside of the annual budget process, the Space Allocation Committee, in consultation with the President, shall meet as needed to determine whether the request is warranted (i.e., critical or time-sensitive). If warranted,

the Space Allocation Committee shall take final action, or refer to the President as outlined above. All space requests approved outside of the annual budget process shall be reported to the Board of Trustees during the next budget cycle.

### **III. ASSIGNMENT AND USE OF TEMPORARY SCHEDULED SPACES**

Temporary or short-term scheduled spaces consist of all facilities not assigned long term (e.g., all instructional spaces, conference rooms, auditoria, performance rooms, University grounds, and gymnasiums available for use by the entire University community). Similar to long-term space assignments, priorities for temporary scheduled spaces shall be in accordance with University needs, not the needs of a single department, school or college. These spaces are classified in three categories:

- A. Spaces centrally scheduled through UW Operations;
- B. Spaces scheduled through the administrative office with the delegated authority for the assigned space (e.g., Wyoming Union, Intercollegiate Athletic facilities, Residence Life facilities); and
- C. Spaces where a unit is permitted scheduling priority but that can be scheduled by UW Operations after considering the needs of the priority unit. These spaces are scheduled through UW Operations.

### **IV. EMERGENCY SITUATION**

In an emergency situation, the University's space needs, including both long-term and short-term spaces, will take priority over the needs of departments, schools or colleges.

---

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 181; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 2-181, now UW Regulation 6-7  
Revisions adopted 12/9/2020 Board of Trustees meeting