



Space Management and Use

1. Purpose

The purpose of this policy is to

- promote effective stewardship, equitable allocation, and efficient utilization of university facilities and space in support of VSU's academic, student services, administrative, athletic, and operational priorities;
- align space decisions with institutional strategic and master planning priorities; and
- support accurate university and University System of Georgia facilities reporting.

2. Policy Statement

Valdosta State University (VSU) and the University System of Georgia Board of Regents (BoR) are the sole owners of all university facilities, infrastructure, and grounds. Physical space is not owned by individual colleges, divisions, or departments.

All space on campus may be used only for approved academic, athletic, administrative, or student-related activities, or for university approved special events.

The following administrative divisions are delegated responsibility for managing their assigned space and must conduct annual usage verification upon request.

- Office of the President
- Provost and Vice President, Academic Affairs
- Vice President, Finance and Administration
- Vice President, Enrollment and Student Affairs
- Vice President, University Advancement
- Chief, Information Technology Services
- Chief, Marketing and Communications
- Director, Athletics

The Facilities Planning Committee (FPC) will review all requests involving space assignments or functional changes and make recommendations to the Cabinet and President. Final approval authority rests with the President or designee, unless additional University System of Georgia or Board of Regents approval is required.

The FPC membership consists of the following:

- Chair, AVP for Finance and Administration & Director of Auxiliary Services
- Academic Affairs representative, appointed by Provost
- Athletics representative, appointed by Athletic Director
- Enrollment and Student Affairs representative, appointed by VPESA
- Information Technology representative, appointed by CIO
- University Advancement representative, appointed by VPUA
- Vice President for Finance and Administration
- Director, Physical Plant and Facilities Planning
- Associate Director, Facilities Planning



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3. General Guidelines for Space Management

- Space allocation will maximize educational priorities, manage space surpluses and deficits, and maintain accurate usage data for the BoR.
- Space that becomes vacant or deemed underutilized may be reassigned.
- Space utilization may be evaluated using factors such as frequency and duration of use, enrollment or participation levels, seat fill rates for instructional spaces, staffing levels, programmatic need, public or student-facing service needs, specialized equipment, compliance requirements, adjacency needs, and alignment with institutional priorities.
- Space is allocated to administrative and academic units equitably, rather than to specific individuals.
- Repurposing instructional space into non-instructional space (e.g., converting a classroom to an office) is discouraged and must have approval of the FPC and President's Cabinet.
- Common use spaces, such as conference rooms and storage areas, should be shared among proximate departments whenever possible.
- Faculty and administrators will typically be assigned only one private office, unless multiple supervisory roles require otherwise.
- Programmatically similar units should be located near one another to optimize shared resources and synergies.
- Units may not independently reassign, exchange, repurpose, or change the functional use of assigned space without approval.
- Space assignments may be temporary when warranted by short-term needs, program changes, or future institutional plans. Temporary assignments should include an effective date, review date, expected end date when known, and any conditions for renewal or reassignment.

4. Campus Space/Facility Inventory

- The space inventory is the official record of space assignments for the University. The inventory is maintained and updated by Physical Plant/Facilities Planning. Periodic audits of space will occur to ensure accuracy of the inventory.
- It is the responsibility of the Director of Physical Plant/Facilities Planning to ensure that any changes in physical space are properly recorded in the appropriate university and USG facilities management systems.
- It is imperative that the use of all instructional space be recorded accurately in the BANNER system each semester to ensure proper space utilization reporting to the Board of Regents.

5. Procedures

- Space requests should be submitted by a Cabinet leader in writing to the FPC Chair at least three months in advance of the need, addressing at a minimum the following criteria:
 - Proposal/Purpose
 - Evidence of review of currently assigned space to verify that the desired purpose cannot be met within the existing space assignment
 - Safety and health requirements
 - How the request is consistent with the Strategic Plan and University's Master Plan



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- Core space needs for programs including detail for size and detail to include functionality needed
 - Adjacency or unity of program
 - Accessibility of space
 - Estimated cost of request, including moving, furniture, technology, renovation, and related expenses. Unless otherwise approved, the requesting unit is responsible for all costs
 - Urgency/Time of need
- The FPC will evaluate requests based on alignment with guiding principles, strategic and master plans, core program needs, funding availability, safety, and best use.
- The committee will strive to meet quarterly, but additional meetings may be called by the Chair as needed.

6. Definitions and Acronyms

- **Alterations:** Defined as aesthetic changes such as painting (with a new color), changing finishes, adding whiteboards, or modifying hardware. These do not require FPC approval but must go through Facilities Planning. The requesting department is responsible for all costs.
- **Renovations:** Defined as functional or physical changes, including moving walls, changing space use, or upgrading lighting. These must be designed and constructed under Facilities Planning to meet BoR and life safety codes. The requesting department is responsible for design and construction costs.
- **Core Space Categories**
 - Office Space: Full-time faculty will be assigned private offices to the extent space is available. Standard sizes are 120-150 square feet for Deans, Directors, and above, and 100-120 square feet for all other private offices.
 - Instructional Space: Includes classrooms and teaching labs, which prioritize educational functions. Scheduling is managed by the Registrar's Office, and the Provost holds ultimate authority over academic scheduling practices to enhance space utilization.
 - Laboratory and Research Space: Faculty research space allocations require prior approval from the Provost and the FPC. Any required space renovations must be funded by the faculty member's department.
 - General Space: Non-instructional areas (e.g., conference rooms, patios) must be reserved using the university's official room scheduling software.
 - Athletic Facilities: Maintained primarily for intercollegiate athletics and recreational sports. Strict rules prohibit all tobacco products, non-service animals, and alcohol (unless specifically approved by the President and Legal Affairs).
 - Auxiliary Space: (e.g., dining, bookstore) are permanently assigned to those respective units.
 - Leased Space: Off-campus leases require approval from the FPC, VP for Finance, President, and the BoR Real Estate office.



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7. Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

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| ☐ Alumni | ☐ Graduate Students | ☐ Undergraduate Students |
| ☒ Staff | ☒ Faculty | ☐ Student Employees |
| ☐ Visitors | ☐ Vendors/Contractors | ☐ Other: _____ |

8. Policy Attributes

<i>Responsible Office(s)</i>	Vice President for Finance and Administration
<i>Approving Officer or Body</i>	University Council: TBD
<i>Date Approved</i>	Open comment period: Oct. 22-Nov. 6, 2026
<i>Revisions</i>	
<i>Next Review Date</i>	