



Subject: School Overnight Policy

A. Accessibility to Studios:

- All Design Studios in both campuses will remain open every day until 11:30 pm.

B. Overnight procedures:

- Students should send by email the Request for Overnight Form available online to:
 - [Beirut Campus] **DAID:** mayssam.ezzeddine@lau.edu.lb
DA&D: mary.kassab@lau.edu.lb
Foundation: ramona.khalife@lau.edu
 - [Byblos Campus] **DAID:** arclab@lau.edu.lb
DA&D: [Studios] rouba.abiassaad@lau.edu.lb
 [Computer Center ARC501C] graphic.lab@lau.edu.lb
Foundation: rouba.abiassaad@lau.edu.lb
- The request should be sent during working hours only: from Monday-Thursday, at least 24 hours in advance [before 4:00pm].

Request for Overnight	
Name of Course	
Instructor	
Days of permission <i>[max. 5 consecutive days]</i>	
Time	
Location [room or Lab]	
Student in charge [name+ mobile no]	
Students List: <i>[Should be a minimum of 3 students]</i>	
Name	ID

- The request will be processed by:
 - [In Beirut campus] DAID, DA&D and Foundation: The Administrative Assistants who will send it to Protection department and to the Chair/ Associate Chair.
 - [In Byblos campus] DAID: The 3 recipients of the email arclab@lau.edu.lb [the lab supervisor, the Protection department and the department chair]. The students will receive an automatic reply informing them that only requests submitted within the permitted time-frame and containing all the information will be processed.
 - [In Byblos campus] DA&D and Foundation: The recipients who will send it to Protection department and to the associate chair.
- Each campus administrator (Chair/ Associate Chair) can approve or reject a request according to his/her own judgment.
- Students should show their ID cards at the campus gate.