Revision Responsibility: Vice President, Financial & Administrative Services
Responsible Executive Officer: President

Source/Reference: None

PURPOSE

To ensure effective use of College facilities.

POLICY

Responsibility for the assignment of space rests with the President and Vice Presidents.

PROCEDURES

I. Requests for the assignment or reallocation of space are made by the supervisor of the individual requesting the space assignment, to the Vice President for the area in which the space is located, or to the President for departments directly supervised by the President.

II. The appropriate Vice President in cooperation with the President, other Vice Presidents and the supervisors of the area(s) affected by the space assignment, will make the space assignments.

III. Upon approval of the space assignment, the Vice President approving the change will notify the College's Facilities and Safety Office so that office can enter the changes in the Physical Facilities Inventory.

IV. Keys will be authorized under the provisions of Columbia State Policy 07:14:00 and obtained through the Facility Services Office.

January 1989; Revised December 13, 1996 (titles only updated); June 11, 2001 (new policy format); December 12, 2011 (new policy format and updated titles); logo update November 2020, updated/reviewed/accepted by Cabinet, approved and signed by the President May 2023.