




## Executive Memorandum 25-005

**March 27, 2025**

**From:** Stephen Perez, President \_\_\_\_\_

**Subject:** Policy for University Long- and Short-Term Facilities Allocation and Utilization

Upon the recommendation of the Executive Committee of the Academic Senate and with the concurrence of the Provost, I approve the policy for University Long- and Short-Term Facilities Allocation and Utilization, effective immediately.

<b>Policy Title:</b>	EM 25-005
<b>Contact:</b>	
<b>Supersedes:</b>	EM 20-018
<b>Revision:</b>	
<b>Enabling Legislation or Executive Order:</b>	

### PURPOSE

This policy regarding University long- and short-term facilities allocation and utilization is a consolidation and update of previous policies on this subject and shall supplant those documents. Specifically, this document replaces [EM 20-018](#), [EM 97-020](#) and [13-078](#), and any other policies affecting facilities.

### SCOPE

Space is a vital and critical University resource; long-term allocation and short-term use impacts members of the University community and the general public who wish to use the campus facilities. This policy informs administrators, faculty, staff, students, and University auxiliary representatives and is guided by the Physical Master Plan and the University strategic plan.

## **POLICY**

The allocation and utilization of space will be conducted in a consistent manner designed to optimize the long- and short-term use of this resource to advance the academic mission and strategic priorities of the University. Long-term allocation and utilization refers to the process of defining the purpose(s) of a building or space(s). Decisions about changes in the purpose of spaces or facilities are guided by this policy. In addition, change in need and demand among divisions is addressed here. Short-term utilization refers to the temporary use of campus facilities.

1. Facilities and space allocation and utilization at Chico State will be governed by the following principles: Space will be allocated and utilized in a manner that supports the mission and priorities of the University and be deployed in the most effective and efficient manner to best serve programmatic needs and strategic goals. The academic purposes of the institution will be supported by practices that promote the sustainable utilization of all its facilities.
2. Space is a central University resource. All physical facilities of the University will be governed by this policy with the exception of the Bell Memorial Union and Wildcat Recreation Center (managed by the Associated Students), the Residence Halls (managed by University Housing) and 25 and 35 Main Street (managed by Chico State Enterprises (CSE)).
3. Space is allocated and can be reassigned. Although no college, division, department, or program “owns” space, this policy acknowledges both current use and recognizes that changing curricula, pedagogy, programs, and technologies will require a flexible and rational approach to space allocation and reallocation. Accordingly, space assignments will be made to achieve optimal utilization and will be responsive to current and emerging needs. Allocation and utilization of space will generally follow the organizational hierarchy of the University divisions.

The development and implementation of long-term space use and allocation policies is the responsibility of the Cabinet with counsel from the Campus Facilities Use Committee (CFU). The development and implementation of guidelines for short-term use is the responsibility of CFU. General use room assignments for academic classes is the responsibility of Academic Scheduling in collaboration with appropriate department heads/chairs or their designees who determine course offerings, assign faculty, and determine the preferred time and space for courses. Working with appropriate department heads/chairs or their designees, the Academic Scheduler assigns general use rooms to classes based on adopted University academic scheduling provisions and sustainability guidelines. Short-term scheduling of campus facilities is coordinated by Facilities Reservations and Event Services (FRES).

## **COMMITTEES**

### **Cabinet**

Cabinet responsibilities include:

1. Establish University long-term space allocation and utilization priorities.
2. Review and decide upon recommendations from CFU.

### **Campus Facilities Use Committee (CFU)**

CFU is established by the President to advise and recommend policy and/or guidelines on matters regarding the long-term and short-term allocation and utilization of space and facilities. CFU will conduct its work with guidance from the Physical Master Plan and the University strategic plan. It will serve as the referral and review body for adjudicating disputes between divisions arising from facilities use, policies, and procedures and may make temporary exceptions or adjustments to established policy to meet specific scheduling problems or issues. Academic course scheduling is of prime importance and will be prioritized over all other scheduling.

The committee is established with a clear intention to leverage the expertise of its members in managing and optimizing campus resources effectively. Each member brings a wealth of knowledge and experience in their respective fields pertaining to campus and facility use, ensuring comprehensive representation across each division. In the event of organizational restructuring, the committee will conduct a thorough evaluation of its members to ensure that the original intent of the committee and the strategic priorities of the University remain paramount.

### **Committee responsibilities include:**

1. Establish procedures for implementing and reviewing policies and guidelines for facilities scheduling.
2. Continuous review of University long-term and short-term space allocation policies and guidelines with recommendations to Cabinet.
3. Analysis, review, prioritization, and approval of
  - a. the repurpose and reallocation of space across divisions.
  - b. the repurpose of space within divisions.
  - c. the allocation of new space and/or vacated space.
4. Regularly report out to Cabinet matters that require a final review and determination from Cabinet.
5. Analysis, review, and approval of proposals for short-term public art installations with a lifespan of less than two years.
6. Analysis, review, and prioritization of proposals for long-term art installations with a lifespan of more than two years with a recommendation to Cabinet.
7. Promote sustainable use of space across campus.

8. Receive, review, and advance suggestions about efficient and sustainable use of space.
9. Review reports on space utilization and energy use annually or as needed (e.g. utility use, facility and space use, etc.) and make recommendations to Cabinet.
10. Promote and enhance understanding of space utilization policies, procedures, and processes through public outreach efforts to solicit input and explain policy and procedures.
11. Serve as the review body for resolving challenges, questions, and disputes arising from facilities use, including academic need and public benefit questions.
12. Review and respond to requests to meet existing and emerging needs for short-term use of campus facilities.
13. Make temporary exceptions or adjustments to established policy to meet specific scheduling problems or issues. The CFU Chair and Secretary shall be authorized to make urgent temporary decisions on behalf of CFU.
14. In order to carry out the responsibilities herein, CFU meetings will be scheduled monthly during the calendar year, with additional meetings scheduled as necessary. During the first meeting of the fall semester, a summary of committee work during the summer will be presented to members who are on academic calendar.

## **CFU Committee Structure**

Committee members:

- University Chief of Staff who also serves as President's Office Space Allocation Specialist
- Associate Vice President, Procurement, Property, & Distribution Services
- Director of University Public Engagement
- Campus Space & Facilities Utilization Specialist
- Academic Affairs Space Allocation Specialist
- Division of Information Technology Space Allocation Specialist
- Student Affairs Space Allocation Specialist
- University Advancement Space Allocation Specialist
- Business and Finance Space Allocation Specialist
- Associate Vice President, Facilities Management and Capital Projects
- Facilities Reservations and Event Services representative
- Academic Scheduling representative, Vice Chair of Academic Senate, or designee
- Academic Senate representative
- Dean, appointed by the Provost (2-year term starting 1<sup>st</sup> meeting of fall semester)
- Two faculty representatives on alternating terms, appointed by the Executive Committee of Academic Senate (2-year term starting 1<sup>st</sup> meeting of fall semester)
- Staff Council representative, appointed by Staff Council (2-year term starting 1<sup>st</sup> meeting of fall semester)
- Associated Students student representative (1-year term starting 1<sup>st</sup> meeting of fall semester)

Officers: The Chair and Secretary will be selected from the committee members who are not space allocation specialists at the first meeting of the calendar year during the third week of January. The duties of the Chair and Secretary include, but are not limited to, setting meeting agendas, facilitating meetings including notes and minutes, preparing reports for Cabinet, and communicating on behalf of the committee. The first meeting will be called by the previous year's chair, or the previous year's secretary if the chair is no longer on the committee. The committee chair will serve a term of two years.

### **Division-Level Space Allocation and Utilization Responsibilities**

Each division will assign responsibility for oversight of space allocation and utilization to a space allocation specialist. It is the responsibility of the space allocation specialist to seek information and input from campus offices that support space development and use when analyzing space use and making recommendations to CFU (Example: Facilities Management and Services, Creative Media and Technology, Academic Scheduling, Facilities Reservations and Event Services, etc.). The space allocation specialist should seek division input and communicate policy decisions and guidance, as well as provide some mechanism to receive questions or ideas.

Division responsibilities, shepherded by the Divisional Space Allocation Specialists, include:

- Facilitate the reallocation of space already allocated to or occupied by the Division. Space must not change purpose or function, otherwise it requires CFU review and approval. (Example: Lecture room should remain a lecture room. Offices must remain offices.)
- Provide recommendations to CFU regarding the request to repurpose allocated or occupied space within the Division wherein the primary use is changing.
- Provide recommendations to CFU regarding the request to reallocate space across Divisions.
- Develop, maintain, and make adjustments to a 3–5-year space needs plan.
- Monthly information update to CFU on space decisions being considered in the division.
- Make recommendations to CFU for policy and procedure changes.
- Facilitate communication to and from CFU back to their division.

### **DEFINITIONS**

“Campus facility” includes all physical spaces of the University with the exception of the Bell Memorial Union and Wildcat Recreation Center, (managed by the Associated Students), and the Residence Halls (managed by University Housing), and 25 and 35 Main Street (managed by Chico State Enterprises (CSE) including general use, assigned/designated, and closed spaces.

“General use space” is space that is typically open to all members of the campus community and is accessible without restriction during regular facility business hours.

“Assigned space/designated” is space that may be used by multiple parties but is used only with

specific permission by a department or program. Examples include office suite common areas, limited access rooms, or hallways.

“Closed/exclusive use space” is space that is specifically assigned to a single entity. Examples include department offices, faculty/staff offices, or labs with equipment only specific to a single entity.

## **APPENDIX**

1. [University Facilities Use and Scheduling Procedures](#)
2. [Facilities Use Charges \(PDF\) \(PDF\)](#)
3. [Facilities Use Category Definitions](#)
4. [EO 1000](#)
5. Priority uses of facilities articulated in [EM 20-006: Policy on Time, Place and Manner of Expression](#)
6. [Chancellor’s Office Space Utilization Guidelines](#)
7. [The Chico Climate Action Plan \(2011\) \(PDF\) \(PDF\)](#)