

Each magnetic card is individually created with your name and number shown on the card. The allocation of this access card gives you responsibility for the proper functioning of access control and the security of property and people.

**This card is strictly personal and should not be loaned under any circumstances. We are counting on you to make good use of it.**

This card can only be handed over in person at reception against a signature and presentation of an identity document.

**In the event of loss or theft, we ask you to report it immediately to reception via SVP-DET** so that your card is deactivated and cannot be used by another person. A second card may be issued to you later upon payment of its cost price, i.e. the sum of €8.

**In the absence of compliance with the instructions above, any act carried out following its use in such conditions will then be automatically charged to you.**

### USE :

Its use is simple. Simply present the card in front of the black or gray box of each door under access control to unlock the door concerned, provided you access within the authorized time slot and in front of the authorized doors.

Your magnetic card allows you to enter the school grounds and the buildings corresponding to your work or teaching spaces.

### SCHEDULES :

#### From Monday to Friday

Automatic opening of gates and buildings from 7:00 a.m. to 6:30 p.m. (except buildings under permanent G-H-O access control).

Authorization for presence and access to the site:

**Personal:** 7:00 a.m. – 8:30 p.m.

**Students:** 7:00 a.m. to 10:30 p.m. (8:30 p.m. to 10:30 p.m. from September to the end of June excluding closing periods for sporting and cultural activities and for access to the self-service computer rooms in building C).

Sundays, public holidays and school closing periods: the school is closed for everyone. (Consult the calendar of closing days on the intranet).

You must leave the rooms a little before the scheduled time to be able to exit through the various gates. **Outside these hours, the card does not work.**

These times must be scrupulously respected and for security reasons, it is forbidden to open the doors to an unknown third party and all doors must be closed after each passage. **The closing of the doors must under no circumstances be blocked by any means whatsoever.**

For any request for access outside authorized presence hours or if you notice a disruption in the operation of your magnetic card, please contact reception directly by telephone on 0240371600 or send an email via SVP-DET.

**If you fail to follow these instructions or interfere with the proper functioning of the system, your access card will be withdrawn without notice.**

Please return your magnetic card to reception at the end of your course or contract.

**Possession of a magnetic card constitutes acceptance of these regulations.**

Done in Nantes, April 2, 2024.