



## University of Saskatchewan Space Allocation Guidelines 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, DEU, 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.