

Davis Center Tenant Space Assignment Process

The Davis Center is the community center of the university for all members of the community – students, staff, faculty, administration, alumni, and guests. It is not just a building; it is also an organization and a program. Together they represent a well-considered plan for the community life of the university. We take pride and care in our responsibility to actualize a well-considered plan for the Davis Center.

We actively work to ensure the Davis Center is a high impact space for the UVM community, and most specifically for students. We center our work around students' experiences, inclusive excellence, building community, and our commitment to environmental stewardship. This work is anchored by research and best practice in the field of student engagement and Student Unions.

To support and enhance this work the following structure and process will be used to determine tenant space allocations.

The following criteria will be applied when considering space assignments:

- Tenants must be a student serving entity aligned with the mission of the Davis Center.
- University units that are tenants must be open a minimum of 42.5 hours per week.
- Student organizations that are tenants must be open a minimum of 20 hours per week.
- Priority is given to tenants that can provide services at hours which contribute to a vibrant student center. (ex: evening and weekend services are current needs)
- The extent to which the tenant meets a need that is not addressed in the current mix of tenants in the building.
- The extent to which the tenant will increase the variety of services/offerings in the building.
- The tenant's ability to contribute to University and DOSA priorities.
- The ability of the tenant to contribute to the financial stability of the Davis Center.
- The feasibility of the tenant's business plan for the use of the space.

Standard review cycles:

- All tenants will have a current MOU that is reviewed at least every 3 years.
- Each tenant will provide an annual summary of how they have met the space assignment criteria and the agreements in their MOU.
- MOUs will include a timeline for review and tenants will be notified at the start of the calendar year when their agreement is due for review.

We will embrace the insights of the Davis Center Advisory Committee

The committee's purpose is to advise the Director of Student Life on matters related to the Davis Center's effectiveness in serving campus, space use and assignment, and fulfilling university priorities. The committee will meet at least once each semester.

The Advisory Committee is comprised of students, staff, and faculty. Specifically:

- The Associate Director for Davis Center Operations
- Staff person who plans events primarily focused on student experience.
- Staff person who plans events primarily from academic units

- Identity centers representative
- Undergraduate student representative
- Graduate student representative
- Faculty representative

When a space vacancy occurs, Davis Center Operations & Events will implement a call for proposals from campus

- The Advisory Committee will review proposals (including a business plan) against the criteria above and make recommendations to the Director of Student Life. The recommendation will include a summary of how each proposal meets the criteria and a justification for their recommendation.
- The Director of Student Life will make a recommendation to the Vice Provost for Student Affairs based on, student needs, university priorities and the committee recommendation. The Vice Provost for Student Affairs will make a decision in consultation with the Provost.
- All new tenants of the Davis Center will develop and finalize an MOU prior to taking occupancy of the designated space. All MOUs will be reviewed on a cycle no longer than every 3 years.

When a request is made for space in the Davis Center outside of a call for proposals

- The requestor will be asked to submit a proposal and business plan. The Davis Center Advisory Committee will use the process outlined above for review and recommendation.
- If the proposal is recommended for approval and would require the removal or relocation of a current tenant, the committee will identify tenants whose activities are less aligned with the space assignment criteria compared to the new tenant or other current tenants. These tenants will be candidates for removal from the Davis Center.
- If the recommendation is to approve the proposal, but there is no vacant space, and it doesn't warrant removing an existing tenant, the requestor will be placed on a reserved list. This list will be reviewed annually by the Davis Center Advisory Committee adjusted as needs and priorities evolve.

When an existing MOU needs to be nullified or adjusted

If a strategic need or opportunity arises requiring the nullification of a current MOU, either for relocation within the Davis Center or to a new location, the Advisory Committee will review the new need, evaluate current tenants, and recommend occupancy changes to the Director. This recommendation will be based on established criteria for space use proposals and the current tenant's effectiveness in meeting campus needs.

The Director of Student Life will make a recommendation to the Vice Provost for Student Affairs based on, student needs, university priorities and the committee recommendation. The Vice Provost for Student Affairs will decide in consultation with the Provost. The affected tenant(s) will be informed of the MOU alterations and the reasoning behind it. The Director of Student Life and the Associate Director for Davis Center Operations and Events will work with the tenant and appropriate campus partners to identify a new location, either within the Davis Center or elsewhere on campus. A timeline for relocation will be established, and the Davis Center Operations team will assist with the transition as much as possible.

When a current tenant MOU is due to be reviewed

At the start of each calendar year, the Director of Student Life and Associate Director for Davis Center Operations will review current MOUs and identify those due for review in the next 18 months. Tenants will be notified of the upcoming review timeframe and provided with an update on the process.

During each MOU review, the Director and Associate Director will consult the selection criteria to determine if the tenancy should be automatically extended or reviewed for continuation.

If automatically renewed, an MOU renegotiation meeting will be set with the tenant. If a review is needed, the Davis Center Advisory Committee will be convened to review the tenancy. The committee will follow the proposal review process and submit recommendations to the Director. Tenants will be given at least 6 months' notice of changes in tenancy. The Director of Student Life and the Associate Director for Davis Center Operations and Events will work with the tenant and appropriate campus partners to identify a new location, either within the Davis Center or elsewhere on campus. A timeline for relocation will be established, and the Davis Center Operations team will assist with the transition as much as possible.

Space Modifications beyond existing MOUs.

There may be times the Davis Center Operations and Events team identifies a need to modify space that may affect a tenant. When this occurs the Director of Student Life and the Associate Director for Davis Center Operations and Events will meet with the tenant and develop an addendum to the current MOU. The addendum will outline the physical changes and any adjustments needed to the agreements regarding operations.

Standard Review cycles

- All tenants will have a current MOU that is reviewed at least every 3 years.
- Each tenant will provide an annual summary of how they have met the space assignment criteria and the agreements in their MOU.
- MOUs will be reviewed on the cycle identified within the document and tenants will be notified at the start of the calendar year when their agreement is due for review.

For questions, additional information, or to learn more about the proposal process, please contact studentlife@uvm.edu