

# Westfield State University

## Policy Concerning: Guidelines for the Allocation and/or Reallocation of Space

**Section:** Administrative  
**Number:**  
**Approved:**  
**Reviewed:**  
**Page:** 1 of 1

---

### Purpose

This policy establishes space allocation and reallocation standards to ensure the effective, efficient, and equitable allocation and reallocation of University space resources. The allocation and reallocation of space on campus is guided by the University's Strategic Plan, Master Plan, and space utilization data. This policy is not intended to coordinate the reservation and use of spaces on campus.

### Policy

- A. The University's effective space allocation and reallocation requires the adequate and appropriate distribution of space for students, faculty, and staff in order to provide the best educational environment possible. This policy governs the University's efforts regarding all types of spaces not under the authority of the Westfield State University Foundation. The University may allocate and/or reallocate space at any time as needs and priorities change.
- B. The President of the University, or their designee, has ultimate authority over space assignments. As the chief executive and administrative officer of the University, the President has the authority and the responsibility to make all final decisions regarding space allocation and reallocation.
- C. Management of designated spaces on campus (defined in the University's Procedures Concerning the Allocation and/or Reallocation of Space) are the responsibility of the President's Cabinet as outlined below:
  1. Academic/Instructional space is the responsibility of the Provost/Vice President of Academic Affairs.
  2. Non-Academic/Administrative space is the responsibility of the Vice President of Administration and Finance.
  3. Athletic space is the responsibility of the Director of Athletics in consultation with the Provost/Vice President of Academic Affairs, and the Vice President of Enrollment Management and Student Affairs.
  4. Co-curricular space is the responsibility of the Vice President of Enrollment Management and Student Affairs.
  5. Massachusetts State College Building Authority (MSCBA) space is the responsibility of the Vice President of Enrollment Management and Student Affairs in consultation with the Vice President of Administration and Finance.
  6. Foundation space are those areas and facilities under the authority of the Westfield State University Foundation which is an independent nonprofit corporation.
- D. All space designations and changes to how a space is being used must be reviewed and approved by the President. Space allocation and reallocation requests require a space utilization review before they can be considered. Requests must be submitted using the Space Request Form in accordance with the University's Procedures for the Allocation and/or Reallocation of Space, reviewed by the Space Review Working Group, and forwarded to the President with its recommendation.
- E. This policy and the accompanying procedures will be reviewed annually by the Vice President of Administration and Finance.