


# Facilities Use

	<p>Policy identification number: <b>FAC-0001</b>          File: <b>Facilities &amp; Physical Plant Policies &gt; Facilities Policies</b></p>
<h2>Facilities Use</h2>	
<p>Policy Summary</p>	
<p><b>All Fort Lewis College buildings and space are subject to assignment and reassignment to meet the overall needs and best interests of the institution.</b></p>	

Policy Owner	Approval Date	Effective Date
<b>Vice President, Finance and Administration</b>	<b>February 18,2021</b>	<b>February 18, 2021</b>

Search Terms	Scheduled for Review
<b>vpfa, f, facilities, use</b>	<b>Spring 2026</b>

## I. Policy Statement

The facilities of Fort Lewis College are the property of the State of Colorado, and their use is subject to all applicable state laws, rules, and regulations.

All Fort Lewis College buildings and space are subject to assignment and reassignment to meet the overall needs and best interests of the institution. Each individual and unit must recognize the authority of the College to assign space in all buildings to meet changing needs.

To promote efficiency and optimal utilization, the procedures contained in this policy are designed to ensure (1) effective decision making, (2) accurate record keeping, and (3) communication among users, service providers and decision makers concerning utilization of campus space and facilities.

For purposes of this policy, college facilities are defined as all physical spaces on campus, including all buildings and the spaces within buildings, parking lots, fields, clock tower, picnic shelters, amphitheater, and all other spaces where events may be held or that may require services. Facilities are classified as general fund or auxiliary and have differing procedures regarding this policy.

## II. Reason for Policy

To specify the policies and procedures related to changing the use of a campus space.

## III. Responsibilities

**For following the policy:** All employees

**For enforcement of the policy:** Provost and Vice President for Finance and Administration

**For oversight of the policy:** Provost and Vice President for Finance and Administration

**For notification of policy:** Policy Librarian

**For procedures implementing the policy:** Provost and Vice President for Finance and Administration

## IV. Definitions

CHANGE of use includes:

- Remodel or physical alteration of existing space
- Change between any of the following uses: Classroom, laboratory, conference room, office, study room, storage, computer lab, etc.
- Change of outside areas on campus

## V. Procedures

1. **Advisory Committee for Facilities (ACF):** The Provost will appoint a chair for the Advisory Committee for Facilities, which has representation from each of the following departments, as appointed by the respective Vice President:
  1. Conferences Services/Student Affairs,
  2. Information Technology,
  3. Physical Plant Services,
  4. Registrar,
  5. Student Union and Event Services
2. **Procedures – General Fund:** In consultation with the affected parties, the ACF will review all,
  1. Changes in uses of existing general fund facilities,
  2. Changes to existing general fund facilities, including structural and equipment changes,
  3. The committee will make recommendations to the Provost, who will confer with the Vice President for Finance and Administration (or designees), on these uses, and changes.

3. **Procedures – Auxiliary Funds** In consultation with the affected parties, the ACF will review all,
  1. Changes in uses of existing auxiliary facilities,
  2. Changes to existing auxiliary facilities, including structural and equipment changes,
  3. The committee will make recommendations to the appropriate Auxiliary Fund Associate Vice President and the Vice President for Finance and Administration (or designee) on these uses, and changes.
4. **Procedures for Creating a Change of Use Request**
  1. Request of Change of Space/Area, Submit a request via the iService Desk in TMA stating the request is a change of use.
  2. A PPS representative will contact the requestor regarding next steps.

## **VI. Consequences of Non-Compliance**

Vice President for Finance & Administration will investigate situations that do not follow approved procedures and determine if consequences are applicable.