

NUMBER: ACAF 7.10
SECTION: Academic Affairs
SUBJECT: Reallocation of Space
DATE: 10/1/10
Policy for: USC Upstate
Procedure for: USC Upstate
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I. Policy

Facilities Management maintains the buildings and office spaces on the USC Upstate campus and their use, in consultation with the Chancellor, Senior Vice Chancellor and other administrative personnel (Departments currently using the space). Any change to the space usage must be approved.

II. Procedure

- A. When a person or department desires to find space on campus to use for a program, center, etc., or if there is a need to change the use of a space, there is a form to complete and approvals that must be obtained. Just because there is a room that appears to be available, it cannot be used without permission.
- B. Once the "Request for Change in Facilities Space Use" form has been completed, the necessary information is available for a review of the request. Discussion takes place at each level of approval on the form as to the current use and the proposed use.
- C. Once all approvals are on the form, the form is returned to Facilities Management for implementation. If there are non-approvals, then the change request is denied.