

REGULATIONS OF USE OF SAPIENZA GUEST HOUSES

TITLE I

GENERAL INSTRUCTIONS

SECTION 1- GENERAL REGULATIONS

1. The Sapienza Guest Houses – which are currently the buildings of via Volturno, 42 and via Nomentana, 118 in Villa Mirafiori in Rome- , host professors, researchers, visiting professors/scientists, undergraduate and graduate students, technicians and administration staff from other Italian and foreigner Universities. The guests are hosted in occasion of national or international seminars or conferences; if they study or conduct research at Sapienza for a limited period of time; for internships and cultural exchanges, as long as they have an invitation from a Sapienza structure.
2. Guests are defined at General Regulations section 1, point 1 while scholarship holders are the students as defined in section 10 Temporary Regulations.
3. The Sapienza Guest House can host a chaperon, who must be at least 18 years old, unless there is a family relationship between host and chaperon. The chaperon will stay in the same room of the guest and for the same period of time.
4. Visitors may access the Sapienza Guest House under the responsibility of scholarship holders. They are defined as “visitors”- see Annex 1.
5. The University uses an external operator to manage the Sapienza Guest Houses.

SECTION 2- STRUCTURES DESCRIPTION

1. The Sapienza Guest House of via Volturno, 42 consists of:

- 18 single rooms;
- 17 double rooms (two of them with frescoes);
- two small apartments with 2 beds each one and a private kitchen; one of them is reserved for disabled people.

All the room are with air-conditioning and a private bathroom and they are distributed on five floors. On each floor there is a living area with a kitchenette, in common with the other rooms. All rooms and mini-rooms are equipped with telephone, satellite television and Internet connection.

You can also find:

- a briefing room (10 seats) with projection equipment,
- a multifunctional hall (30 places),
- a TV room,
- a reading room,
- a room with two computer stations,
- a newspapers and periodicals library with access from the outside courtyard.

2. The Sapienza Guest House of via Volturno, 42 has also two small apartments (with a total of 4 beds) that can be used for institutional purposes by the Rector and the General Director. The apartments can be used for free and for a maximum period of 3 months, which may however be renewed.

3. The small apartments can also be used upon payment in case of institutional activities.

The Sapienza guest house of via Nomentana, 118- Villa Mirafiori consists of:

- 1 single room;
- 2 double rooms.

All the rooms are with air-conditioning and a private bathroom and they are distributed on one floor. There is a living area with a kitchenette, in common with the other rooms. All rooms and mini-rooms are equipped with telephone, satellite television and Internet connection.

SECTION 3- BOOKING PROCEDURE

1. Bookings must be made by filling the specific form published on the Sapienza website (www.uniroma1.it/foresteria_sapienza).
2. In case of cancellation, the applicant or the Sapienza reference structure may cancel the reservations free of charge, by mail (foresteriasapienza@uniroma1.it), until 5 days before the stay. In any case, it will be required the amount of € 15,00 as a reimbursement for administrative expenses.
3. In case of a guest failure or failure in the booking cancellation, the Administration will request at the reference structure the payment for the first night of stay for stay up to three days; the payment for three nights for stay up to seven days; the payment of half the stay for stay more than seven days.

SECTION 4- PAYMENT METHOD

The payment of the reimbursement of expenses may be made as follows:

a) via bank transfer:

until five days before the stay via bank transfer to Sapienza Università di Roma: IBAN IT71 10200805227000400014148 Code BIC SWIFT: UNCRITM1153, code S.1001. In this case Sapienza issues, through the support service, the appropriate note of debt to the Center for Expenditures, on the model in force, and the Expenditure Center communicates the mandate number to the following e-mail address: ragioneriaentrata@uniroma1.it; if the bank transfer is coming from the guest, he will provide a copy of that with the payment;

b) via credit card: (American Express is NOT accepted) or Bank Card at the check-out.

c) by a structure of Sapienza Central Administration:

will be subjected to a request for transfer from the account of the above mentioned Requesting Area to the Global Service Maintenance Account, specifically on the A.C.13.02.060.010 Global Service Maintenance Management Facility Management UA.S.001.DUF.APE.RES;

d) for professors invited by Sapienza (with refunded expenses) the cost of the stay is subtracted from the professor monthly salary;

e) for the guest chaperon, the payment of the greater amount between single room and double room must be made by the guest, with the different modalities already in use (previous bank transfer, debit card or credit card while checking out).

TITLE II

BEHAVIOUR RULES

SECTION 5- ACCOMMODATION USE

1. Guests and scholarship holders have the right to occupy the accommodation for the planned period of stay and to use electric energy, water and gas as expected for a normal use of the residence.

2. Guests and scholarship holders may use facilities and equipment in the rooms and common spaces, respecting the regulations and hours of use as well as other guests.
3. Guests and scholarship holders can use the laundry equipment by paying.
4. The Reception service is available every day from 07.00 am to 23.00 pm.
5. It is guaranteed in the structure a night control from 23.00 pm. to 07.00 am.

SECTION 6- PRESCRIPTIONS

1. Guests, scholarship holders, chaperons and visitors must respect the Guest House rules. Moreover, they must consider every other community rule and be respectful with each other.
2. Guests and scholarship holders, at the check-in in the structure, acknowledge that they have read the hereby rules, which they are required to comply with by communicating them to the chaperons and to the visitors.
3. The maintenance of the Guest House quality and services is a responsibility of the staff as well as of guests and visitors.
4. Guests and scholarship holders also must:
 - a) periodically check the efficiency of the equipment and facilities, reporting any problems;
 - b) allow ordinary and extraordinary maintenance works; if necessary, the University may temporarily transfer the guest or scholarship holder to another place, without any additional expense;
 - c) immediately report any contagious illness contracted during their stay at the Sapienza Guest House;
 - d) be aware of the emergency exits and the location of emergency equipment and respect all procedures in case of an emergency.
5. The University guarantees a normal system of surveillance and does not consider itself responsible for damaged or stolen personal objects of guests, scholarship holders, chaperons and visitors.
6. The University is not responsible in case of damage to people or objects ascribable to acts or omissions directly imputable to the guest or the scholarship holders.
7. For reasons of managerial rationalization, the University may carry out the transfer of the guests to another accommodation in the same structure or other structure.

SECTION 7- PROHIBITIONS

Guests, scholarship holders, chaperons and visitors are not allowed to:

- a) transfer, even temporarily, the residence at the building of Via Volturno 42;
- b) behave or act dangerously towards people or objects as forbidden by the Guest House rules and regulations;
- c) make noise after 11 pm, before 8 am and between 2 pm and 4 pm. During the rest of the day, the use of musical instruments, radio, television and other similar devices must be respectful of other guests;
- d) leave personal belongings in common spaces;
- e) introduce guests, chaperons and visitors differently than as established by title 1, section 1, points 5 and 6 and in Annex 1;
- f) introduce any kind of animals in the Sapienza Guest House;
- g) introduce any kind of weapons, inflammable or explosive substances and/or materials;
- h) smoke either in common spaces or in private rooms;
- i) move furniture or equipment of any kind out of or into the common spaces and private rooms; if it is needed for a didactic reason, the request must be made to the University via a specific authorization form;

- l) move equipment without authorization;
- m) use portable stoves/cookers of any kind for warming food;
- n) use electronic stoves and heating or lighting devices with unprotected coils or with solid, liquid or gaseous combustibles;
- o) overload electric plugs and/or tamper with systems;
- p) obstruct ventilation openings of electric devices;
- q) tamper with fire equipment and security signals.

SECTION 8- MAINTENANCE, OUT OF ORDER AND DAMAGE

1. Guests and scholarship holders must immediately report any damage in rooms and common areas.
2. In case of damage to areas, systems, furnishings or equipment - ascertained at check-out or within the next 24 hours - guests, scholarship holders or visitors are liable for compensation for the damage caused.
3. Guests and scholarship holders must allow staff to inspect their rooms, following a regular notice. They will be informed, by e-mail or sms, at least 30 minutes prior to the inspection.
4. If the staff needs to inspect the rooms, the inspections will be conducted in the presence of the guest or the scholarship holder. If he/she cannot be present, the staff may inspect the rooms at the presence of a third person.
5. If it is necessary and urgent, staff may access the room even if the guest and the scholarship holder are absent, immediately reporting inspection.

SECTION 9- REFERRAL RULES

1. For everything that is not explicitly described in these regulations, existing norms, regulations and Italian laws are valid.
2. The following annexes are integral part of these regulations:
Annex 1- Rules for Visitors and Guests, Kitchen Rules, Assigned Room Rules, Sanctions;
Annex 2- Room Rates;
Annex 3- Privacy note

SECTION 10- TEMPORARY REGULATION

The Sapienza Guest Houses temporarily host students selected for the Superior School for Advanced Studies (SSAS). They are referred to as “scholarship holders”.
Scholarship holders are accommodate in double rooms, unless there are cases of proven need to stay in a single room.

Annex 1

Rules for Visitors and Guests

1. The Sapienza Guesthouses are reserved for official guests according to Sapienza conditions. Everyone is required to be respectful and tolerant towards others in order to facilitate cohabitation.

2. Each Sapienza Guesthouse guest may have one chaperon no younger than 18, unless there is a family relationship between host and chaperon (parents and son or daughter). Chaperons cannot stay in the Guesthouse for a longer period than that requested by the official guest. Points 5 to 10 of this Annex do not apply to visitors.
3. To guarantee the tranquility of all guests and scholarship holders living in the Guesthouse, external subjects invited by scholarship holders (hereinafter "visitors") are not allowed to enter the Guesthouse, except in the cases indicated in the following clauses of this Annex.
4. Visitors are only allowed in the Guesthouse from 08:00 to 22:00, Monday to Sunday. Visitors must leave the Guesthouse within 23:00 on their visiting day.
5. In any case, it is strictly forbidden for visitors to stay overnight in the Guesthouse.
6. On arrival, visitors must leave a document at the reception for their entire stay in the Guesthouse.
7. Visitor must indicate the name and the room of the scholarship holder who have invited him/her. The scholarship holder must come to the reception to fill in the "Visitor Form" and leave the form at the reception for their entire stay.
8. Under no circumstances may one scholarship holder receive more than three visitors at the same time.
9. The visitor can access both the scholarship holder's room and the Guesthouse common areas in the company of the scholarship holder. The visitor and the scholarship holder are jointly liable for any damage caused to the building, to machinery or to furniture during the stay of the visitor.
10. If the visitor does not observe the Rules and Annexes, he/she can be expelled from the building by the staff of the external operator that manage the Sapienza Guest House.

Kitchen Rules

1. The kitchen is cleaned daily after the breakfast.
2. The opening hours for the kitchen are:
BREAKFAST 7:00 – 10:00;
LUNCH 12:30 – 15:00;
DINNER 19:30 – 22:30.
3. In extraordinary cases, guests can ask the support service personnel to open the kitchen outside opening hours.
4. Guests who use the kitchen must: not go away while cooking food; not leave electrical appliances on; place leftover food in sealed containers to avoid attracting insects and parasites.
5. It is forbidden to leave dirty dishes in the kitchen or in other common spaces.
6. It is forbidden to abandon leftover food in the kitchen or in other common spaces.
7. Users must respect the cleanliness and decor of common spaces and keep the kitchen clean.
8. Users must put their personal food in a container with their name and their date of departure before placing them in the sideboard or in the fridge. Otherwise, the food will not be kept and may be thrown out by the cleaning personnel.

9. Users must conserve their food strictly according to package instructions and dispose of spoiled food.
10. Users must remove their food on departure and not leave food that can waste in the fridge.
11. If the kitchen is not kept clean, the support service personnel will arrange for the kitchen and/or common spaces to be cleaned.
12. It is forbidden to tamper with circuit breakers in kitchens and smoke detectors. It is also forbidden to tamper or move home appliances and all furniture assigned to each kitchen.
13. If the above-mentioned rules are violated, personnel will report the concerned activities.
14. Kitchen doors must remain closed during use, to avoid the spread of cooking odors inside the structure.

Assigned Room Rules

1. Each guest or scholarship holder is given an electronic key for his or her assigned room, which must not be duplicated.
2. Guests and scholarship holders must keep their rooms locked when they are not occupied and keep their keys on them for the length of their stay.
3. The room key must not be given to others.
4. In case of loss or theft of a key, the guest or scholarship holder must immediately report the loss or theft to the competent authority and present a copy of the report to the support service.
5. It is forbidden for anyone to occupy any room that is not directly assigned to him/her.
6. It is forbidden to apply adhesives or posters directly on walls, doors or furniture, as well as to display notices, signs or anything else out of the reserved areas.
7. It is forbidden to move, modify or adapt the furniture, as well as to move the furniture or facilities from common spaces to personal rooms, or disassemble, modify or do anything else to the furniture.
8. Low-power electric appliances such as radios, stereos, electric razors and computers can be used in guests or scholarship holders' rooms with the permission of the Guesthouse personnel. All connections must respect the law.
9. The use of any kind of cooker, gas stove or electric stove with unprotected heating coils or any other similar appliance is forbidden in personal rooms.
10. Room must be cleared out of any furniture that can obstruct the cleaning service when planned.
11. If the above-mentioned rules are violated, personnel will report the concerned activities.

Sanctions

1. In addition to the general disciplinary measures applicable to students, the scholarship holder who contravenes the provisions of the Regulation or those contained in this Annex, or those who abuse of the Guesthouse, is also subject to the following measures based on the severity of their actions:
 - a) written reprimand;

b) withdrawal of dormitory support.

2. The written reprimand consists of a written notification to the scholarship holder in the following cases:

a) kitchen not cleaned and tidied after use;

b) movement of furniture in the room without authorization;

c) introduction of unauthorized furniture in the rooms;

d) inappropriate use of lifts;

e) use of unauthorized electric appliances;

f) inappropriate use of washing machines, dryers, ironing boards and other equipment in the Guesthouse;

g) any other violation or conduct that can be considered of the same severity as the preceding points.

3. If it is impossible to identify the individual responsible for one of the above faults, the written reprimand will be applied to all the scholarship holders on the floor (a, b, c, e, g) or to all the scholarship holders (d, f, g).

4. The withdrawal of dormitory support is applied:

a) automatically after the third written reprimand;

b) in the case of express repetition of conduct already sanctioned by a written reprimand;

c) in the cases listed in the competition notice;

d) in the case of continuous absence from the Guesthouse, as indicated in the competition notice to be admitted at the SSAS;

e) in the case of rule violations that are likely to cause damage to the Guesthouse or to other scholarship holders;

f) in the case of transfer, sublet or similar of their accommodation to third parties, regardless of the reason for this;

g) in the case of detention of combustible material, hazardous substances, narcotic drugs or other illegal items;

h) in the case of immoral behaviour or activities that disrupt public order;

i) if the scholarship holder modifies or damages the machinery, the painting of walls and the furniture.

5. The withdrawal of dormitory support will be notified by the Sapienza University Area of Legal Affairs.

6. When formally informed of one of the above cases, the management will invite the concerned scholarship holder to clarify the situation within 3 days, as well as organizing all appropriate investigations. Concerned scholarship holders can submit their counterarguments, in written form, within 5 days.

7. If during the investigation no infringement is identified, the case will be archived. In the opposite case, the management will impose a sanction on the concerned scholarship holder and notify the sanction to the scholarship holder, to the director of the school and to the Central Administration.

8. Even in cases concerning the issue of a written reprimand, the management will charge the student for any damage. The fine must be paid within 5 days. After 5 days, the management or its delegate will verify receiving of the payment in the Area of accounting, finance and management control of the Sapienza University.

9. In case of non-compliance with the payment of the fine, management will proceed with the withdrawal of the assignment benefit and the recovery of the corresponding amount in the forms provided by law and Sapienza regulations.

10. If the violations of clauses 2 and 3 are committed by visitors, the corresponding sanctions will be imposed on the hosting scholarship holders.

11. If the violations of clauses 2 - a), b), c), d), e), f) and g), as well as clause 4 – e), f), g), h) and i), are committed by guests or their chaperons, management will withdraw scholarship holders' right to stay in the Guesthouse and charge the guest for relative expenses.

12. In addition, Sapienza University will enforce any other kind of civil, criminal and administrative liability with the appropriate institutions.

Annex 2

| ROOM RATES FOR INTERNAL USE | ROOM RATES FOR EXTERNAL USE INCLUDING VAT | | |
|--|--|----------------|---------------------|
| Type of room | Taxable | VAT 10% | Total amount |
| Single € 50,00 | € 63,64 | € 6,36 | € 70,00 |
| Double single use € 60,00 | € 68,18 | € 6,82 | € 75,00 |
| Double € 65,00 | € 72,73 | € 7,27 | € 80,00 |
| Double with frescoes € 75,00 | Internal use only | | |
| Miniapartment € 80,00 | Internal use only | | |

| OTHER SPACES RATES FOR INTERNAL USE | OTHER SPACES RATES FOR EXTERNAL USE INCLUDING VAT | | |
|--|---|---------|-----------------|
| Type of space | Taxable | VAT 22% | Total amount |
| Multiuse space € 100,00 per day | € 100,00 | € 22,00 | € 122,00 |
| Other space for catering services € 100,00 per day | € 100,00 | € 22,00 | € 122,00 |
| Newspapers and periodicals library with outside courtyard use € 150,00 per day | € 150,00 | € 33,00 | € 183,00 |

Annex 3

CUSTOMER PRIVACY POLICY

Dear guest,

In accordance with applicable privacy laws (EU Regulations n. 679, 2016 -GDPR- and D.Lgs. n. 196/2003), we would like to inform you that your personal data will be processed in an ethical and transparent manner, only for lawful purposes, and in a manner that safeguards your privacy and your rights.

Processing takes place manually and using IT tools, and is done for the purposes connected with booking of accommodations and other services, and to provide such services as requested.

Since this processing is required for the abovementioned purposes, your data consent is mandatory; if you should refuse to submit your personal information, we will not be able to confirm your booking or provide you with the requested services.

Your data are required also to comply with our "Public Safety Law" (Article 109 Royal Decree n. 773,18/6/1931) to provide identification data of our guests to the police, for purposes of public safety, in the manner established by the Ministry of the Interior (Decree of 7 January 2013).

Data acquired for such purposes will be retained for the strictly necessary time.

We also would like to inform you that the European Regulation grant you certain rights, including rights of access to, adjustment, erasure, limitation of, or objection to the processing of your data, as well as data portability rights, when and insofar as applicable (Articles 15-22 of the EU Regulations n. 679, 2016). You can also file for complaint with the Data Protection Authority, according to the procedures set forth under applicable regulations.

For any other concern, and to assert your rights under the EU Regulation, please contact:

Data Controller: responsabileprotezionedati@uniroma1.it; PEC: rpdcert@cert.uniroma1.it

Data Processor: University of Rome "La Sapienza"; Rector *pro tempore* as legal representative of University.

Contacts data: urp@uniroma1.it; PEC: protocollosapienza@cert.uniroma1.it