**PROCEDURE**

**Effective Date:** June 8, 2018  
**Authority:** POL-U#  
**Approved By:** Huxley All College Meeting  

See Also: POL-HC1000.01 Huxley College Space Allocation

**PRO – HC1000.01A REQUESTS FOR HUXLEY COLLEGE SPACE ALLOCATION**

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| College Affiliated Individual or Group | 1. **Submits** request for space to the appropriate Unit Administrator.  
Request **includes** the identity of the requestor (e.g., faculty, staff, student, affiliated individual, group) and purpose for which space will be used. |
| Unit Administrator | 2. **Informs** the Huxley College Dean of the request.  
**Reviews** the request in consultation with unit members.  
If additional information is needed, **contacts** and may meet with the individual or group.  
**Informs** the individual or group of her/his decision within **15 working days** from when the request was submitted. |
| Individual/Group | 3. **Decides** to accept or reject the decision and any terms or conditions.  
3a. If rejects, **submits** a formal request for space to the Huxley College Policy Committee (HPC) within **15 working days** of receipt of the Unit Administrator’s decision. |
| HPC | 4. **Reviews** the request using the Huxley College Space Allocation Guidelines, **consults** with the College Dean, Unit Administrator, and the individual or group, and **makes a recommendation** to the College Dean within **30 working days** of the individual’s request. |
| College Dean | 5. **Reviews** HPC recommendation and **informs** the individual of her/his decision within **15 working days** of receipt from the HPC. |
| Individual/Group | 6. **Decides** to accept or reject the decision and any terms or conditions.  
6a. If rejects, **submits** an appeal to the HPC within **15 working days** of receipt of the College Dean’s decision. |
PROCEDURE

**Action by:**

HPC

**Action:**

Review the appeal, consults with the Dean and the individual or group, and submits recommendation to the College Dean within 15 working days.

College Dean

**Action:**

Reviews HPC recommendation and makes final determination within 5 working days of receipt of recommendation.

Provides written decision to the individual or group with copies to the HPC Chair and the Unit Administrator.