

Boston University
School of Theology
Space Assignment and Management Policy

I. Purpose

- a. The following policy has been designed to clarify all processes for the assignment, reassignment, renovation and usage of space within the Boston University School of Theology (STH) to promote the most efficient use of STH's most limited resource.

Given the constant state of change within STH, all personnel should be aware that use of space is continually under review to maximize efficiency and move forward the mission of the school.

II. Assignment/Alteration Policy

- a. All space is considered to be STH space and can be subject to assignment and reassignment to best suit the needs of the school.
- b. All assignment decisions for STH space will be made by the Dean of the School who is authorized to make determinations on the best use of space to progress the goals and mission of the school.
- c. The Dean may delegate these responsibilities to the Director of Finance & Administration when necessary.
- d. Decisions will not be made without consultation of all parties involved, including the Associate Dean for Academic Affairs and the Associate Dean for Community Life and Lifelong Learning as relevant to their roles.
- e. All assignments are to remain in effect until formal notification of reassignment occurs.

III. Assignment Decision Process

- a. When space is vacated, the Dean, in conjunction with the Director of Finance and Administration, will determine what they believe to be the best use of the newly available space.
- b. Once decided, all parties determined to be effected by the decision will be notified and asked for input at which point plans may be altered if necessary.
- c. Upon final decision of usage, all logistics for the usage of the space and the communication thereof will be handled by the Office of the Director of Finance and Administration.

- d. All reassignments are to remain in effect until formal notification of additional reassignment occurs if necessary.

IV. Reassignment Decision Process

- a. When it is determined by the Dean of the school that a reassignment of space will be necessary, he/she will work in conjunction with the Director of Finance and Administration and the appropriate Associate Dean to determine the best overall solution to fit the needs of the school.
- b. Upon decision, all parties determined to be involved will be notified and asked for input at which point plans may be altered if necessary.
- c. Upon final decision of usage, all logistics of the reassignment(s) and communications will be handled by the Office of the Director of Finance and Administration.
- d. Questions and concerns about the process can be directed to said office.

V. Renovation/Creation of Space

- a. Decisions to renovate space within STH can be made at any point at the determination of the Dean of the School in combination with the Director of Finance and Administration and the administrator(s) most affected by the renovation.
- b. Preliminary meeting will be held with all involved parties to develop the initial basic plan.
- c. Upon University approval, more in depth meetings will be held with all involved parties to develop the fuller plan and to resolve questions and concerns.
- d. When the best possible plan has been established, the physical renovation or creation of space will be supervised by the Office of the Director of Finance and Administration, remaining in close communication with the Dean or the appropriate administrator(s) designated by the Dean.
- e. All related questions and concerns are to be directed to the Director of Finance and Administration during this process; the Director will consult with the relevant administrator(s) regarding the larger concerns or the need to make changes in the original plans.

VI. Usage of Space

- a. Office/Center space will be used by the assigned faculty or staff at their discretion.

- i. Questions, concerns and issues involving the function of the office or center are to be directed to the Office of the Director of Finance and Administration for resolution.

- b. Classroom usage will be determined first by the STH Registrar for use in the scheduling of the semester's courses. The scheduling of any and all space for course-related meetings (discussion groups, ITP/CAR groups, directed studies, etc.) should thus be directed to the Registrar. All non-course related availability will be scheduled by the Office of Community Life and Life Long Learning.
 - i. Priority is to be given to STH groups in all scheduling of classroom space.
 - ii. Secondary priority is to University related groups
 - iii. Non-University related groups will need to meet the special approval of the Associate Dean of Community Life and Lifelong Learning prior to reservation.
 - iv. All groups will be responsible for associated costs in the use of the space, including but not limited to custodial fees, parking fees, facilities fees, unless otherwise determined by the Associate Dean of Community Life and Lifelong Learning.
 1. Associated services for events/meeting for non-University groups will be coordinated through the Office of Community Life and Lifelong Learning. STH will pay these fees and be reimbursed by the group prior to the event. If all necessary reimbursements are not collected by STH prior to the event/meeting, the event/meeting will be canceled.
 2. Associated services for events/meetings for University and STH groups will be the responsibility of said group to process through the University.
 - v. Decorations are not permissible in classroom space without consent from the Associate Dean of Community Life and Lifelong Learning.
 1. All decorations must be removed immediately following the event.
 - vi. Use of classroom space for continuing meetings (i.e. weekly, monthly) will be permitted in this space as long as there is no conflict with course related activities.

- c. Use of the Faculty Lounge will be scheduled through the office of Community Life and Lifelong learning.
 - i. This room will be available to STH groups for onetime use only meeting/events. Events/meetings (including courses, directed studies, ITP/CAR groups, and discussion groups) that will meet on a continuing schedule (i.e. weekly, monthly) will not be permitted in this space.
 - 1. Exceptions to this rule will be determined by the Associate Dean of Community Life and Lifelong Learning, who will consult with the Associate Dean for Academic Affairs in the case of exceptions related to courses, directed studies, and course-related groups.
 - ii. Use by non-STH groups will not be permitted, except on a one-time basis with special permission of the Associate Dean for Community Life and Lifelong Learning. Recommendation would be to provide classroom space if available.
 - iii. All groups will be responsible for associated coordination and costs in the use of the space including, but not limited to custodial fees, parking fees, facilities fees, etc.
 - iv. Decorations are not permissible in this space without consent from the Associate Dean of Community Life and Lifelong Learning. All decorations must be removed immediately following the event.

- d. Usage of Conference Rooms located on the first floor (111B) will be coordinated by the Office of Community Life and Lifelong Learning. Usage of the conference room located in the 2nd floor Library will be coordinated by the Head Librarian in conjunction with the Office of Community Life and Lifelong Learning.
 - i. Priority is to be given to STH groups in all scheduling of conference room space.
 - ii. Secondary priority is to University related groups
 - iii. Non-University related groups will need to meet the special approval of the Associate Dean of Community Life and Lifelong Learning prior to reservation of an STH conference room. Approval of the Library conference room will be made in collaboration with the Head Librarian.

- iv. All groups will be responsible for associated costs in the use of the space, including but not limited to custodial fees, parking fees, facilities fees, etc., unless otherwise determined by the Associate Dean of Community Life and Lifelong Learning.
 - 1. Associated services for events/meeting held in the first floor conference room for non-University groups will be coordinated through the Office of Community Life and Lifelong Learning; associated services for the Library conference room will be coordinated by the Head Librarian or his/her designee. STH will pay these fees and be reimbursed by the group prior to the event/meeting. If all necessary reimbursements are not collected by STH prior to the event/meeting, the event/meeting will be canceled.
 - 2. Associated services for events/meetings for University and STH groups will be the responsibility of said group to process through the University.
 - v. Decorations are not permissible in conference room space without consent from the Office of Community Life and Lifelong Learning. All decorations must be removed immediately following the event.
- e. All use of Muelder Chapel will be coordinated through the Office of Community Life and Lifelong Learning or appointed designee from the Office of Spiritual Life.
- i. Priority is to be given to STH groups in all scheduling of Muelder Chapel.
 - ii. Secondary priority is to University related groups
 - iii. Non-University related groups will need to meet the approval of the Associate Dean of Community Life and Lifelong Learning or designee prior to reservation.
 - iv. Priority is given to spiritual formation groups over classroom space. (RO)
 - v. All groups will be responsible for associated costs in the use of the space, including but not limited to custodial fees, parking fees, facilities fees, unless otherwise determined by the Associate Dean of Community Life and Lifelong Learning.
 - 1. Associated services for events/meeting for non-University groups will be coordinated through the Office of Community

- Life and Lifelong Learning or designee. STH will pay these fees and be reimbursed by the group prior to the event. If all necessary reimbursements are not collected by STH prior to the event/meeting, the event/meeting will be canceled.
2. Associated services for events/meetings for University and STH groups will be the responsibility of said group to process through the University.
- vi. Decorations are permissible in the Chapel space with consent from the Associate Dean of Community Life and Lifelong Learning or Spiritual Life Office designee.
 1. No open flames are permitted within this space.
 2. All decorations must be removed immediately following the event.
 - vii. Use of the Chapel for continuing meetings (i.e. weekly, monthly) will be permitted in this space with the consent of the Associate Dean of Community Life and Lifelong Learning or designee, in consultation with the Associate Dean for Academic Affairs in the case of course-related groups.
- f. Usage of the Community Center Space (Oxnam and Hartman rooms) will be scheduled and approved through the Office of Community Life and Lifelong Learning.
- i. Scheduling of these rooms will be limited to preserve the intent of having an open and inviting community space for Faculty, Staff and Students; thus only one room (Oxnam or Hartman) will generally be scheduled at a time, leaving the other room free for study and gathering space. Events/Meetings will be approved at the discretion of the Associate Dean of Community Life and Lifelong Learning with the best interest of STH and the spaces intent in mind.
 - ii. Priority is to be given to STH groups in all scheduling of classroom space.
 - iii. Secondary priority is to University related groups
 - iv. Non-University related groups will need to meet the approval of the Associate Dean of Community Life and Lifelong Learning prior to reservation.
 - v. A standard rental rate (TBD) will be charged to all non-STH groups for use of the space(s). This fee can be waived or

reduced at the discretion of the Associate Dean of Community Life and Lifelong Learning.

- vi. Upon approval of a University group outside of STH to use the space, the group will be informed to create an Internal Service Request (ISR) to process the rental fee.
 1. The Office of Community Life and Lifelong Learning will then notify the Office of the Director of Finance and Administration that approval has been obtained and an ISR is being created.
 2. The Office of the Director of Finance and Administration will then process the ISR and notify the Office of Community Life and Lifelong Learning that the fee has been paid.
 3. All non-University groups will be responsible for payment of the rental fee at the time of scheduling. Payment will be made by check, made out to the Boston University School of Theology.
- vii. All groups will be responsible for associated costs in the use of the space, including but not limited to custodial fees, parking fees, facilities fees, unless otherwise determined by the Associate Dean of Community Life and Lifelong Learning.
 1. Associated services for events/meeting for non-University groups will be coordinated through the Office of Community Life and Lifelong Learning or designee. STH will pay these fees and be reimbursed by the group prior to the event. If all necessary reimbursements are not collected by STH prior to the event/meeting, the event/meeting will be canceled.
 2. Associated services for events/meetings for University and STH groups will be the responsibility of said group to process through the University.
- viii. Decorations in this space are permitted with consent from the Associate Dean of Community Life and Lifelong Learning.
 1. No decorations are to be adhered to the walls
 2. Picture rails may be utilized with STH providing clips and wire for installation. Pin boards may also be hung from picture rails for additional unframed decorations.
 3. One wall within this space will be designated as a space for student art to be coordinated by the Office of Spiritual Life. This space will be predetermined by the Director of Finance

and Administration in collaboration with the Dean of the school and the Spiritual Life Coordinator.

- ix. Tracking of supplies and general monitoring of the space on a day to day basis will be conducted by the Community Assistants as supervised by the Office of Community Life and Lifelong Learning.
 - 1. This includes general stocking of the kitchen with the proper supplies, making sure used dishes have been cleaned by the people who used them as well as put away and not left on the counter.
 - 2. All issues related to the general facilities are to be reported to the Office of Finance and Administration for repair.
- g. Setting up furniture in spaces will require the payment of an additional custodial fee, arranged with the Director of Finance and Administration, unless the set-up is modest and can be handled by the sponsors of an event without moving furniture in or out of the room and without moving heavy items that could create physical strain. If the sponsors do their own set-up, they will also be expected to clean the room and arrange the furniture in its original or intended arrangement after the event ends.
- h. Opening and closing of dividing wall that separates Hartman and Oxnam rooms
 - i. Opening and closing of this wall is to only be done by the following positions: Director of Finance and Administration, the Spiritual life coordinator, the President of STHSA, the Registrar (or his/her designee), the Associate Dean of Community Life and Lifelong Learning (or his/her designee) and University Facilities employees.
 - ii. This wall is to remain closed unless functions, events, meetings, class, etc. dictate otherwise.

VII. Flyers and posters shall not be placed on STH walls but placed in designated areas such as standing bulletin frames and boards. Bulletin boards will be decorated and maintained by an assigned STH faculty, administrator or staff (or their designee). Advertisements may also be featured in STH's communications monitors (basement and 1st floor)