

## Description of the procedure of implementation and documenting gratuitous and commercial lease

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### General provisions

1. The procedure is designed to describe the procedure of implementation and documenting lease activities. The object of the procedure is as follows:
  - a. Paid (commercial) lease;
  - b. Gratuitous lease (gratuitous permission to use the premises of ISM).
2. The communication regarding the lease process shall be conducted via e-mail address [rent@ism.lt](mailto:rent@ism.lt).
3. Infrastructure Department shall be in all cases responsible for maintenance of the premises, whereas Studies Administration Department shall be responsible for supporting events.

### Provisions of the procedure

#### *1. Paid (commercial) lease*

- 1.1. Project Manager in Kaunas shall be responsible for the sales process. Senior Studies Coordinator shall be responsible for service and customer relations, as well as for preparing documents in Vilnius, while Process Coordinator shall have the same responsibilities in Kaunas. IT administrators shall be responsible for technical servicing.

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- 1.2. An agreement shall be concluded with each new customer in accordance with the template prepared (Appendix No. 1).
- 1.3. A separate order form (Appendix No. 2) in accordance with the template prepared shall be filled for each event (lease). The order form shall be approved by an ISM employee responsible for arranging the event at ISM and then sent for endorsement to infrastructure administrator of a corresponding city. An order form shall be transferred to administrators only after its endorsement by Infrastructure Administrator and ISM contact person. Administrators shall give the keys, the necessary office equipment and shall fill in the prepared register file (Appendix No. 3).

**2. *Gratuitous lease (gratuitous permission to use the premises of ISM).***

- 2.1. Marketing and Sales Manager shall be responsible for new contacts. The following employees shall be responsible for the current contacts:
  - 2.1.1. ISM SA and student events – Bachelor studies managers;
  - 2.1.2. Student organizations in Kaunas and Vilnius – International Master’s Studies Manager;
  - 2.1.3. Schoolchildren organizations – Bachelor studies managers;
  - 2.1.4. Business associations and other organizations – Marketing and Sales Department Project Manager.
- 2.2. Senior Studies Coordinator shall be responsible for service and customer relations, as well as for preparing documents in Vilnius, while Process Coordinator shall have the same responsibilities in Kaunas. IT administrators shall be responsible for technical servicing.
- 2.3. An agreement shall be concluded with each new customer in accordance with the template prepared (Appendix No. 4), provided that the premises shall be used for free more than 3 times.

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2.4. A separate letter of commitment (Appendix No. 5) in accordance with the template prepared shall be filled for each event (lease). The letter of commitment shall be approved by an ISM employee responsible for arranging the event at ISM and then sent for endorsement to infrastructure administrator of a corresponding city. A letter of commitment shall be transferred to administrators only after its endorsement by Infrastructure Administrator and ISM contact person. Administrators shall give the keys, the necessary office equipment and shall fill in the prepared register file (Appendix No. 3).