



R751, Institutional Facilities Space Utilization

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R751-1 Purpose: To provide a system-wide policy and standard for the utilization of classrooms and teaching laboratories as well as an annual reporting requirement that together will encourage the optimization of institutional space and the more efficient allocation of institutional resources in the assignment and utilization of available space.

R751-2 References

- 2.1 [Utah Code § 53B-1-402](#), Establishment of Board of Higher Education – Powers, Duties, and Authority
- 2.2 [Utah Code § 53B-6-102](#), Standardized Systems Prescribed by the Board
- 2.3 [Board Policy R701](#), Capital Facilities
- 2.3 [Board Policy R706](#), Capital Facilities Master Planning

R751-3 Policy

3.1 Efficient and Effective Use of Space: Institutions in the Utah System of Higher Education (“USHE”) shall ensure that all capital assets are used effectively and efficiently. Institutions shall take steps to maximize the use of space in existing buildings through long-term strategic planning and routine use of utilization information.

3.2 Central Scheduling: Classrooms and teaching laboratories should be centrally scheduled by the institution. Departments and colleges should not have proprietary use or control of classrooms and teaching laboratories but may be accorded priority scheduling by the central scheduling office if warranted. Deviations from this rule should be rare and documented by the Chief Academic Officer.

3.3 Annual Classroom and Laboratory Utilization Report to the Utah Board of Higher Education (“Board”): The Commissioner shall report annually to the Board the utilization of classrooms and laboratories owned and operated by USHE institutions.

3.3.1 Institutional Utilization Information: In accordance with procedures and forms developed by the Commissioner’s Office, institutions shall annually submit utilization information for institutionally owned classroom and teaching laboratory space by December 1

¹Adopted March 30, 2018; amended November 18, 2022.

- 7. Capital Facilities
 - R702, Non-State Funded Pr...
 - R703, Acquisition of Real P...
 - R704, Disposal of Real Pro...
 - R705, Leased Space
 - R706, Capital Facilities Ma...
 - R711, State Building Board...
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 - R713, Funding of Student ...
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 - R745, Approval Process fo...
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- 3. Technical College Policies