

REGULATIONS FOR USE OF THE SAPIENZA GUEST HOUSE VIA VOLTURNO 42

PLEASE NOTE:

This document provides a summary of the information contained in the official regulations in Italian. Please refer to the Italian regulations for final information.

SECTION I - General Instructions

ARTICLE #1

General Regulations

1. The building on Via Volturno 42, called Sapienza Guest House, hosts professors, researchers, visiting professors/scientists, scholarship and grant holding students, undergraduate and graduate students, technicians and administration staff from other Italian and foreign Universities. The guests are hosted for national or international seminars or conferences, if they study or conduct research at Sapienza for a limited period of time or for internships and cultural exchanges.
2. Guests are defined at General Regulations #1.
3. The Sapienza Guest House temporarily hosts students selected for the Superior School for Advanced Studies. They are referred to as "grant holding students".
4. The Sapienza Guest House can host a chaperon, who must be at least 18 years old, for each guest. The chaperon will stay in the same room as the guest and for the same period of time.
5. Visitors may access the Sapienza Guest House under the responsibility of grant holding students. They are defined as "visitors"- see Annex #1.
6. The University employs an external operator to manage the Sapienza Guest House.

ARTICLE #2

Structure

1. The Sapienza Guest House has 19 single rooms and 19 double rooms, all with air-conditioning and a private bathroom.
2. The Sapienza Guest House also has two small apartments (with a total of 4 beds) that can be used for institutional reasons by the President

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 paid for in the case of institutional activities.
4. The cost of every small apartment, if occupied by one person, is equal to the cost of a double room used as a single room.

ARTICLE #3

Booking

1. Bookings must be made via the form published on the Sapienza website (www.uniroma1.it/foresteria_sapienza).
2. If the payment is the responsibility of the requesting University, the office will verify it through a specific form published on the webpage. It must be completed and signed by the Manager of the University.
3. The competent office must transmit the booking authorisation to the Guest House support service. The support service will confirm the booking to the requesting University, to the office and to the executive Director of the contract.

ARTICLE #4

Payment

Payment may be made as follows:

- 1) By the Sapienza University structure no later than 30 days after the end of the stay via bank transfer on GIROFONDI BANKIT 37162.
- 2) By the guest:
 - a) Via bank transfer to “Sapienza Università di Roma” – IBAN IT7110200805227000400014148, code BIC SWIFT: UNICRITM1153. Payments should be made at least seven days prior to arrival and a receipt of payment should be presented on arrival.
 - b) Via credit card (American Express is NOT accepted) or Bank Car at check-out.
 - c) For professors sent by Sapienza (with refunded expenses) the cost of the stay is subtracted from the total amount received.
 - d) For the guest chaperons, the payment of the greater amount between that of a single room and that of a double room must be made by the guest, with the previous modalities.

SECTION II - Behaviour

ARTICLE #5

Accommodation

1. Guests and grant holding students 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 grant holding students may use facilities and equipment in the rooms and common spaces, respecting the regulations and hours of use as well other guests.
3. Guests and grant holding students will need to pay to use the laundry equipment.
4. There is a manager at the Guest House 24/7.
5. The Reception service is available every day from 8 am to 1 am.

ARTICLE #6

Prescriptions

1. Guests, grant holding students, chaperons and visitors must respect the Guest House rules. Moreover, they must consider every other community rule and be respectful.
2. Guests and grant holding students accepting the regulations and must inform chaperons and visitors about them.
3. The maintenance of the Guest House quality and services is the responsibility of the staff as well as of guests and visitors.
4. Guests and grant holding students 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 grant holding student to another place, without any additional expense for the guest;
 - c) Immediately denounce any contagious illnesses 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 any damaged or stolen personal objects of guests, grant holding students, chaperons and visitors.

6. The University is not responsible for damage to people or objects ascribable to acts or omissions directly imputable to the guest or the grant-holding student.

ARTICLE 7

Prohibitions

1. Guests, grant holding students, chaperons and visitors are not allowed to:
 - a) Behave or act dangerously towards people and objects or as forbidden by the Guest House rules and regulations;
 - b) 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;
 - c) Leave personal belongings in common spaces;
 - d) Introduce guests, chaperons and visitors differently than as established by Section 1, points 4 and 5 and in Annex 1;
 - e) Introduce any kind of animals in the Sapienza Guest House;
 - f) Introduce any kind of weapons, inflammable or explosive substances and/or materials;
 - g) Smoke either in common spaces or in private rooms;
 - h) 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 by the University via a specific authorisation form;
 - i) Move equipment without authorisation;
 - l) Use portable stoves/cookers of any kind for warming food;
 - m) Use electronic stoves and heating or lighting devices with unprotected coils or with solid, liquid or gaseous combustibles;
 - n) Overload electric plugs and/or tamper with systems;
 - o) Obstruct ventilation openings of electric devices;
 - p) Tamper with fire equipment and security signals.

ARTICLE 8

Maintenance, Out of Order and Damage

1. Guests and grant holding students must immediately report any damage in rooms and common areas.
2. Damage to areas, systems or equipment, must be paid for on check-out or in the following 24 hours.

3. Guest and grant holding student must allow staff to inspect their rooms, following a regular notice; guests and grant holding students 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 and the grant holding student. 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 a room even if the guest and the grant-holding student are absent, immediately reporting inspection.

ARTICLE 9

Treating of Personal Data

Please refer to Italian Guest House Regulations and Privacy Laws.

ARTICLE 10

Annexes

1. For everything that is not explicitly described in these regulations, norms and regulations, existing Italian laws are valid.
2. The following annexes are an integral part of these regulations:

Annex 1 – Rules for Visitors and Guests

Annex 2 – Kitchen Access

Annex 3 – Assigned Room Rules

Annex 4 – Sanctions

Annex 5 – Room Rates

Annex 1

Rules for Visitors and Guests

1. The Sapienza Guesthouse is reserved for official guests as per 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). Chaperons cannot stay in the Guesthouse for a longer period than that requested by the official guest. Clauses 5 to 10 of this Annex do not apply to visitors.
3. To guarantee the tranquillity 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 before 23:00 on their visiting day.
5. Under no circumstances may visitors 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 them. 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 Guesthouse by the shift manager.

Annex 2

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 – 14:30; DINNER 19:30 – 22:00
3. In extraordinary cases, guests can ask the support service personnel to open the kitchen.
4. Guests who use the kitchen must not go away whilst cooking food, must not leave electric plates on and 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 bearing 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. Do not tamper with switches and smoke detectors in the kitchen or electrical appliances or kitchen furniture.
13. If the above-mentioned rules are violated, personnel will report the concerned activities.

Annex 3

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. If the above-mentioned rules are violated, personnel will report the concerned activities.

Annex 4

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 these Annexes, or those who abuse of the Guesthouse, is also subject to the following measures based on the severity of their actions:
 - a) Written warning;
 - b) Withdrawal of dormitory support.
2. The written warning 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 authorisation;
 - c) Introduction of unauthorised furniture in the rooms;
 - d) Inappropriate use of lifts;
 - e) Use of unauthorised 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 warning 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 warning;
 - b) In the case of express repetition of conduct already sanctioned by a written warning;
 - c) In the cases listed in the Call;
 - d) In the case of continuous absence from the Guesthouse, as indicated in the Call 12-3;
 - e) In the case of rule violations that are likely to cause damage to the Guesthouse or to other scholarship holders;
 - f) If a room is given, sublet or similar to another person, for whatever reason.
 - 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 organising 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 warning, 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 receive of the payment in the Area of accounting, finance and management control of the Sapienza University.
9. If the charge is not paid, management will initiate withdrawal of dormitory support and begin official proceedings to collect the unpaid fine.
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 5

Room Rates

Room	Price € (VAT included)
Single	€50.00 per day
Double used as single	€60.00 per day
Double	€65.00 per day
Frescoed Double	€75.00 per day
Studio	€80.00 per day

Conference room (20 seats) for recreational, cultural and educational activities ... €100 per day

Use of catering space ... €100 per day