



Ed Comm Transferring Space Policy Conference Rooms and Classrooms

November 5, 2015

Criteria for transferring space

- **Room Use**
Room is solely used as a conference room or classroom and is not used as a break room, lounge or storage area.
- **Capacity**
Room holds a minimum of 10 occupants. Preference is for rooms with a capacity of 25 or more.
- **Location**
Room is centrally located on campus and is easily accessible to other departments, e.g., located on a public corridor and not behind locked doors during office hours. This determination might require visitation by EdComm staff.
- **Condition**
Room, furnishings, and equipment are all in satisfactory condition. Relinquishing department upgrades as needed to achieve satisfactory condition before EdComm accepts. This determination might require visitation by EdComm staff.
- **Current Utilization**
Relinquishing department schedules room less than one third of the week (7am-6pm, Monday through Friday) with standing meetings. EdComm staff will determine by reviewing schedule history.

Process

Department will submit a Space Relinquishment Form to CPDRE with the request that the conference room or classroom be transferred to EdComm. CPDRE will contact EdComm and request that they inspect the room and determine whether it meets all of the criteria above. A recommendation from EdComm will be forwarded to the University Space Committee for a final decision. At times, approval of the request may be accompanied with conditions to improve the room's condition.