

**Policy 1503
Space Management**

Date of Current Revision: March 2025

Responsible Officer: Associate Vice President for Budget Management

1. PURPOSE

Physical facilities must be managed in a manner that best supports the university's mission and provides for the efficient utilization of the university's limited supply of space. This policy establishes procedures for (1) allocating and assigning space to and between departments and operating units of the university; (2) maintaining an inventory of space and numbering rooms, and; (3) dealing with space emergencies, which might arise as a result of facility construction, renovation, or disaster.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

3. DEFINITIONS

None.

4. APPLICABILITY

This policy is applicable to all departments, offices, university employees, and other members of the university community occupying space owned or leased by the university.

5. POLICY

No department or operating unit owns the space it occupies or uses. Changing requirements may dictate that space be reallocated from one unit to another. Moreover, departments or units moving into new facilities may not retain control over their old facilities.

The vice presidents establish priorities for space within their respective divisions and manage the allocation of space to and between departments and units in their divisions. Intradivisional space allocation decisions will be made at the division level, with ultimate authority resting with the vice president. Heads of departments and operating units control the use and occupancy of the space assigned to their departments or units.

The assignment and reassignment of departmental priorities on classrooms is determined in consultation with the provost and their designee. The provost is the final authority regarding class scheduling and the assignment of priorities on classrooms.

The vice president for administration and finance is the final approval and appeal authority for space allocation transactions, other than the assignment of priorities on classrooms.

6. PROCEDURES

6.1 Requests For Space

In those circumstances where the resolution of a space problem is not possible at the divisional level, a written request should be submitted through the appropriate vice president to the associate vice president for budget management (AVP/BM). The request should state the specific purpose for which the space will be used, contain a narrative justification for the request, and provide any supporting data that may be available. The AVP/BM will review and evaluate the request and make a recommendation to the vice president for administration and finance.

6.2 Space Inventory and Room Numbering

Transfers of space between departments or operating units, changes in the use or function of space within a department, the numbering of new rooms and renumbering of existing rooms, and physical modifications that create a new room or reduce the number of rooms at a given location require the department to contact the Office of Real Property and Space Management. Under no circumstances may room numbers be assigned, changed, or modified without the approval of the director of real property and space management.

6.3 Classrooms

The Office of the Provost is responsible for the scheduling of classrooms. Specific procedures for scheduling classes are determined by the Office of the Registrar.

6.4 Emergencies

Upon recommendation of the AVP/BM, or as otherwise deemed necessary, the vice president for administration and finance may declare a condition of space emergency. Circumstances which could lead to a declaration of space emergency include, but are not limited to:

- the need to vacate a building during a major renovation
- the loss of a leased facility
- damage due to fire or other natural disaster
- the existence of a hazard which requires that a facility be removed from service

In dealing with space emergency situations, the AVP/BM will consider the possible use of all physical resources available to the university, irrespective of their current assignment. It may be necessary to temporarily reassign space used by one activity to meet the needs of other activities to maintain the integrity of the total university program. Once a plan of action has been approved by the vice president for administration and finance, the AVP/BM will coordinate the actions necessary to implement the plan.

7. RESPONSIBILITIES

The AVP/BM is responsible for coordinating requests for space allocation, reallocation, or assignment that cannot be resolved within a single division. The AVP/BM provides written notification of space assignment actions.

The director of real property and space management is responsible for assigning room numbers, maintaining the facilities room inventory, and conducting space utilization studies.

The provost is responsible for class scheduling and the assignment of priorities on classrooms.

The vice president for administration and finance is responsible for space allocation transactions, other than the assignment of priorities on classrooms.

Heads of departments and operating units are responsible for the use and occupancy of the space assigned to their departments or units.

All departments, offices, and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management

8. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

9. EXCLUSIONS

None.

10. INTERPRETATION

The authority to interpret this policy rests with the president and is generally delegated to the associate vice president for budget management.

Previous version: March 2023

Approved by the president: May 2007