

University of Saskatchewan
Space Allocation and Management Policy
Glossary of Terms

University Activities – This term refers to functions generated within the University that relate to the University’s teaching, research, administrative, extension, or student programs.

Non-University Activities – These are non-academic activities, which are externally generated and without an affiliation related to the academic and administrative programs of the University.

Authorization – This term refers to the sponsorship of an activity by the President, Vice President, and the Dean of a College, CCDE, U.S.S.U., Culinary Services (involving conference affairs) and Space Planning. The person providing the authorization for the proposed activity and use of space:

- Is knowledgeable about the proposed activity
- Determines that the activity is compatible with the objectives of the University; and
- Is responsible for the client group and costs associated with the use of the facility.

Operating Hours – This term refers to the hours used by the general office of the college, department or administrative unit. Normal operating hours are typically Monday through Friday, 8:30 am to 4:30 pm, excluding statutory holidays and University holidays. Contact the Room Scheduling Office for additional information about operating hours and when buildings are opened and closed.

Revised July 9, 2013 by Cheryl Sedgewick