

GUEST HOUSE TERMS AND CONDITIONS AT THE UNIVERSITY OF CAGLIARI

Article 1 Introduction

1. This document outlines the terms and conditions for teachers, academic staff and students staying at the guest house situated in Via San Giorgio, 12, Entrance 3. Our guest house is intended for studying, teaching and research purposes at the University of Cagliari.
2. The guest house comprises 11 single rooms and 4 double rooms, each with private bathroom. All of the rooms are fitted with air conditioning, a telephone and television, a mini fridge and internet connection.

Article 2 Access to the facilities

1. The guest house is open to:
 - Teachers, students and academic staff from other universities or research organizations, including students with scholarships or grants, who are visiting the University of Cagliari for teaching or research purposes, or to participate in meetings and conferences;
 - International students enrolled in PHD or Master's courses at our university.
2. Use of the guest house, depending on the availability of rooms and the priorities mentioned above, may be granted to individuals with specific requirements other than those mentioned in the first paragraph, with prior consent given by the Rector of our university.

Article 3 Booking and room allocation

1. Room reservations are to be made by written request using the appropriate forms, available on the website using the following link: <http://www.unica.it/pub/english/>, and sent to the following email address: foresteria@unica.it – Directorate of Didactics – International Student Mobility Office
Please make sure to include the following information:
 - Details concerning the applicant;
 - An identification document;
 - Qualifications of the teacher/student and name of the university or institution;
 - Name of contact at the University of Cagliari;
 - Purpose of stay;
 - Date of arrival and departure;
 - Type of room and services required.
2. The ISMOKA Office, after confirming the availability of the guest house and the applicant's eligibility, will make the reservation and send the confirmation to the email address provided by the applicant on the request form; with information regarding the reservation period, room assignment and all other important details. The reservation will be finalized upon an advance payment of 20%, as detailed in Article 5.
3. The facilities are available throughout the year. In the case of multiple applications for the same period, priority bookings will take precedence over others. To cancel a booking, applicants must send a notice via email to foresteria@unica.it at least 15 days prior to the planned arrival date in order to be refunded.
4. Guests are able to check in between 8am and 12pm on the arrival day at the ISMOKA Office, via San Giorgio,12, Entrance 2. This is where the guest registration takes place and

room keys are stored. On the day of departure, the room must be left in its original state and vacated by 12pm. The keys must be returned to a member of staff at the guest house.

Article 4 Rates

Room rates at the guest house are as follows:

Rate	Students/ Phd double room	Students/ Phd single room	Teachers /Staff double room	Teachers /Staff single room
One day (low season from October to April)	€ 20	€ 25	€ 30	€ 35
One day (high season from May to September)	€ 25	€ 30	€ 35	€ 40
One week, cleaning included (low season from October to April)	€ 115	€ 140	€ 150	€ 175
One week, cleaning included (high season from May to September)	€ 140	€ 165	€ 175	€ 200

Facilities of our Guest house: **Air Conditioning, Private bathroom, Flat-screen TV, Free Wi-Fi.**
Not included: **Stay Tax Services € 3 per night and per person.**

Additional cleaning € 5; Additional change of bedding € 10; Additional towels (on request) € 6.

N.B. facilitations are offered for bookings exceeding 30 days.

For more info contact the secretariat at Foresteria e-mail foresteria@unica.it

Article 5 Payment

1. Payment must be made by bank transfer. 20% of the total price must be paid in advance upon confirmation of the reservation; while the remaining balance must be paid at least seven days prior to arrival.
2. The bank transfer must be directed to:
UNIVERSITÀ DEGLI STUDI DI CAGLIARI (SETTORE MOBILITÀ STUDENTESCA)
BANCO DI SARDEGNA, VIALE BONARIA 33, 09125 CAGLIARI
IBAN: **IT51T010150480000000043280**;
SWIFT CODE: **BPMOIT22**
with mention of: **PRENOTAZIONE FORESTERIA**
3. A scan of the receipt of the transfer must be sent via email to foresteria@unica.it, within seven days of the confirmation of booking.
4. A scan of the receipt of the remaining balance transfer must also be sent via email to foresteria@unica.it, within seven days of the confirmation of booking. Upon arrival at the residence, the guest will be given a receipt by the staff at the ISMOKA Office.

Article 6

Guest house rules and conditions

1. Those staying at the guest house are entitled to use the accommodation for the specified time period and to use the electricity and water in accordance with the normal use of the occupied space.
2. Guests are allowed to use the facilities, their own rooms and the communal areas, abiding by the rules and time regulations, and respecting the needs of others staying at the guest house.
3. The building itself has a security guard present 24 hours a day, reachable at the ISMOKA Office operating telephone number, +39 070 675 6539.
4. Guests are required to comply with the conditions set forth in this document and to behave in a respectful manner that is conducive to harmonious cohabitation.
5. Guests are also expected to:
 - a) Periodically check the efficiency and quality of the furniture and appliances, promptly reporting any damage;
 - b) Allow any maintenance and repairs to take place in their rooms, which may result in the temporary transfer of rooms by the university at no extra cost to the guest;
 - c) Take note of the emergency exits and other safety features (fire extinguishers, emergency buttons, first aid kits, etc.) and follow the procedures to be carried out in case of emergency in all rooms and corridors.
6. The university guarantees regular supervision but is not responsible for any harm or damage caused to people or property due to an act directly attributed to a guest.

Article 7

Prohibitions

1. It is absolutely forbidden for guests to:
 - a) Behave or act in any way that can pose a risk to people or property or that violates the regulations;
 - b) Create loud noises that could disturb others staying at the guest house between the hours of 11pm and 8am;
 - c) Leave personal belongings in the communal areas;
 - d) Have companions or visitors outside of the guest visiting hours as detailed in Article 9;
 - e) Keep any animals at the guest house;
 - f) Be in possession of any weapon, illegal substance, or flammable or explosive materials;
 - g) Smoke in the communal areas, or in individual rooms;
 - h) Remove or bring equipment or furniture of any kind to the bedrooms and communal areas. Any shortage or need of temporary equipment for educational purposes in the rooms must be reported to the university and will be allowed only after specific authorization;
 - i) Move any of the furniture without authorization;
 - j) Use portable stoves of any kind;
 - k) Use any kind of stove, heating appliance or light with naked flames;
 - l) Overload electrical outlets or tamper with equipment;
 - m) Obstruct the ventilation openings of electrical appliances or bathroom drains;
 - n) Tamper with the fire equipment and safety signs.

Article 8

Maintenance work, malfunctions and damage

1. Guests are required to immediately notify the manager of any malfunction that occurs in the rooms or communal areas.
2. In the event of damage to the surroundings, equipment or furniture, determined at the time of checkout or within the following 24 hours and directly due to neglect by the guest, the guest is obligated to pay compensation for the damage caused.
3. Guests are required to allow access to the room to facility staff in order for inspections to be carried out based on specific reports or findings suggesting potential damage. Guests will be notified by text or email at least thirty minutes in advance.
4. In the case referred to in paragraph 3, access to the room takes place in the presence of the guest. If the guest is not present, access to the room by staff will be carried out in the presence of a third party.
5. In case of proven necessity and urgency, access to the room will be carried out immediately, even if the host is not present, without any formality, giving timely notice to the person concerned in order to avoid damage to anyone, including third parties outside of the guest house.

Article 9

Terms and conditions pertaining to visitors of guests

1. The guest house is an appointed place of residency in accordance with the provisions of the beneficiaries of the University of Cagliari. It is for this reason that the cooperation of those staying at the guest house is required through respect, tolerance and contribution to ensure harmonious cohabitation.
2. In order to respect the leisure of guests, access is forbidden to anyone not staying at the guest house, with exceptions stated in the following provisions.
3. Visitors of guests are allowed to enter the guest house between the 8am and 10pm, from Monday to Sunday. Visitors must leave the premises before 11pm. Visitors cannot stay the night at the guest house.
4. On arrival, visitors must be able to provide a valid identification document, and indicate the name of the person and the guest room they will be visiting .
5. In no case can a guest have more than three visitors at any given time.
6. Visitors can access not only the guest room, but also the communal areas in the presence of said host. Both host and visitor are liable for any damage caused to property, equipment or furniture during their stay.

Article 10

Privacy protection

1. In accordance with the Legislative Decree no. 196/2003 (Law for the protection of personal data), personal data collected by the administration is needed for the whole procedure, carried out either with both electronic and computerized means required for the implementation of the institutional purposes referred to in Law no 390/1991.
2. The processing of personal data is carried out in accordance with local regulations concerning the protection of privacy. Regarding Article 13, of the Law regarding the protection of personal data, you may contact the head of the student mobility department. Upon entering the facility, guests must acknowledge and consent to the possibility of their personal data being used by the University of Cagliari for promoted institutional activities and/or activities organized by the institution itself, with or without the collaboration of partners, in compliance with the active regulations concerning the handling of personal data.