

Space Utilization

University Operations

EWU Policy 204-01

Authority: EWU Board of Trustees

Effective: February 28, 2025

Proponent: Vice President for Business & Strategy

Purpose: Eastern Washington University is accountable for the use of all facilities on campus. EWU is required to submit space inventory and utilization data to the Office of Financial Management on an annual basis. This policy prescribes the process for identifying and assigning space on campus.

History: This policy revises a previous version of the policy dated June 22, 2023. Revisions were approved by the Board of Trustees on February 28, 2025. Housekeeping edits to position titles were made on July 22, 2025.

Applicability: This policy applies to all campus facilities, except for those explicitly exempted below.

CONTENTS

Chapter 1 – Introduction

Chapter 2 – Assignment of Space

Chapter 3 – Space Request & Review Process

Chapter 4 – Annual Report

CHAPTER 1 – INTRODUCTION

1-1. Overview & Scope

Space, which includes both indoor and outdoor spaces, is a central resource to the campus. The assignment of space shall be conducted in a consistent manner designed to optimize the use of this resource and to advance the mission and strategic priorities of the campus. This policy addresses existing space, vacated space and relocation to existing space. No unit, department or division "owns" the space that has been assigned to it. All University personnel are charged with ensuring the best use of space. University space resources should be utilized in the most efficient and effective manner to best serve programmatic and strategic goals.

All campus facilities, including leased facilities, are subject to this process except:

- Space and facilities reserved for auxiliaries, such as housing, the Pence Union Building, and the University Recreation Center;
- Space utilized for Early Head Start programs;
- Catalyst and SIERR buildings;
- Space rented from Washington State University or Bellevue College; and,
- Construction of a new building, which has a separate process for determining space utilization.

1-2. Space Principles

The allocation and utilization of space on campus must prioritize the student experience, facilitate easy access to services, and support the holistic journey of students

throughout their time at the university. These guiding principles aim to create an inclusive, accessible, and welcoming environment where all students can thrive academically, socially, and personally.

1-3. Space Planning Advisory Committee (SPAC) Membership

The Space Planning Advisory Committee has been tasked with reviewing individual requests for the assignment and reassignment of existing space in accordance with EWU guidelines. The committee will compile its recommendations and forward to the Executive Leadership Team for consideration and decision. The Space Planning Advisory Committee will consist of the following:

Voting members:

- Associate Vice President (AVP) for Facilities (Committee Chair)
- One (1) person represented from each of the Vice Presidents
- One (1) appointee from the President's Office
- One (1) appointee from the Faculty Senate
- One (1) appointee from the Associated Students of EWU
- One (1) appointee from Athletics
- One (1) appointee from Information Technology
- One (1) appointee from the Registrar's Office
- One (1) appointee from Construction and Planning
- One (1) appointee from the Spokane campus

CHAPTER 2 – ASSIGNMENT OF SPACE

All campus space is university property and is intended for the delivery of programmatic services for which the space was designed, approved and funded. Facilities and Planning has the responsibility to maintain a space utilization report and ensure that all facility usage conforms to the database, applicable laws and policies.

This policy addresses the assignment of space in three distinct categories:

1. Existing Space
2. Vacated Space
3. Relocation to Existing Space

2-1. Existing Space

Each vice president is accountable for the utilization of existing building space assigned to their division and their administrative units or colleges in accordance with the designated usage and applicable utilization standards. If a division, unit, or college requests: (1) a reassignment of a space, (2) a change in the type of space classification or (3) a physical alteration of a space, a request shall be submitted to the Space Planning Advisory Committee in accordance with Chapter 3.

Space inventory data will be reviewed annually to ensure that no space has been reclassified without adherence to all applicable rules and procedures. Space standards will be used to gauge space needs. Reclassification shall be analyzed and reviewed as set forth under Chapter 3.

Reassignments of space currently assigned to a specific department or unit must be communicated to Facilities & Planning, including location, office function, occupant name, department and phone number. Reassignment of individuals to different spaces within a department does not require Space Planning Advisory Committee review. However, if the functional use of the office changes or renovations are required, then a request to Space Planning Advisory Committee shall be initiated under Chapter 3.

2-2. Vacated Space

When it is determined that a space will be vacated by moving a department or program to a new space or by canceling a program, a reclassification of the space will occur or the space will be held as “unassigned” inventory until further decisions are made. When space is vacated, the vacating program, college, or division will notify Facilities & Planning. Facilities & Planning will review and analyze the space and submit recommendations to the Space Planning Advisory Committee for review under Chapter 3.

Vacant or vacated space will be held as “unassigned” inventory. This space will be used by the Space Planning Advisory Committee when evaluating departmental

requests for additional or new space. Unassigned space will not be available for university use until it is assigned through the Space Planning Advisory Committee process.

2-3. Relocation to Existing Space or Request for Existing Space

A department or university entity seeking existing available space shall submit their request to the Space Planning Advisory Committee on its website.

CHAPTER 3 – SPACE REQUEST & REVIEW PROCESS

Any department seeking approval for reclassification, assignment, or reassignment of space, shall follow the space utilization process as outlined by the Space Planning Advisory Committee. More detailed information about how to submit a request is available at inside.ewu.edu/spac.

The Space Planning Advisory Committee will review requests and make recommendations. The Executive Leadership Team will consider the Space Planning Advisory Committee’s recommendations and input from the applicable vice president prior to making a final decision. The Executive Leadership Team will make all final decisions regarding space allocations.

CHAPTER 4 – ANNUAL REPORT

Each year, Facilities & Planning s and the Space Planning Advisory Committee will provide an updated inventory of campus space to the Executive Leadership Team. EWU will also update the facilities inventory with the Office of Financial Management.

Each biennium, as support for the capital request, the University is required to provide the Office of Financial Management with utilization rates for average contact hours for FICM classifications 110 (General University Classrooms) and 210 (Teaching Laboratories).