
 <p><b>FACILITIES MANAGEMENT DEPARTMENT</b></p> <p><b>University Campus Access</b></p>	Approved By: Prof. Dr. Bassam Alameddine
	
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	<b>No. of Pages: 2</b>

## I. Policy

GUST identity ID card should be worn or carried by all students, faculty and staff for access to University premises and use of its facilities. Campus will be accessed daily;

- From 6:00 AM to 9:00 PM for lectures and classes.
  - From 4:00 PM to 12:00 AM for sport activities.
1. All students, faculty and staff are allowed to enter the university premises by showing their GUST identity card during hours mentioned above.
  2. If an identity card is lost, stolen or forgotten, students, faculty and staff will be allowed to use a temporary guest card. If an individual repeatedly fails to present a GUST ID card, he/she has to provide the civil ID to the security until issuing new GUST ID card.
  3. GUST graduates will be issued special ID cards. If these cards are lost, stolen or forgotten, GUST graduates may use their civil ID card for guest access to University premises during hours mentioned above.
  4. Only faculty members will be allowed to open classrooms prior to scheduled classes. Faculty members are responsible for locking classroom doors after each class.
  5. Students are strictly prohibited from lending their University ID cards to anyone outside the University or other students
  6. GUST allows access to Students, faculty members and staff to use the recreation and fitness center regardless of their ethnicity, religion, disability and gender

## Registration of Visitors

1. Visitors are provided with special ID cards and allowed to access University premises during hours mentioned above.
2. The Security must be informed of the name(s) of all campus visitors in order to facilitate their access to University premises.

3. Visitors, whose names have not been provided to gate security, will be required to wait at the gate until the purpose of their visit has been verified and access to the University has been approved.

### **Access after Hours or During Public Holidays**

Access to university premises after mentioned hours or during official public holidays is not permitted, except for:

- Senior Management
- GUST Staff
- Faculty members
- Student Association (upon prior permission of University management or department in charged).

All others, shall be access University premises with a prior permission of University Management or department in charged.

### **II. Application**

This policy shall apply to all students, employees, contractors, and visitors of GUST.

### **III. Related Policies**

- All GUST Policies and Procedures

### **IV. Revision History**

<b>Date</b>	<b>Revision</b>	<b>Remarks</b>