



Commercial Space Policy

Oversight body: Executive Committee

Date Passed by Council: _____, 2018

Date of Next Review: September, 2021

Related policies, bylaws, legislation: Bylaw 5, DSU Act

Definitions

Commercial space – a building space generating rental income.

Purpose

This policy defines which areas of the Student Union Building are for commercial use, how tenants are decided upon and the process for changing a commercial space designation.

Scope

The following terms apply to all commercially designated spaces under the management of the DSU.

Policy Statement

1. General

1.1 All commercial space usage must not contravene DSU Objectives.

1.2 It shall be the responsibility of the DSU to pursue all reasonable revenue generating opportunities, so long as the Executive Committee believe that they will positively impact student experience at Dalhousie University.

1.3 No opportunity which is viewed to present unnecessary risk to the financial stability of the Union shall be pursued.

1.4 All commercial space usage shall be in accordance with the Student Union Building Agreement, municipal, provincial and federal law, as well as meeting all health and safety standards.

1.5 Designated commercial spaces will be listed in appendix A of this policy.

2. Proposals

2.1 All proposals for commercial space usage must be put forward to the Executive Committee for approval.

2.2 In determining whether to accept or reject a commercial space opportunity, the Executive Committee must consider the following:

2.2.1 The opportunity does not pose a significant risk, legally or financially;

2.2.2 The proposal provides evidence to support the reason and rationale for its acceptance;

2.2.3 A plan outlining its plan for long term viability and sustainability and any requirements for space conversion or overhaul in the short-term;

2.2.4 Whether or not the proposal is perceived as the best business of all possible options or opportunities for the space.

2.2.5 A square footage rental rate being appropriate to current market conditions.

3. Income

3.1 All income generated from commercial space usage shall go toward supporting DSU programming and services.

4. Designation Change

4.1 Any wish to change commercial space designation requires the approval of the Executive Committee.

4.2 A request to change a commercial space designation must include:

4.2.1 A suggested path to compensate for lost income;

4.2.2 A reasoned argument for the benefits of a designation change as it relates to DSU objectives and outweighing those of the existing commercial designation;

4.2.3 A specific and clear description of any necessary space conversion costs and timeline.

Appendix A – Commercial Space

Floor	Room	Total Sq Ft	Space Classification	Description
B	12	4607.00	BOOKSTORE STRG-COMM FAC	Bookstore
B	14	364.65	STORAGE-ADMIN - WEDGE	Sub Operations
B	15	258.40	DSU & Bookstore Exterior Receive	SUB Operations
B	30	878.00	ASCENSION - COMM FAC	Ascension
B	50	729.00	Book Store Overstock	
B	50.A	158.00	BOOKSTORE STRG-COMM FAC	Bookstore
B	51	296.51	STORAGE-ADMIN GRAWOOD	Sub Operations
B	51A	149.21	LIQUOR STORAGE GRAWOOD	Sub Operations
B	51B	75.93	COOLER STORAGE GRAWOOD	Sub Operations
B	52	151.90	STORAGE-ADMIN PROD SERV	Sub Operations
B	61	76.00	STORAGE-FOOD SERV	Sub Operations
B	62	203.00	STORAGE-FOOD SERV	Sub Operations
B	94	103.00	STORAGE-ADMIN GRAWOOD	Sub Operations
B	95	142.00	OFFICE-ADMIN FOOD SERV	Sub Operations
1	119A	90.00	ATM-COMMER FACIL	Sub Operations
1	120	80.00	STORAGE-ADMIN DSU VAULT	Sub Operations
1	121	79.00	STORAGE-FOOD SERV (Pete's)	
1	131	435.00	STORAGE-FOOD SERV	Sub Operations
1	132	44.00	VENDING MACHINES-COMMER FACIL	Sub Operations
1	135	139.00	STORAGE-FOOD SERV (Tims)	Sub Operations
1	138	252.55	INFORMATION DESK-COMMERCIAL FA	Sub Operations
1	141	33.00	VENDING MACHINES-COMMER FACIL	Sub Operations
1	143	1843.00	CAFE-FOOD SEATING	Sub Operations
1	144	102.00	CAFE SERV - FOOD SERV	Sub Operations
1	147/149	4029.00	CAFE-FOOD SERVICES	Sub Operations
1	148	287.00	CAFE SERV - FOOD SERV	Sub Operations
1	152	286.00	CAFE-FOOD SERVICES	Sub Operations
1	153	145.00	CAFE SERV - FOOD SERV BOOSTER	Sub Operations
1	155	176.61	CAFE-FOOD SERVICES GLOBAL	Sub Operations
1	157	474.42	CAFE-FOOD SERVICES MEZZA BENTO	Sub Operations
1	163	116.37	GRAWOOD BAR	Sub Operations

1	164	522.84	GRAWOOD FOOD SERVICES	Sub Operations
1	165	105.17	GRAWOOD MANAGER OFFICE	Sub Operations
1	166	85.14	GRAWOOD SUPERVISOR OFFICE	Sub Operations
1	169	477.20	FUTURE TENANT	Sub Operations
2	200	4377.00	AUDITORIUM-ASSEMB FAC/SER	Sub Operations
2	200 A	1385.00	STAGE-ASSMB FAC/SERV	Sub Operations
2	202	2706.00	AUDITORIUM-ASSEMB FAC/SER	Sub Operations
2	202.A	88.75	STOR - STUD ACT SERV	Sub Operations
2	202.B	240.00	STOR - STUD ACT SERV	Sub Operations
2	224	750.24	CONFER RM-ADMIN OFF SERV	Sub Operations
2	250	787.91	CAFE SERV - FOOD SERV (Servery)	Sub Operations
2	258	178.68	STOR - STUD ACT SERV	Sub Operations
2	261	285.24	STOR - STUD ACT SERV	Sub Operations
2	270	1495.68	CONFER RM-ADMIN OFF SERV	Sub Operations
2	271	546.81	STOR - STUD ACT SERV	Sub Operations
2	286	104.64	OFFICE-ADMIN OFFICE	Sub Operations
3	302	841.00	MEETING-STUD ACTIV/SERV	Sub Operations
3	303	1623.00	MEETING-STUD ACTIV/SERV	Sub Operations
3	307	1117.29	MULTI-PURP-ASSEMB FAC/SER	Sub Operations
3	326	213.13	STOR - STUD ACT SERV	Sub Operations
3	327	161.46	STOR - STUD ACT SERV	Sub Operations
3	340	368.09	Campus Copy	Sub Operations