LAU
School of **Architecture and Design**

Request for 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 ARC503A & ARC503B]
                             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].

- Students should show their ID cards at the campus gate.

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