

Regulation – Year 2019/2020

The Institute was born and lives with the aim of offering young people a favourable environment where to develop one's personality, whether in a school and/or work environment.

1 - Admission to the Institute and general behaviour

The admission of each resident guest to the Institute is subject to a cognitive and informative interview with the appointed Commission.

2- Age Limitations

For students the minimum age limit for admission is 18, the maximum is 26 years. Priority will be given to guests in particular situations of material and / or moral need.

4 - Booking

- ↪ The room will be available to the guest for the **entire Academic Year** (from September to July). **In case of early departure, the guest will still be responsible to pay the entire period.**
- ↪ For other types of stay it will be discussed with the Administration.
- ↪ The move in and move out must take place during the reception hours (Mon-Fri from 8.30 to 19.00).
- ↪ Anyone wishing to vacate the room before the agreed month (see Form 1) must notify the Administration **one month** in advance, stating the reason for the decision and paying up until the end of the period. In any case, the security deposit will still be kept.
- ↪ Admission involves the down payment of an interim deposit to be paid at the time of booking the room or upon move in. The deposit will be returned **only at the end of the agreed stay** except in the case of necessary reimbursement of costs for damage caused to the premises of the Institute (room, kitchen, common room) and related equipment, which will be deducted from the agreed amount (see Form 1). The deposit will be credited by bank transfer within 30 days from the end of the stay at the Institute.

5 - Payments

The guest is required to pay a **bimonthly fee** determined by the Administration, with payments due as follows:

- First payment: SEPTEMBER 1ST
- Second payment: NOVEMBER 1ST
- Third payment: JANUARY 1ST
- Fourth payment: MARCH 1ST
- Fifth payment: MAY 1ST
- Sixth payment: JULY 1ST

The bank transfer must be sent **within the first five days of the month** and must also indicate the "guest name and room number" in the description.

The Administration reserves the right to issue the receipt within the following 30 days from the payment. For cash or check payments, the Administration office is open from 9.30am to 2.30pm (except for telephone agreements to arrange a different appointment exceptionally). In this case the receipt is released immediately.

6 - Short periods

The Institute, when there is temporary availability of rooms, welcomes students for short periods (never less than one month).

The guest is obliged to contribute to the Institute's operating expenses through a daily fee and a deposit determined by the Administration.

The payment of the fee must be paid in advance.

7 - Opening hours

The Institute is open 12 months a year, with the Administration's right to fix a closure during particular periods of the year which will be communicated with suitable means and adequate advance to the guests.

A video surveillance and access control system will ensure the safety of the guests and highlight irregularities in behaviour.

The evening return must take place: Monday to Thursday by 00.30
Friday, Saturday, Sunday and holidays by 1.30AM

11 - Obligations of the guests

Each guest agrees to:

Security: Participate in evacuation simulations required by law.

Out of respect for others:

▫ clean your assigned room, bathroom and equipment regularly and adequately (refrigerator, kitchen cabinet), as well as all kitchen equipment used (stove, table, sink ..);

It should also be remembered that during weekends and holidays there is no cleaning staff mending the kitchens and common areas;

▫ avoid any disturbing noise throughout the day, especially during the evening and night hours; Also, circulate inside and outside the Institute decently dressed;

▫ do not smoke in any room of the Institute for the protection of non-smokers' health;

▫ do not exchange assigned equipment (refrigerator, locker) with another guest;

▫ do not put clotheslines in the corridors and balconies of the rooms (safety rules);

▫ do not stick anything with the tape on the walls of the rooms (it damages the colour of the walls, with the consequent need of reimbursement of the costs of repainting charged to the guests);

▫ the cleaning of the common areas is guaranteed by the staff in charge from Monday to Friday but does not exclude leaving all the common areas in a decent way, especially during the weekend.

Personal Equipment

The Institute does not have a canteen service or any kind of food or beverage preparation or administration service so each guest must:

- ▷ personally purchase, store and prepare food and beverages for personal use only;
- ▷ personally equip yourself with the necessary kitchen equipment, bed linen and towels;
- ▷ do not place objects on windowsills to prevent the wind from causing them to fall on the street or in the courtyard;
- ▷ no alcoholic beverages are allowed in the Institution.

12 - Internet

The Alfieri-Carrù Institute has a WI-FI network available within its structure to allow users to access the Internet and reserves the right to introduce limitations to particular uses of the wi-fi internet connection should difficulties arise.

The WI-FI offered by the Institute allows a basic connection via PC or tablet and smartphone to normal sites.

For special needs such as: videoconferences, downloading of lectures / university lecture notes, it is good to organize yourself independently, using personal keys, or using the study rooms of the various universities.

13 - Access to the floors

Male family members are admitted only at the beginning and at the end of the year to help guests move in and out of the rooms, and exclusively during reception hours -- unless explicitly requested.

The staff reserves the right to inspect the rooms without prior notice, in the presence of the guest, whenever he deems it appropriate.

The maintenance staff of the Institute is authorized to go up to the floors without prior notice to the guests.

The guest has the obligation to lock the door of her room, and remember to take the keys with her. If you were to shut yourself out and have to call in the Responsibility Officer, a fine will be applied.

The Institute is not liable for any shortages, thefts and breakdowns of personal objects or for what is left at the end of the academic year. Consequently the institution is not obliged to pay any compensation.

15 - Deposit refund

Guests are invited to promptly communicate the departure from the Institute for the definition of accounts with the Administration office.

16 - Changes to the Regulations

If necessary, the Administration has the right to make changes and additions to these Regulations. These changes will be communicated in writing to the guests.