



(emanato con Decreto Rettorale 370/2022 prot. n. 66840 del 30/09/2022)

NEW REGULATIONS OF THE UNICAM GUEST HOUSE

Art. 1

Purpose and available services

1. These Regulations govern the use of the Guest House premises, located in Vicolo Fiorenzuola in Camerino, by teachers, scholars, and students, who stay at the University for study, research, and teaching purposes, as well cooperation or international mobility activities.

2. The premises for use as Guest House are the following: Seven single rooms with bathroom (accommodation units No. 2, 5, 6, 7, 11, 14, 15), three double rooms with bathroom (accommodation units No. 3, 4, 10), and three double rooms with bathroom and kitchen (accommodation units No. 8, 9, 12), for a **total of 19 units**.

All rooms are equipped with heating system, mini fridge and wi-fi internet connection.

There is also a laundry area available for all guests.

All rooms and kitchens are equipped with linen, towels, and equipment necessary for the use of the accommodation service.

Art. 2

Guest House Users

The Guest House is mainly intended to meet the needs of Governance and international guests staying at the University of Camerino for study, research, or cultural reasons, such as exhibitions, conferences, and events:

a) primarily for professors and scholars from other universities or research institutions visiting the University;

b) in case of availability, for students enrolled in PhD and specialization programmes at our University, for short periods of time.

The use of the Guest House, taking into account the availability of rooms and the priorities of the subjects indicated above, may be granted to other guests, subject to the authorization of the Rector or the Director General.

Art. 3

Room booking and assignment

1. Room bookings are made through a written request to be submitted via the e-mail address Foresteria@unicam.it - Student Services Division, using a specific form containing the following information:

- personal details of the applicant;
- identification document;
- title and the university or institution of origin;
- name of the contact person within the University of Camerino (and pertinent authentication);
- the motive for the visit;
- the period of stay;
- the type of room and the service requested;
- the amount due for the stay.

2. Having verified the availability of the Guest House and the applicant's right to use the service, the Office will make the reservation by sending the applicant the necessary information.

3. The facility is open all year round. In case of multiple requests in the same period, the booking priorities will be taken into account.

Any cancellation of the reservation must be made by the applicant at least 5 days before the start date of the stay, and sent to Foresteria@unicam.it.



4. The Guest House check-in schedule is as follows: Monday through Friday from 08:00 a.m. to 01:00 p.m., and Tuesday and Thursday also in the afternoon, from 02:30 p.m. to 05:30 p.m., on the day of arrival, at the **Student Services Division**, in via Gentile III da Varano, 26, for the registration of documents and handover of the keys.

5. On the day of departure, the room must be vacated by 01:00 p.m., in the same state and condition as on the date of arrival.

In case of the need for a check-in and check-out times different than those set by the schedule above, arrangements must be made with the Office well in advance.

Art. 4

Fees and Payments

The revenues of the Guest House consist of the amount paid for the use of the accommodation and services of the same by the guests. These fees, as well as any updates, are approved by the University Board of Directors.

Fee	Single room	Double room
Daily cost	€ 30	€ 25/person
Weekly cost	€ 130	€ 110/person
Fortnightly cost	€ 210	€ 160/person
Monthly cost	€ 300	€ 210/person

Costs for Guest House services (Wi-Fi connection, cleaning, linen, towels, use of services) are included in the above fees.

Payments must be made according to the methods indicated in the payment notice sent by e-mail; Payments shall be made via PAGOPA (electronic payment system), followed by the pertaining invoice.

Art. 5

Regulations for Guests

Guests of the Guest House have the right to occupy the accommodation units for the foreseen duration, and to use the services provided, limited to the normal use of the occupied spaces or the common area (laundry), observing the rules and schedules indicated in the Regulations of Use, and compatibly with the needs of all users present in the structure.

The facility does not guarantee the presence of a caretaker, but of specific operators who will answer the telephone number posted on the premises of the Guest House.

Guests must ensure correct, polite, and respectful conduct, both towards other guests present in the facility, and when using Guest House services.

Guests are also required to:

a) periodically check the efficiency of the equipment and furnishings available, promptly reporting any failures;

b) allow the necessary ordinary and extraordinary maintenance work to be carried out, in which case the University can arrange for the temporary transfer of the guest to another room, without additional charges for the guest;

The University guarantees normal supervision, and is not liable for any shortages or damage to personal objects of guests, companions, and visitors; Furthermore, the University shall not be held liable for damage to persons and property attributable to acts or omissions directly attributable to the guest.



Art. 6

Prohibitions and Penalties

1. It is strictly forbidden for guests to do the following:

- engage in conduct or carry out actions that may constitute a source of risk, even if only potential, for people or things, or that constitute violations of laws and regulations in force;
- make sounds or noises of any kind that disturb the tranquillity and respect for other guests between 11.00 p.m. and 8.00 a.m.;
- allow companions or visitors to enter the Guest House outside of what is permitted by Article 8;
- bring any species of animals to the Guest House;
- bring flammable or explosive objects, substances, and materials;
- smoke, both in the common areas and in the individual rooms;
- remove or bring furniture or equipment of any kind from and into the common areas or from and into the rooms;
- move the furniture in any way without prior authorization;
- use portable cookers of any type, stoves, and heating or lighting appliances in general, electrically operated, with visible heating elements, or powered by solid, liquid, or gaseous fuels;
- overload electrical sockets and/or tamper with the systems.

2. Anyone who, despite being warned, continues to engage in erroneous conduct, or in contravention of the above, or fails to provide compensation for damage caused, or to pay the fee envisaged, will be expelled from the Guest House by Rector's Decree following a motivated proposal by the Head of the Student Services Area.

Art. 7

Maintenance interventions, breakdowns, and damage

1. Guests are required to immediately report any faults that occur in the accommodation and in the common areas to the property operator.
2. In case of damage to the rooms, systems, or furniture, ascertained at the time of check-out, or within the next 24 hours, for which the omission, negligence, or the intentional or negligent act of the guest or visitor is recognizable, the same are required to pay compensation for the damage caused.
3. Guests are required to allow the staff in charge of the facility, following regular notice communicated to the interested party at least thirty minutes in advance, to access the room to carry out inspections, on the basis of specific reports or evidence which reliably show the risk of damage.
4. In the hypothesis referred to in paragraph 3, access is made in the presence of the guest; if the latter is not present in the room, the staff in charge can access the room in the presence of at least one third party.
5. In case of proven necessity and urgency, access can be made immediately, even in the absence of the guest, without any formalities, giving prompt subsequent notice to the interested party, in order to avoid causing damage to persons, including third parties unrelated to the Guest House.

Art. 8

Access Rules for Visitors

The Guest House is a place designated for the stay of those entitled to do so, according to the provisions of the University of Camerino; For this reason, collaboration and compliance with the provisions indicated in these Regulations are required.

Therefore, access is forbidden to external parties not residing in the Guest House.

In the event that there is an accompanying person who plans to use the accommodation together with



the applicant for the room, it will be necessary to present a preventive motivation and an identity document. The acceptance of the accompanying person's presence will be at the sole decision of the university administration and communicated in writing to the person concerned.

Art. 9

Privacy Protection

Pursuant to Legislative Decree No. 196/2003 (the Personal Data Protection Code), the personal data collected by the Administration are intended for the execution of all the operations envisaged for the realization of the institutional purposes.

The processing of personal data shall be carried out in accordance with current legislation on the protection of privacy.

Upon entering the facility, the guest acknowledges the possible use of their personal data by the University of Camerino for its institutional activities, promoted and/or organized on its own, or in collaboration with other partners, in compliance of the provisions of current legislation on the processing of personal data.