

Policy Number: 2020-01
Effective Date: 03/02/2020
Revised Date: 03/02/2020
Applicability: Faculty, Staff, Students and Departments

This policy applies to any academic projects (defined as activity or work by undergraduate students, graduate students, faculty, and staff intended to pursue academic teaching or research goals or approved University community service activities) that are proposed and involve temporary or permanent use of University property and/or construction or installation of a temporary or permanent structure on campus or on any University-owned property, including interior and exterior spaces). Such projects must follow the same procedures as any other building or landscape project or proposal to use or alter campus property or other University-owned property. This includes:

- If the project will require new space, or alter the appearance or function of an existing space, a space request must be submitted to the Facilities Department, with final approval of the request by the Space Planning Committee that meets on a monthly basis. A requesting individual or group is encouraged to present to the Committee. The Committee's approval must be obtained prior to commencement of the work, ordering of materials, entering of contracts, or commitment of University funds.
- As part of the space request review, the Applicant(s):
 - must provide a narrative, plans, and other illustrative materials that describe the intent of the project, the plans for proposed usage of the project, including but not limited to whether usage will be limited to University community members or usage by others, including members of the public, and how the project would impact the campus, building, or University property;
 - may be asked to review proposed plans with Operations & Maintenance, Grounds, Environmental Health & Safety, General Counsel, Risk Management, LUPD, as well as any other departments that may be relevant to address concerns of safety, legal requirements, constructability, durability and maintenance, and impact on existing facilities and the tax exempt status of University property;
 - must identify a funding source for the project and any future projected maintenance, monitoring, or legal requirements pertaining to the project;
 - if the Applicant(s) is / are a student or student group, the Applicant must identify a faculty, staff, or organizational sponsor to submit a space request. The Committee will not consider any requests without a sponsor.
- Once approved by the Space Planning Committee, the Applicant must continue to review updates or changes to the project plan with Facilities and other University offices or groups as deemed necessary. Construction and installation of any work, including ordering of materials, entering of contracts, or commitment of University funds, cannot proceed without the prior written approval of Facilities.