CALIT2 BUILDING SPACE USE POLICY

The occupants of the Calit2 building will play a significant role in shaping the Institute's contributions, objectives and culture. As such, assignment and management of space in the building will be critical to the future of Calit2. To meet the needs of occupants and address the complexities of managing an interdisciplinary facility with sophisticated and variable technical capabilities, and to further the mission of the institute, we have established certain principles to govern space allocation and usage for the Calit2 building.

Principles

1. The authority to allocate space in the Calit2 building rests with the Division Director including making exceptions to the general space usage principles listed below.
2. All occupants of the Calit2 building should be involved in activities that are relevant to the mission of the institute and help advance the institute's mission.
3. Space in the Calit2 building will be assigned to organized activities for a fixed duration.
4. Subject to the other principles listed here, occupancy in the building will be open to all members of the UCI and UCSD campus communities, regardless of discipline, department, or unit. In general, higher priority will be given to projects and personnel funded by Calit2, under grants administered by Calit2, or to projects closely aligned with the mission of Calit2.

Procedures

Space Requests and Allocation:

Potential occupants will be asked to submit a plan that will include the following elements:

1. Statement describing the research focus and its relevance to Calit2.
2. Identification of the expected community of occupants including names of individuals and plans for growth.
3. Proposal for the duration of the occupancy and strategy for relocation or continuation of equipment and personnel at the completion of the project.
4. Identification of the gross space needs, and any necessary renovations or changes.
5. Identification of expected requirements for administrative support.
6. Plans for sharing support costs or renovation costs, including plans for fund raising or summary of prior fund raising history.

Calit2 will inform relevant ORU Directors, Department Chairs, Deans, and in the case of cross campus requests, the visitor's campus Calit2 Director, of the space requested and the terms of occupancy of the space allocated.

Space Assignment, Occupancy and Review:

1. Groups assigned space in the Calit2 building will be notified in writing of the terms and duration of their use of the facility.
2. Some space has been allocated to specific projects as part of matching commitments from Calit2. Arrangements for occupation of this space will be specified in writing and agreed upon prior to occupancy.
3. Occupancy will be reviewed periodically in a manner that is consistent with the nature of the entity occupying the space.
   a. If an ORU is occupying space in the building, the five year ORU review will include formal input from Cal-(IT)² regarding the ORU's use of the space.
   b. Other informally organized research centers and projects will be reviewed in a manner that is coordinated with the ongoing institutional review of that entity.
   c. Federally funded centers that occupy space in Calit2 may include the Division Director or designate as an ex-officio member of its board.
   d. Activities not covered under the categories described above will be reviewed by a panel appointed by the Division Director which will include external reviewers.

Space Usage:

1. Access to specialized labs and equipment will be open to all members of the Calit2 community. Usage terms and fees for the use of some of the specialized facilities are anticipated and all members should conform to these terms.
2. For certain, highly specialized spaces, committees will be appointed to monitor and address ongoing concerns about use, maintenance and modification of these spaces. Such spaces may include, but will not be limited to, the Clean Room, the Visualization Lab, and New Media Arts areas.
3. Common areas, such as copy rooms, conference rooms, server rooms, and break rooms will be subject to usage rules, and all occupants of the building will be expected to abide by those rules.