

# SPACE SHARING

## PURPOSE

This document articulates and clarifies College policy about the use of space, and in particular defines the rights, responsibilities, and expected norms with regard to College Space that is shared.

More specifically, the order of precedence of use of Shared Space that has a primary purpose of Teaching, of Meetings, and of Events is defined.

This policy provides definition and interpretation of the College Space Policy Framework<sup>1</sup> in the context of Shared Space, and should be read in conjunction with that framework.

## GOALS

The specific goals of this Space Sharing policy are:

- Reduce barriers to more collegiate and broad based use of Shared Spaces
- Facilitate the most effective academic and examination timetabling
- Provide unambiguous clarity about how Shared Space use is prioritised
- Protect academic department identity while providing highly permissive use of Shared Spaces located within departments
- Clarify how non-academic spaces such as staff training rooms are shared

## SCOPE

This policy applies to all core College spaces that are designated as Shared Space<sup>2</sup>. This includes:

- All College owned and operated buildings on all campuses and locations; including libraries, sports facilities, conferencing and events facilities
- All space leased or otherwise occupied by the College (including NHS owned locations)
- All spaces that can, in part or full, be used by Members of College on request
- All communal spaces including but not limited to 'breakout student spaces', corridors, access ways, lawns
- Imperial College Union (ICU) allocated spaces that are or can be charged for, or booked

Agreed exclusions to this policy are:

- Dedicated Spaces
- Meterage entitlements for dedicated spaces
- Student accommodation
- College provided staff residences
- ICU allocated spaces used for the operation of the Students Union
- College owned spaces designated as non-core<sup>3</sup>
- Ownership<sup>4</sup> of space
- Access to Shared Spaces by unaccompanied members of the public

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<sup>1</sup> <https://www.imperial.ac.uk/about/leadership-and-strategy/provost/space-policy/>

<sup>2</sup> As designated in the Imperial College Location Inventory System (ICLIS)

<sup>3</sup> <http://www.imperial.ac.uk/about/leadership-and-strategy/college-endowment/non-core-property/>

<sup>4</sup> The notion of "ownership" in the context of space is tautological in that all space is owned by either the College or a 3rd party from whom College have an established right to that space. To that extent, the terminology is unhelpful with respect to articulating policy for College space and generalised forms such as "space ownership" are therefore discouraged

## DEFINITIONS

Shared Space: includes all core College spaces which have a primary purpose of Teaching (including examinations) Meetings or Events. Communal spaces are also considered shared.

Communal Space: includes all spaces available and accessible to all Members of the College including libraries, cafeterias, lawns, walkways, corridors.

Dedicated Space: includes all physical space currently allocated to fixed teams, individuals, and / or research projects. Includes research labs not used for teaching, academic offices, staff offices, Student and Staff Common Rooms, open plan staff working areas (whether fixed or hot desk), print rooms, buildings service cupboards and stores.

Student and Staff Common Rooms: academic discipline specific spaces dedicated to mixed use within that discipline for purposes of academic networking, student intra and inter cohort mixing, broad scholarly endeavour, and local teaching.

Member of College: includes all students, staff, and members of various College Boards as laid out in College Ordinance A2<sup>5</sup>

Home Department: a designation of Shared Space that are in the buildings and floors occupied by an academic department. This designation is used to recognise specific local practices linked to the preservation of valued aspects of department and discipline identity.

Emerging Requirements: unplanned demand for a Shared Space that arises as a consequence of unpredictable / unplanned activities. Activities that could reasonably have been planned in advance are typically not emerging requirements.

Contingency Space: a small number of centrally held time slots in Shared Space, available at very short notice (predominantly in large spaces), and held for allocation to Emerging Requirements via the Central Timetable Support Office (CTSO). Eligible activities are lectures rescheduled due to illness of staff (and similar unavoidable disruptions), arising lecture opportunities by visiting Academics, and activities cancelled because of room or equipment failure.

Acceptable Use: categories of activities and events that are deemed acceptable for the purpose of booking and using Shared Spaces are defined, in detail, in Appendix 1.

## POLICY

1. The approach, methods, tools and management of Space Sharing will be specified and overseen by the Assistant Provost (Space), on behalf of the Provost; and who is accountable for the integrity and effectiveness of arrangements described in this policy.
2. As a matter of principle, all Shared Space that has a primary purpose of Teaching<sup>6</sup> is available to be used by all members of the College. Acceptable Use of these spaces can be made with the following order of precedence:

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<sup>5</sup> <http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters-statutes-ordinances-and-regulations/>

<sup>6</sup> As designated in ICLIS

- a. Confirmed<sup>7</sup> Bookings<sup>8</sup> take precedence over all Emerging Requirements
  - b. Scheduled Examination activities, as defined in published Exam Timetables
  - c. Scheduled Learning and Teaching activities, as defined in published Academic Timetables<sup>9</sup>
  - d. Conduct of Research aligned activities, incl. academic conferences and seminars, department sponsored events
  - e. Advancement, Student Recruitment and Outreach activities
  - f. Conduct of College Student Community<sup>10</sup> and College Staff Community activities
  - g. Conduct of College Governance and Business activities, incl. committee, project, departmental meetings
  - h. Conduct of activities to generate Other income
  - i. Otherwise available for all College members to drop in and use for instance for study / reflection / scholarly endeavour
3. As a matter of principle, all Shared Space that has a primary purpose of Events<sup>11</sup> is available to be used by all members of the College. Acceptable Use of these spaces can be made with the following order of precedence:
- a. Confirmed Bookings take precedence over all Emerging Requirements
  - b. Scheduled Examination activities, as defined in published Exam Timetables
  - c. Conduct of Research aligned activities, incl. academic conferences and seminars, department sponsored events
  - d. Advancement, Student Recruitment and Outreach activities
  - e. Conduct of College Student Community and College Staff Community events
  - f. Conduct of activities to generate Other Income
  - g. Conduct of College Governance and Business activities, incl. committee, project, departmental meetings
  - h. Otherwise available for all College members to drop in and use, for instance for study / reflection / scholarly endeavour
4. As a matter of principle, all Shared Space that has a primary purpose of Meetings, i.e. designated meeting rooms, is shared and booked in accordance within defined parameters, including location and access that may restrict availability to Members of College. Acceptable Use for these spaces can be booked into them with the following priorities:
- a. Confirmed bookings take precedence over all Emerging Requirements
  - b. Conduct of College Governance and Business activities, incl. committee, project, departmental meetings
  - c. Otherwise available to be used within defined parameters as articulated in the Room Booking policy
5. As a matter of principle, all large flat floor spaces in College suitable for the effective conduct of traditional examinations, irrespective of primary purpose of that space, may be identified as Examinations Space. This designation will be made on an annual basis by CTSO, working in conjunction with Departments, to ensure that an adequate amount of suitable space is available during designated exam periods.

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<sup>7</sup> All confirmed bookings must be “acceptable” in order to be secure, i.e., have been accurately described at time of request and confirmed in accordance with relative priority as determined by this policy

<sup>8</sup> Refer to College Policy on Room Booking

<sup>9</sup> Including free study time on specific resources (eg Computing Labs)

<sup>10</sup> Including but not limited to ICU Clubs and Societies events

<sup>11</sup> As designated in ICLIS

6. In order to ensure that Shared Spaces are used effectively for their primary purpose while otherwise maximising availability for wider Collegiate use, scheduling windows linked to the Academic year are in force as follows:
  - a. Teaching spaces:
    - i. Only bookable by designated Timetable administrators from December up until last Friday in May<sup>12</sup> of each year, for the upcoming Academic Year
    - ii. Otherwise open to prioritised bookings for the current upcoming academic year from the 1<sup>st</sup> of June in that year
  - b. Examinations spaces:
    - i. Only bookable by designated Exam Timetable administrators until 31<sup>st</sup> December for the upcoming exam period
  - c. Events spaces:
    - i. Not open for booking during designated Examination timetable
    - ii. Only bookable through designated Events and Conferencing staff more than 90 days in advance
    - iii. Otherwise open to general College bookings up to 90 days in advance
  
7. Recognising the importance for flexible short notice access to Shared Spaces, Contingency Space<sup>13</sup> is available to be booked via CTSO<sup>14</sup>. This constitutes a small number of large multi-use rooms around College for which 2 hour contiguous booking slots are withheld from any booking (and so show as Contingency Held on room availability reports), and provide at least 1 room cover for peak teaching demand across the academic year and teaching week. These rooms can only be unlocked for a specific arising need by the CTSO, and can be requested by Members of College for the following purposes:
  - a. Reschedule of a lecture cancelled at short notice due to lecturer illness, fire alarm, room equipment failures
  - b. Reschedule of a series of lectures to resolve a clash arising from a change of lecturer unforeseeable when timetable was built (e.g., long term illness)
  - c. Take advantage of arising opportunities for Students and / or Staff to hear from a visiting academic speaker on an Learning and Teaching and or Research aligned matter
  - d. Displacement resulting from College-level activities
  
8. Responsibilities of individuals and groups using Shared Spaces are:
  - a. Respect adjacent working areas and spaces when arriving and departing, especially with regard to noise levels
  - b. Return to default configuration as indicated in the local room instructions
  - c. Removal of papers, used flip chart pages, and other physical materials
  - d. Cleaning of whiteboards, chalkboards, and reset of AV equipment
  - e. Removal of any and all food and drink (and associated packaging) wherever food and drink is permitted as defined in local room instructions
  - f. Reporting of any operational issues with rooms (incl. spillages, equipment faults etc.) to the designated support team as identified in the local room instructions

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<sup>12</sup> It is recognised that this scheduling deadline, while achievable for some Departments, is nevertheless operationally infeasible for other Departments in the near term. As a consequence, exemptions will be agreed and linked to the phased implementation plan for this Space Sharing policy

<sup>13</sup> As designated in ICLIS

<sup>14</sup> Central Timetable Support Office



- a. Booking rooms suitable to intended occupancy even if slightly less conveniently located
- b. Timely release of bookings of spaces no longer needed
- c. Provision of accurate information in core systems about the nature and classification of booked activities
- d. Actively working to identify and make available spaces that could be better utilised

Policy Review

Effective date	01 March 2017
Date of next review	01 November 2017

## Appendix 1 – Acceptable Use for College Shared Spaces

This appendix defines and categorises Acceptable Use of College Shared Spaces, including agreed College Calendar activities that take overall precedence across Shared Spaces.

### 1.1 College Calendar

The following activities, with agreed recurring dates, are considered College milestones. These activities form a calendar against which all other acceptable use of space is then considered.

- College closure days
- Commemoration Day
- Postgraduate Awards Ceremonies
- Imperial College Union Freshers' Fair
- Imperial College Union Summer Ball
- Imperial Festival and Alumni Weekend
- The Presidents' Annual Address
- Undergraduate and Postgraduate Open Days
- Welcome Week & Start of Session

New events at this level would require formal approval via Provost's Board.

### 1.2 Acceptable Use Categories

The following categories are identified as Acceptable Use of Shared Spaces.

Learning and Teaching: all teaching and examination activities<sup>16i</sup>, including all lectures, seminars, tutorials and assessments that are published in academic timetables; including designated study periods that may occur during the core teaching year.

Research: conferences, seminars and meetings<sup>17</sup> that are aligned to STEMB subjects, benefit the College Strategy and originate from either College invitation or third party request.

College Student Community: booked events and activities for ICU (and constituent unions) Clubs and Societies as named on the ICU website or College organised events that are specifically designed primarily for the benefit of the student body.

College Staff Community: booked events and activities delivered for College staff that are sponsored at a departmental level or above, including all training, professional development and well-being activities.

Advancement, Student Recruitment and Outreach: booked events and activities focused on promoting the College (and its unique STEM offering), through engagement with external parties including prospective students, alumni, schools, current and potential benefactors.

College Governance and Business: operational and functional booked activities that maintain or progress the university; including faculty, departmental and equivalent management meetings.

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<sup>16</sup> Teaching activities includes cross-college, service and outreach teaching delivered by the Graduate School, Centre for Languages, Culture and Communication and Outreach team.

<sup>17</sup> Guidance for the charging of hosted research activities is given in the Space Charging Policy

Facilities: activities that occur to allow the reactive maintenance and repair of physical space, infrastructure and IT /AV services. Planned renewal, refurbishment and capital projects are also included.

Other Income: Events & activities booked with the purpose of delivering a sustainable source of unfettered cash flow from external parties to support the College's mission.

## Appendix 2 – Definitive catalogue of Shared Spaces

The definitive list of Shared Spaces in College is held in Imperial College Location Inventory System (ICLIS), along with a wide range of information about each space that enables and informs bookings. Spaces in ICLIS are defined as follows:

Teaching	A	General teaching spaces including raked lecture theatres, seminar style rooms and tutorial rooms
	B	Specialist labs, typically discipline specific
	C	Semi-specialist labs with cross discipline use including general purpose computing labs
	D	Communal spaces that can additionally be used for Teaching

Events	A	Large flat floor spaces that could be useful for Examinations
	B	Communal spaces that can additionally be used to host Events
	C	Spaces whose sole purpose is conduct of College Events.

Meetings	A	General purpose meeting rooms
	B	Specialist meeting rooms with restricted access