



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3069 SPACE ALLOCATION

- 1.0 **PURPOSE:** To appropriately allocate space in or on Oklahoma City Community College's (OCCC's) institutional property.
- 2.0 **DEFINITION:** Institutional Property is defined as all campus buildings, grounds, and other property owned or controlled by OCCC.
- 3.0 **SPACE ALLOCATION:** Institutional space is assigned to President's Cabinet members for a specific purpose.
- 4.1 **ALLOCATION PROCEDURE:**
 - 4.2 The President shall maintain a master list of all allocated space and its current use, including all space available for allocation.
 - 4.3 As space is vacated, that space is available for allocation. The department/division previously using the vacated space shall not have an automatic right to vacated space.
 - 4.4 All requests for space allocation shall be in writing and shall be made to the President by a President's Cabinet member. The written request shall include the reasons and need for the requested space and such other information as may be requested by the President.
 - 4.5 The President shall review all requests and may consult with the appropriate President's Cabinet members who may consult with faculty, staff, and administrators who are directly affected by the requests.
 - 4.6 The President shall make the institutional decision on the requests.

Adopted: May 18, 2009

Revised: September 11, 2017