SPACE ALLOCATION PRINCIPLES

In March, 2012, the college’s senior administrators endorsed the following principles to guide the allocation of campus space in the face of increasing demand from internal and external users. The principles were developed through a series of facilitated discussions with key campus stakeholders and event service providers.

1. All space is Smith space.

2. Use of any campus space requires a confirmed space reservation through 25Live, even if the event has traditionally occurred without a reservation.

3. Changes to confirmed reservations will only be made in extreme situations, and in consultation with all parties involved.

4. Prior use of a particular space does not guarantee its future use. Each request will be considered in the context of other concurrent events and all other needs on campus at that time.

5. Reservation of a space within a given facility does not grant or imply the right to use other, non-reserved space in that facility, including adjoining or common spaces.

6. In the event of conflicting reservations/requests, the Events Management Office is entrusted to act in the best interest of the college after consulting with all parties involved.

7. The space allocation system will be reviewed periodically to ensure the principles are being applied uniformly and effectively.