



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Opening Hours Policy

15th March 2021

Version: 1.0

www.mtu.ie/policies

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1. Purpose

The purpose of this policy is to outline the opening hours of the University at the various campus locations.

2. Scope

This policy applies to:

- All staff, students and external visitors of the University; and,
- Third party companies and organisations who use the University facilities.

3. Roles and Responsibilities

The following roles and responsibilities apply in relation to this Policy:

Responsible Office/Person(s)	Role
Caretakers/Security	<ul style="list-style-type: none">• To open and close the University campuses at the specified times unless a request has been made and confirmed.
Staff/Students/External Parties	<ul style="list-style-type: none">• To comply with the details outlined in this policy.
Estates Managers	<ul style="list-style-type: none">• To agree and communicate with Caretaking/Security Staff.
Vice Presidents Corporate Affairs/Finance & Administration	<ul style="list-style-type: none">• To approve changes to policy and make short term changes where required in case of emergency.

4. Policy

The opening hours for each of the respective campuses are outlined below. Please note, that times may vary during emergency situations. During academic year 2020/2021, the Covid-19 emergency continues to require changes in campus attendance in response to changing government restriction levels.

Events or classes that are planned outside of normal opening times must be requested through the contact details specified below for each campus and sufficient notice must be given (please note, the @cit.ie and @staff.ittralee.ie specific email addresses will change when the new University email system is implemented). The Department/Functional area organising such events may be liable for any additional costs applicable e.g. additional security, cleaning & maintenance personnel during the event.

Cork campuses

4.1 Bishopstown Campus

This includes the Melbourne Building.

For Bishopstown campus please contact caretakers@cit.ie directly to make arrangements for any activity outside of these hours.

Termtime Default

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am – 10:00pm	7:00am – 10:00pm	7:00am – 10:00pm	7:00am – 10:00pm	7:00am – 10:00pm	8:00am- 5:00pm	On request

Holiday periods - Default

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am – 10:00pm	7:00am – 10:00pm	7:00am – 8:00pm	7:00am – 8:00pm	7:00am – 6:00pm	8:00am- 5:00pm	On request

4.2 Cork School of Music

For Cork School of Music please contact helpdesk.csm@apleona.com directly to make arrangements for any activity outside of these hours.

Please note all emails should be copied to the Facility Coordinator pj.odwyer@apleona.com.

Termtime Default

Usually September 1st to June 30th excluding Christmas, Easter and mid-term if there are no productions.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am – 10:00pm	8:00am – 10:00pm	8:00am – 10:00pm	8:00am – 10:00pm	8:00am – 10:00pm	8:30am - 5:30pm	9:30am - 5:30pm

Holiday periods - default

Please note that CSM may be open outside of these hours to facilitate exams, rehearsals and productions as required. There is an arrangement and a 'bank of hours' which can be used specifically for this purpose.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30am – 5:30pm	8:30am – 5:30pm	8:30am – 5:30pm	8:30am – 5:30pm	8:30am – 5:30pm	Closed	Closed

4.3 [National Maritime College of Ireland](#)

- NMCI can also be opened on bank holidays by request.
- Any facilities access requirements that fall outside normal opening times must be requested through the Facilities Manager. At least 48 hours' notice must be given.
- NMCI is closed for a 3-week period each Summer for annual maintenance shutdown. The shutdown dates are advised to users in January each year.
- Security personnel open and close the gates to the campus at the appointed times.
- Security sweep all buildings upon closing to ensure the security of the Campus.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00am – 10.00pm	8.00am – 10.00pm	8.00am – 10.00pm	8.00am – 10.00pm	8.00am – 10.00pm	On request	On request

4.4 [Cork College of Art and Design](#)

The opening hours of CCAD (Sharman Crawford Street and 46 Grand Parade) are controlled by the Caretakers Office in CCAD.

The standard hours of operation are from 8am-5pm, Monday to Friday.

[Outside Normal Opening Hours](#)

Opening hour arrangements during the year are variable, depending on whether or not evening classes are running, weekend short courses are in place and what the demand for access to studios is.

Any events or classes planned outside of the standard opening times must be requested through the Caretakers Office at CCAD and sufficient notice (not less than 48 hours) given.

All queries should be addressed to the Caretakers Office by emailing: ccad.caretakers@cit.ie

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00am – 5.00pm	8.00am – 5.00pm	8.00am – 5.00pm	8.00am – 5.00pm	8.00am – 5.00pm	On request	On request

Kerry campuses

The opening hours of the campuses located in Tralee are controlled by the Estates Office in Tralee. Security personnel open and close the gates to the Tralee campuses at the appointed agreed times. Security sweep all buildings upon closing to ensure security of each Campus.

Term-time Default

[4.5 South Campus, Tralee](#)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Bank Holidays
8.00am – 10.00pm	8.00am – 10.00pm	8.00am – 10.00pm	8.00am – 10.00pm	8.00am – 5.30pm	9.00am- 1.45pm	Closed	Closed

[4.6 North Campus, Dromtacker, Tralee](#)

Building	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Bank Holidays
BIT Building (incl. LRC), HCT Building & Solas	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	8am – 6pm	9am – 4.30pm	Closed	Closed
Kerry Sports Academy	7.30am – 9pm	7.30am – 9pm	7.30am – 9pm	7.30am – 9pm	7.30am – 9pm	10am – 5pm	10am – 5pm	Closed
Campus Creche	8.30am– 6.15pm	8.30am– 6.15pm	8.30am– 6.15pm	8.30am– 6.15pm	8.30am– 6.15pm	Closed	Closed	Closed
Tom Crean Business Centre	24 Hours - 7 days per week							

Holiday Periods - Default

[South Campus, Tralee](#)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Bank Holidays
8.30am – 5.30pm	8.30am – 5.30pm	8.30am – 5.30pm	8.30am – 5.30pm	8.30am – 5.30pm	Closed	Closed	Closed

North Campus, Dromtacker, Tralee

Building	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Bank Holidays
BIT Building (incl. LRC), HCT Building & Solas	8am – 5.30pm	8am – 5.30pm	8am – 5.30pm	8am – 5.30pm	8am – 5.30pm	Closed	Closed	Closed
Kerry Sports Academy	7.30am – 9pm	7.30am – 9pm	7.30am – 9pm	7.30am – 9pm	7.30am – 9pm	10am – 5pm	10am – 5pm	Closed
Campus Creche	8.30am– 6.15pm	8.30am– 6.15pm	8.30am– 6.15pm	8.30am– 6.15pm	8.30am – 6.15pm	Closed	Closed	Closed
Tom Crean Business Centre	24 Hours - 7 days per week							

Outside Normal Opening Hours

Any events or classes planned outside of the normal opening times must be requested through Estates Office and sufficient notice (not less than 48 hours) given.

For Kerry based campuses please contact the Estates Office at estates.admin@staff.ittralee.ie directly to make arrangements for any activity outside of normal opening hours.

Document Control

A. Document Details

Title:	Opening Hours Policy
Owner(s):	Vice President for Finance & Administration and Vice President for Corporate Affairs
Author(s):	Estates Managers
This Version Number:	1.0
Status:	Approved
Effective Date:	15/03/2021
Review Date:	March 2022

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
0.1	02/1/2020	Initial Draft of Policy	Yes	
0.2	18/01/2021	Updated based on feedback from Vice Presidents	Yes	
0.3	23/02/2021	Updated based on PMSS Union Representatives feedback	Yes	March 2022

C. Relevant/Related Existing Internal/External Documents

The above list is not exhaustive and other university documents may also be relevant.

D. Consultation History

This document has been prepared in consultation with the following bodies:

Head of Campus – CCAD, CSM, NMCI, Head Caretaker, Estates Managers, Vice Presidents F&A/Corporate Affairs and PMSS Union Representatives.

E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Governing Body	12/03/2021	Approved by Governing Body

F. Responsible for Communication and Implementation

The Manager/Functional Area responsible for communication and implementation of the policy:

Title	Functional Area	Date Implemented
Estates Managers	Estates	15/03/2021