



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Space Management

APPLIES TO:

All Divisions and Departments

ADMINISTRATIVE AUTHORITY:

Office of the President

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

The appropriate use of facilities and space plays an important role in advancing the mission and goals of Kentucky State University (KSU). To ensure transparency and proper financial management, all university space will be allocated in an objective and consistent manner based on KSU's mission and priorities. All space belongs to the University, and the University may reallocate space at any time as needs and priorities change.

DEFINITIONS:

Space Management Committee

The committee charged with evaluating space requests and making recommendations to the President. The committee is composed of the Provost, the Vice President for Finance & Administration (CFO), and the Director of Capital Planning and Facilities.

PROCESS:

Governance and Authority

- Decisions regarding the allocation of all occupied and unoccupied space are based on campus and program priorities, Academic and Strategic Plans, and the campus Master Plan.
- The Space Management Committee shall review all space or facility requests and recommend actions to the President.
- The President shall consider the Committee's recommendations before making any final decision regarding space or facility allocations.
- Each Vice President is responsible for managing and allocating the spaces occupied by the units under their control, consistent with decisions made under this policy.

Annual Space Review and Inventory

- The Director of Capital Planning and Facilities, in coordination with the Facilities team, shall conduct an annual review of all facilities to ensure KSU has an accurate inventory of all available classroom, lab, office, residential, and utility space.
- This review will include listing the occupants of each location and noting how each space is used.
- Following the review, the Director of Capital Planning and Facilities shall draft a summative report for the Space Management Committee containing recommendations for facility and space allocations, modifications, and enhancements.

Requesting Changes in Space Allocation

Any recommendations from university units for modifications, enhancements, or relocations should be sent to the Director of Capital Planning and Facilities for consideration by the Space Management Committee.

Renovations

Any renovations to university space must adhere to all applicable state statutes and regulations.

REFERENCES AND RELATED MATERIALS:

- KSU Capital Assets and Capital Planning Policy

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	November 2023	Michael DeCourcy and Zach Atwell
Substantive Revisions	June 2025	Zach Atwell

