



## 5. Space Allocation and Facility Use

### Policy Statement

Space is allocated to individual units through the campus's physical master plan to serve and support the programmatic goals outlined in the University's mission and strategic plan. When units vacate space as a result of moves into new buildings or renovations to existing buildings, responsibility for reallocation of the vacant spaces moves to the Office of the Senior Vice President for Academic Affairs and Provost (Provost's Office). Likewise, the Provost's Office can initiate space changes in accordance with institutional priorities.

### Reason for policy

Physical space at the University of Georgia is a valuable institutional resource that must be managed prudently and used efficiently.

### Procedures

To align space allocation in a fair and transparent manner while simultaneously addressing the university's strategic goals, the Provost leads a standing space allocation recommendation committee and the committee reviews requests on a quarterly basis.

Requests for space should be directed to Space Planning & Management through the [Request for Allocation of Space form](#). Requests, at a minimum, should include a justification of the programmatic functions and activities the requested space will support (i.e. Instructional, Office, Research) and any details regarding the funding support associated with these activities, if applicable. Should renovation be required, the request should include an estimate of probable cost and anticipated source of funds for the renovation. The request must be approved by the unit department head or director and the dean or vice president and forwarded to Space Planning & Management.

Space Planning & Management will work directly with the requesting unit to address any questions or concerns prior to presenting the information to the Provost for conceptual consideration and presentation to the committee. If conceptual consideration is approved, Space Planning & Management may be tasked with further investigation. Following committee recommendation and final approval by the Provost and the President, Space Planning & Management will coordinate space allocation and assignment changes with the respective department(s).

### Forms/Instructions

[Request for Allocation of Space](#)

### Additional contacts

Space Planning & Management  
210 River Road  
Athens, GA 30602 706.583.0132  
[spacerequests@uga.edu](mailto:spacerequests@uga.edu)

Real Estate  
1280 S. Lumpkin Street  
Athens, GA 30602  
P: 706.583.0811 F: 706.583.8110  
[realestate@uga.edu](mailto:realestate@uga.edu)

---

## Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration Ryan Nesbit.  
[rnasbit@uga.edu](mailto:rnasbit@uga.edu)

Policy contact: Krista Coleman-Silvers, Assistant Vice President and Director, 706.583.0312,  
[spacerequests@uga.edu](mailto:spacerequests@uga.edu).

---

## Policy Dates

Effective Date:

Date Last Updated: 02/05/2021

Date of Last Review:

Date of Approval:

Previous Version of Policy: