



Space Use Policy

USG Policy 4 (1.00) | Approved by the Executive Director, November 2018

I. Purpose and Applicability

This policy is adopted to establish an understanding of the scheduling and use of USG Facilities, including classrooms, laboratories, group study rooms, and offices, and to assure that all USG land, buildings, and property will be used in accordance with the University's mission, goals, and policies. Physical space is a valuable and finite resource; therefore, effective utilization is essential in order to meet the overall needs and priorities of USG.

II. Guiding Principles on Space Use

- A. USG Facilities are primarily dedicated to the educational pursuits of students and USM academic partners including, but not limited to, classes, educational events and student development activities. Policies will ensure that these needs are met and will then address all other stakeholders.
- B. The Space Management Committee makes final decisions regarding space allocations in accordance with the [USG Space Request Procedure](#).
- C. USG will promote the efficient, equitable, and sustainable use of campus space in support of its mission and core values as well as long-term strategic planning goals.
- D. All space is owned and operated by USG. No institution, unit, or individual owns space on the USG Campus. Space vacated due to unit relocation, reduction in program size, reduction in workforce, or program elimination reverts back to the USG space pool.
- E. Space requests must go through USG's [Space Request Procedure](#).
- F. All campus facilities support safety and accessibility on the USG Campus and will address the diverse needs of our community.

III. Definitions

- A. *Traditional Classrooms*: lecture and collaborative learning classrooms of varying size and configuration comprised of desks (movable or fixed), a whiteboard and instructor podium.
- B. *Technology Classrooms*: classrooms featuring specialized instructional technology including IVN, the Marriott Teaching Classrooms, computer classrooms and active learning classrooms in Buildings 3 and 4.

- C. *Laboratory*: a highly specialized room equipped for scientific experiments, research or teaching. These may include, but are not limited to, the life sciences labs, engineering labs, the Marriott Teaching Kitchen, Fabrication Shop, Nursing Fundamentals labs and innovation wet/dry Labs.
- D. *Group Study Room*: enclosed study rooms in Buildings III and IV that accommodate 2 - 8 individuals
- E. *Library Group Study Room*: Any of the enclosed study rooms housed within the Michael and Shannon Priddy Library.
- F. *Institutional Partners*: any institution that has signed an MOU with the Universities at Shady Grove to provide academic programs on the USG campus.
- G. *Campus User*: students, faculty or staff from any USM Institutional partner with a valid USG ID card; affiliated business partners; USG Administrative staff, registered Student Organizations, ACES Students, and affiliated contractors including Food Service, housekeeping, and Security personnel.
- H. *External User*: Conference and Events clients participating in a contracted event at USG; alumni of the nine USG partner institutions; any member of the public that does not have a USG ID and is in no way affiliated with USG or its Institutional Partners.

IV. **Classroom Use, Traditional & Technology**

- A. Purpose and Applicability
 - 1. Defines when and how classrooms at the Universities at Shady Grove (USG) may be used by faculty, students, staff and external users. Does not apply to spaces within the Michael and Shannon Priddy Library.
- B. Policy Statement
 - 1. Classes and exams receive priority booking over any other event or activity. Once all classes and exams have been scheduled for the upcoming semester, classrooms become available for reservation by Administrative Staff including Conference and Events, Partner Staff, and Student Organizations through the online reservation portal, [EMS Web App](#).
 - 2. Occasionally, an academic class or exam may need to be moved from its original location. The Office of Space Management will explore all available options that do not require displacing a scheduled event. If the proposed location is already booked by Conference and Events (CES), Space Management will contact CES to see if alternate arrangements can be made for their client.
 - 3. Classrooms are for the primary use of Campus Users or External Users participating in a confirmed Conference and Events activity. Any individual or group using a classroom must have a confirmed reservation or a valid USG ID

Card and produce it upon request of a USG Official. Any individual without a confirmed reservation or valid USG ID card will be asked to relocate to a designated Public Space.

4. If there are no confirmed reservations, classrooms are available to students with a valid USG ID for studying on a first-come, first-serve basis during building operating hours.
5. Locking and Unlocking Classrooms
 - a) Building I: all traditional and technology classrooms will be unlocked at all times during the operating hours of that building.
 - b) Building II: traditional classrooms will be unlocked at all times during the building's operating hours. The Marriott Teaching technology classrooms will remain locked unless there is a confirmed reservation or request from the Program Director or Manager of Space and Scheduling.
 - c) Building III: all traditional classrooms will be unlocked at all times during the operating hours of that building. Technology classrooms in Building III are unlocked when the building opens in the morning and locked when the Office of Information Technology help desk closes each evening.
 - d) Building IV: all traditional classrooms will be unlocked at all times during the operating hours of that building. Technology classrooms in Building IV are unlocked when the building opens in the morning and locked when the Building III Office of Information Technology help desk closes each evening.
 - e) Each day, after classrooms are locked, USG Security Guards will inspect the rooms to make sure they are empty and secure.
6. USG follows a shared space model - classrooms must be available for use by all Institutional Partners. Exceptions may be made on a case by case basis. For example, when an academic program has made substantial financial investments into a particular classroom, that program may have priority when booking. However, the space is still available for all Campus Users.
7. All USG provided and managed workstations require each user to login using their USG assigned login credentials. For additional details please refer to the Office of Information Technology's [IT Security Policies](#) regarding Access Control and Authentication.

8. Fees will be assessed for the usage of all traditional and technology classrooms.

V. **Laboratory Use**

A. Purpose and Applicability

1. Defines when and how laboratories at the Universities at Shady Grove (USG) may be used by faculty, students, staff and external users. Mandates compliance with other USG policies and State law.

B. **Policy Statement**

1. Laboratories are only to be used for scheduled academic classes, approved open lab periods, contracted partnerships, and maintenance and laboratory preparations. Laboratory use will be monitored at all times by an instructor or Lab Manager. Use outside of approved times is not permitted.

2. Safety

- a) All accidents, injuries, and broken glass or equipment must be reported to the instructor or Lab Manager immediately.
- b) Close-toed and close-heeled footwear must be worn at all times while inside the laboratory. Loose clothing should be secured and long hair must be tied back. Additional gear such as a respirator or safety goggles may be required.
- c) Keep pathways clear by placing personal items (books, bags, etc.) on the shelves, in cubbies, or under the work tables. If under the table, make sure that these items can not be stepped on. No items may be stored in hallways outside of labs.
- d) Users should learn the location of the fire extinguisher, eye wash station, first aid kit and safety shower. Additional safety training may be required by the instructor or Lab Manager before equipment can be used.
- e) Horse play in the laboratory is forbidden. Students found in violation of this safety rule may be barred from participating in future labs or face other disciplinary action.

2. Equipment Purchase and Disposition

- a) If USG purchases equipment or disposables with USG funds, the equipment becomes the property of USG. USG will maintain an equipment inventory and be responsible for maintenance and repair.

b) If an Institutional Partner purchases equipment or disposables, it belongs to the respective University and should be labeled and maintained by that University.

(1) In situations where equipment purchased by an Institutional Partner becomes part of the building structure, and the removal of said equipment would significantly alter the building structure, it will be deemed USG property.

3. Ownership, maintenance and repair of jointly purchased equipment and disposables will be determined before the time of purchase. A record of the agreement will be maintained by the Division of Finance and Administration.
4. Fees will be assessed for the usage of all laboratories.

VI. Group Study Room Use

A. Purpose and Applicability

1. Defines the conditions under which Group Study Rooms at the Universities at Shady Grove (USG) may be scheduled or used by students, faculty and staff as well as external partners. This policy does not apply to Group Study Rooms located inside Priddy Library.

B. Policy Statement

1. Group Study Rooms and Library Study Rooms may only be used by Campus Based Users for meetings and activities affiliated with USG academic programs. No for-profit usage is permitted, including tutoring.
2. Campus Based users must reserve Group Study Rooms in Building III and IV by following the Group Study Room Reservation Procedure listed in Addendum A. If there are no confirmed reservations, group study rooms are available on a first-come, first served basis to those with a valid USG ID.
3. A valid USG ID or confirmed reservation is required to use a Group Study Room and must be provided upon request by any USG official.
4. At least 2 persons are required to reserve a group study room.
5. Personal items left unattended in a Group Study Room do not constitute a reservation. Unattended items will be removed by USG Security and taken to the Security Desk in Building III. USG is not responsible for items that are lost or stolen.
6. Rooms may be reserved for a maximum of 3 hours.

VII. Office Use and Allocation

A. Purpose and Applicability

1. Defines the conditions under which offices at the Universities at Shady Grove (USG) may be allocated, assigned, or reassigned for use by USG Staff and its Institutional Partners. Additionally, the policy ensures that the use of these rooms is in accordance with USG's mission, goals and other applicable policies and is in compliance with State and Federal laws.

B. Definitions

1. *Full-Time*

- a) *Faculty*: an employee that is designated as "full-time" by their home institution and;
 - (1) Teaches 10 credits or more per semester at USG, or
 - (2) Works an average of 32 hours or more per week at the USG campus
- b) *Staff*: an employee that works an average of 32 hours or more per week, calculated as time in office at USG.

2. *Part-Time*

- a) *Faculty*: an employee that is designated as "part-time" by their home institution and;
 - (1) Teaches 9 credits or fewer per semester at USG, or
 - (2) Works an average of 31 hours or less per week at the USG campus
- b) *Staff*: an employee that works an average of 31 hours or fewer per week, calculated as time in office at USG.

3. *Private Office* - enclosed space with walls, door, ceiling and storage that accommodates one assigned user.

4. *Semi-Private Office* - semi-enclosed space with walls and storage that accommodates an assigned user. Spaces may not have doors and may not have walls that go to the ceiling (approx 80" wall height).

5. *Shared Office* - enclosed space with walls, door, ceiling and storage that accommodates more than one assigned user.

6. *Open Office* - a workspace that may or may not feature partitions, with no door, that provides storage and accommodates an assigned user.

7. *Workstation* - an unassigned workspace that may or may not feature partitions; includes storage only intended for day-of use.

8. *Huddle Room* - fully enclosed space for confidential conversations that can be reserved on an as needed basis. It is not assigned to any specific user.

C. Policy Statement

1. The Executive Director or designee is responsible for ensuring that a process for assigning space is established.
2. No unit or individual “owns” allocated workspace. All space is owned and operated by USG.
3. Workspace, like all campus space resources, will be assigned in the most efficient and effective manner to best serve programmatic and strategic goals.
4. Workspaces will adequately support the core missions and functional needs of Institutional Partners and USG divisions and will be assigned based on need, availability, and suitability for intended use. Requests for a variation in space based upon curriculum, program specifications, etc., will be considered on a case-by-case basis by the Chief Operating Officer or their designee.
5. Additional storage space outside of a user’s workspace will be assigned based on need and availability. Offices used for storage are subject to reassignment.
6. Conference rooms, classrooms, group study rooms or other huddle spaces may need to be utilized for confidential or private discussions.
7. Workspace that has been allocated to a unit may need to be reassigned to another unit in response to campus needs and priorities with appropriate notice.
8. Workspace vacated due to unit relocation, reduction in program size, reduction in workforce, or program elimination reverts back to the USG space pool.
9. Each unit should ensure that all offices are occupied. When offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, USG reserves the right to use these spaces to alleviate pressing space needs.
10. USG reserves the right to audit office usage in accordance with this policy. Official space inventory reports recording all office space allocations will be maintained by the Office of Space Management.

D. The accompanying table outlines the eligible workspace types for specific employee categories.

Types of Occupants		Workspace Type
Senior Level Administrators (USG and Institutional Partners)	Executive Director	Private Office
	Chief/Director	Private Office
	Dean, Assistant/Associate Dean	Private Office
	Program Directors ¹	Private Office, Shared Office
	Assistant/Associate Director	Private Office
Staff (USG and Institutional Partners)	Manager	Private Office, shared office
	Professional, non-manager requiring privacy ²	Private ³ , Semi-private office, shared office ⁴
	Professional, non-manager Administrative Support	Semi-private office, shared office, or open office
	Part-time	Semi-private office, shared office, or open office
Faculty	Full-time	Private Office, Shared Office
	Part-time	Shared Office, Open Office, Workstation
Other	Graduate Assistants	Workstation
	Teaching Assistants	Workstation

¹ Program Directors who are full-time at USG are eligible for a private office. Program directors who are part-time at USG are eligible for a shared office.

² Employees with job responsibilities requiring regular private meetings with students, faculty or staff and/or the daily handling of confidential personnel or student records.

³ For professional non-managers requiring privacy, private offices may be assigned pending availability with prior approval from the Chief Operating Officer or their designee.

⁴ Shared office environments in this case will only be shared by staff with similar data types

Research Assistants	Workstation
Student Employees	Workstation
Student Organizations	Shared space - based on availability

VIII. Related Documents

- A. [Space Request Procedure](#)

IX. Revision History

Date	Description	Revised By
11/2018	Initial Policy Creating	Erin Fernnadez
03/2021	Updated Laboratory Use	Erin Fernandez
09/2021	Updated Space Use Policy, combined all related space policies into one document	Erin Fernandez