**LEISURE ROOM RESERVATION FORM UNIVERSITY RESIDENCES**

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| **RESERVATION RESPONSIBLE’S NAME AND SURNAME:** |  |
| **MOBILE PHONE NUMER OF THE RESERVATION RESPONSIBLE:** |  |
| **EVENT DATE:** |  |
| **EVENT START TIME:**  (starting from 9.00am - maximum limit for booking  **3 hours** within which the referent must clean and tidy up the room) |  |
| **EVENT END TIME:**  (within 10.00pm) |  |
| **N° OF PARTICIPANTS:** |  |
| **EVENT TYPE:** |  |

**INSTRUCTIONS FOR BOOKING:**

- Punctuality for both the start and end times;

- Absolute prohibition of distributing and consuming alcoholic beverages;

- Respect for the spaces you are going to occupy, which must be left clean and tidy;

- Any waste must be disposed of independently by you;

- The reservation is expected in the indicated hours and the room will not be accessible outside of this time slot, so make sure you are able to clean and tidy up the space within the requested time;

- Avoid shouting and loud talk in order not to disturb other users;

- Go to reception both upon arrival and after having finished using the room to collect and return the keys;

- As applicant you will be considered as responsible for the reservation.