

Policy of the Access to the Premises of ISM University of Management and Economics

1. Employees, students and guests of ISM University of Management and Economics (hereby – the University) are allowed to access the University premises on:
 - 1.1. Work days (Monday-Friday) 07:00-22:00;
 - 1.2. Saturdays 07:00-20:00;
 - 1.3. Sundays 08:00-20:00;
 - 1.4. Public holidays 08:00-20:00, except the following:
 - 1 January – New Year's day;
 - Easter Sunday;
 - 15 August – the Feast of the Assumption of Mary;
 - 24 December – the Christmas Eve;
 - 25 December – the 1st Christmas Day.The University premises are closed on these days.
2. During other time (22:00 / 20:00 – 07:00 / 08:00) and during public holidays, listed in point 1.4, the lights in lecture rooms and common spaces are switched off automatically and the security alarm is activated.
3. Only service staff working under the set schedule or according to signed service agreements (security officers, cleaning staff etc.) are allowed to be on the premises of the University during other time than set in this Policy.
4. Employees, students and guests may be allowed to stay on the premises after 22:00 (20:00) only in exceptional cases (events, scheduled tasks, etc.). Infrastructure Administrator must confirm the stay and must be informed about the stay at least five working days in advance by e-mail apsauga@ism.lt.
5. The exception described in point 4 may not apply, when the security of the University's assets and premises are impossible to ensure during the requested time