



Polasaí agus Nósanna Imeachta / Policies and Procedures

Code	QA179
Title	Rental of space to third parties
Policy Owner	Director of Buildings & Estates (or nominee)
Date	13 December, 2022
Approved By	University Management Team

1.0 Purpose

This procedure document is associated with the Space Management Policy (QA162) and sets out the procedure for the rental of space to third parties.

Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

2.0 Description

- 2.1 If a Third Party wishes to rent University space, they must have a Sponsor, who is a permanent member of University staff, to support their request. The Sponsor must obtain written approval from relevant Head of Unit or School, signed off by the Executive Dean of College or University Management Team (UMT) Member (or nominee). A business case may be required.
- 2.2 Rental arrangements may be part of a strategic partnership with the University, which may be accommodated free of charge. There may be charges incurred with other arrangements, i.e. where the University supports the partnership at a nominal fee.
- 2.3 The Sponsor must ensure that a budget is in place for any costs associated with the rental of space to a Third Party.
- 2.4 The Sponsor must liaise with the Office of Corporate and Legal Affairs to ensure that an appropriate legal agreement is in place in advance of occupancy.
- 2.5 The Sponsor is responsible for management of all operational issues that may arise during the term of this agreement.
- 2.6 The Sponsor must liaise with the Head of Insurance Services to ensure that all insurance obligations are fulfilled.
- 2.7 All space rented to Third Parties must comply with the University Health and Safety Policy and Procedures.
- 2.8 The Sponsor must also ensure compliance with all University Policies & Procedures.
- 2.9 Any space issues arising may be brought to the Strategic Space Planning Group for decision.



- 2.10 The Research & Innovation Office is responsible for submission to Buildings & Estates, on an annual basis, a list of occupiers of Innovation Units, detailing the name of the occupier, the length of term and confirmation of supporting legal agreements.
- 2.11 The Director of Commercial Services is responsible for submission to Buildings & Estates, on annual basis, a list of occupiers of all commercial spaces on campus, detailing the name of the occupier, the length of term and confirmation of supporting legal agreements.

3.0 Responsibilities

Name (Office or position)	Responsibility
Director of Buildings & Estates or nominee(s)	Policy Owner: space allocations will be assigned by Director of Buildings & Estates or nominee(s) to the activity
Head of Business Support Services	Responsible for the implementation of the Space Policy and related procedures
Strategic Space Planning Group	Responsible for the development and approval of space proposals which are strategic in nature. This will include approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives.
University Management Team ("UMT"), Colleges, Units, Research Institutes	Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University's strategic objectives.
Sponsor	Responsible for ensuring correct process is undertaken as per above procedure.

4.0 Related Documentation

- 4.1 Space Management Policy QA162
- 4.2 Space Management procedures (multiple)
- 4.3 University Health & Safety Policies and Procedures (multiple)
<https://www.universityofgalway.ie/health-safety/policies-&-procedures/>
- 4.4 QA100 Procurement Policy
<https://www.universityofgalway.ie/media/procurement/QA100-Procurement-Policy-v2.1-Dec-2020.pdf>
- 4.5 Signing Authority and Approval Policy (QA350) (not publically available)
- 4.6 QA123 Event Management & Safety Policy
[https://www.universityofgalway.ie/media/buildingsoffice/files/policiesandprocedures/QA123-Event-Management-and-Event-Safety-Policy-\(EMESP\).pdf](https://www.universityofgalway.ie/media/buildingsoffice/files/policiesandprocedures/QA123-Event-Management-and-Event-Safety-Policy-(EMESP).pdf)
- 4.7 Guidance document on Space Norms (in development)



4.8 QA 204 Academic Year Scheduling and Timetabling Policy

<https://www.universityofgalway.ie/registrar/policies>

4.9 QA158 Hosting Conferences at University of Galway

<https://www.universityofgalway.ie/media/nuigalwayie/content/files/businessindustry/QA158-Hosting-Conferences-in-NUI-Galway.pdf>