

Space Management Policy			
Effective Date	August 4, 2026	Policy Type	Administrative
Responsibility	Vice-President, Finance and Administration	Related Policies	1. Facility Access Policy 2. Facilities Maintenance Policy 3. Occupational Health and Safety Policy 4. Academic Schedule Policy 5. Academic Timetable 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.
- 1.3. All NWP premises and spaces are limited institutional resources. Facilities – Maintenance and Operations (FMO) facilitates space usage and may reassign or repurpose it to support current and future educational, research, student, and operational needs.

2. Scope

- 2.1. The Policy applies to NWP premises, persons, and 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.
- 3.2. To set common principles, roles, standards, and expectations for space governance: allocation & assignment, scheduling & utilization, access & furnishing, workspace/learning-space parameters, and change governance.

4. Definitions

- 4.1. Academic Booking: Any Institution sponsored activity that is not an event.
- 4.2. Allocation / Assignment: FMO allocates space to departments (or as general access); department heads assign allocated space to individuals/functions.
- 4.3. Booking Facilitators: NWP employees that facilitate bookings for a specific area or department.
- 4.4. Event: All occurrences or bookings requiring additional services (e.g. room rental, insurance, audio visual, catering (excluding food services at department meetings), etc.)

- 4.5. Institution Sponsored: Activities including courses, exams, department meetings, sanctioned student clubs, or student study groups.
- 4.6. Instructional Spaces: Classrooms, labs/shops/studios, and their support rooms.
- 4.7. Partnership: 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.
- 4.8. Premises: All Institution campus, grounds, and buildings that are owned, leased, or operated by the Institution.
- 4.9. Space: Area available for use by an individual, group, or department on either a temporary or permanent basis.
- 4.10. Utilization: Established metrics by the Government of Alberta and NWP for the efficient and flexible use of space in post-secondary institutions.
- 4.11. Workspace: An area used or allocated for one's work such as a private office, cubicle, or co-working space.
- 5. Guiding Principles
 - 5.1. Accessibility & Safety: Provide barrier-free access up to the point of undue hardship where feasible, and safe operations per applicable codes/standards.
 - 5.2. Data-Driven Optimization: Identify and track room/seat utilization and optimize before adding space.
 - 5.3. Flexibility & Modularity: Favour adaptable space, standardized furniture, and modular planning; prioritize repurposing spaces before building new.
 - 5.4. Institutional Ownership & Sharing: All space is NWP space; sharing reduces underutilization.
 - 5.5. Student-First Use: Instructional needs take precedence.
- 6. The Policy
 - 6.1. 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.
 - 6.2. 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 uses.
 - 6.3. Future space planning will be linked primarily to NWP Campus Master Plan, Academic Master Plan, and Strategic Plan to ensure consistency of planning with long term institutional objectives.
 - 6.4. The Institution may re-assign and re-purpose space to optimize its functionality, usability, and utilization.
 - 6.5. Space will be held in reserve, on a continuous basis, to be used to support temporary allocations or transitional space needs.
 - 6.6. Space Categories may include but are not limited to:
 - 6.6.1. Learner Spaces: Classrooms, labs/shops/studios, instructional support.
 - 6.6.2. Employee Spaces: Offices, workstations, touchdowns, meeting & support (focus, collaboration, print, refreshment, waiting areas).

- 6.6.3. Campus Community: Library & study, student community, confidential student support (e.g. Mental Health Services), athletics and recreation, exhibits, ancillary operations.
- 6.6.4. Support & Building Services: Plant, shipping/receiving, security, IT/network, mechanical/electrical, custodial, public washrooms.
- 6.7. Allocation & Assignment
 - 6.7.1. FMO designates spaces as general access or department-allocated; considers the fit, adjacency, safety, and efficient use; may reserve swing space.
 - 6.7.2. Employee Spaces and assignments are facilitated by the Director, Facilities – Maintenance and Operations through institutional space management standards, processes, and procedures.
- 6.8. Utilization & Scheduling
 - 6.8.1. NWP is responsible for tracking and meeting utilization targets as outlined by the Government of Alberta.
 - 6.8.2. 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. Academic scheduling is outlined in the Academic Schedule and Timetable policies, respectively.
 - 6.8.3. Space utilization will be tracked to support the institution's Strategic Plan, as well as provide data for strategic decision making.
 - 6.8.4. 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.
- 6.9. External Facility Usage
 - 6.9.1. The Institution will not make its physical facilities available to individuals, groups, associations or other Institutions to run programs in direct competition with Institution sponsored programs.
 - 6.9.2. The Institution reserves the right to:
 - a. Approve or decline bookings or events based on availability and impact to the Institution Community and / business.
 - b. Decline booking requests that could reasonably be perceived as the Institution endorsing, opposing, or facilitating political or advocacy positions.
 - c. Restrict public access.
 - d. Impose conditions and / or limitations on the use of Institution Facilities.
 - e. Withdraw approval if determined by NWP that there is a safety or security concern.
 - 6.9.3. The Institution may make its facilities available under contract or agreement, when not required for Institution sponsored bookings. Bookings will be facilitated through the event booking process by the applicable department.

6.10. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	Approve and formally support this policy.
Vice-President, Finance and Administration	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	Facilitate 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.

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