

## **DECREE**

Subject: Issuing of Regulations for the Guest Rooms of the “Università degli Studi di Brescia” and relative rates

## **THE RECTOR**

HAVING REGARD TO:

- Legislative Decree No. 68 of 29 March 2012, as amended and supplemented. "Revision of the principle Regulations on the right to study and valorisation of legally recognised university colleges, issued in implementation of the delegation provided for in Article 5 of Law no. 240 of 30 December 2010";
- the Statute of the “Università degli Studi di Brescia”, issued by R.D. no. 616 of 14 September 2020 and in particular Article 3, paragraph 2 on the right to university study;

RECALLED:

- the Resolution Repertory no. 186/2023 - Prot. no. 0241722 of 20/09/2023 by which the Academic Senate with which the Academic Senate approved the Regulations of “Università degli Studi di Brescia” for the Guest Rooms and the relative revised rates, subject to the favourable opinion of the Board of Administration;
- the Resolution Repertory no. 222/2023 - Prot. no. 0242245 of 20/09/2023, with which the Board of Administration expressed a favourable opinion on the “Università degli Studi di Brescia” and the related revised tariffs;

## **DECREES**

for the reasons set out in the preamble to this deed and herein in full reported:

1. to issue the "Regulations of the Guest Rooms of the “Università degli Studi di Brescia” attached to this Decree, of which it forms an integral and substantial part;
2. that the Regulation of the Guest Rooms of the “Università degli Studi di Brescia” shall enter into force on the day following its publication on the University's on-line Bulletin Board;
3. to issue the revised tariffs for the Guest Rooms of the “Università degli Studi di Brescia” attached to this Decree, of which it forms an integral and substantial part;
4. that the revision of the rates for the Guest Rooms of the “Università degli Studi di Brescia” shall become effective from 1. January 2024.

## **Regulation of the Guest Houses of the “Università degli Studi di Brescia”**

### **Art. 1 - SUBJECT OF THE RULES**

1. These Regulations govern the Guest Quarters service set up by the “Università degli Studi di Brescia” in its university residences.
2. The University makes some beds available for the accommodation of the subjects mentioned in art.2, in order to facilitate their stay for teaching and University research purposes.

### **ART. 2 - RECIPIENTS OF THE SERVICE**

1.The Guest House service is aimed at:

- a) VISITING STUDENT: student or doctoral student staying in Brescia for study, internship, participation in conferences and congresses promoted by the “Università degli Studi di Brescia”, in the absence of a bilateral agreement between their University and the “Università degli Studi di Brescia”. It is not

considered a VISITING STUDENT a student or doctoral candidate enrolled in a course at the “Università degli Studi di Brescia” or belonging to the Erasmus programme;

- b) VISITING PROFESSOR: a lecturer, researcher or professional who belongs to a University, body or research or higher education institutions other than the “Università degli Studi di Brescia”, who has been invited to the “Università degli Studi di Brescia” to hold seminars, conferences, lectures or other training or research activities. A VISITING PROFESSOR does not include anyone who holds an employment relationship with the “Università degli Studi di Brescia”.

2. Subject to any resolution passed by the Academic Senate to allocate Guest Quarters to the University staff, administrative, lecturer, researcher or grant holder pursuant to art. 3 paragraph 1, is allowed staff who are eligible beneficiaries following participation in a specific call for applications.

3. Upon the explicit and motivated request of the University Human Resources Service, of the Departments concerned and/or the Head of the Teaching, Research and Territorial Engagement Sector, it is administrative, teaching, research or research staff and/or students - doctoral students who find themselves in such special circumstances, to stay at the Guest Quarters for short periods and possibly sharing the flat with other Guests in the same situation.

4. The use of the Guest Quarters, taking into account the availability of rooms and the priorities of the persons above, may be granted to other subjects with prior authorisation of the Rector or the Director General Manager.

5. The University reserves the right to assess the possibility of authorising the hospitality of any accompanying persons.

6. In any case, hospitality is not permitted to unaccompanied minors under the age of 18.

### ARTICLE 3 - AVAILABLE ACCOMMODATION PLACES AND SERVICES

1. The Academic Senate determines annually by resolution the allocation of places for the Guest Quarters service, possibly indicating the places allocated to the University staff.

2. The types of accommodation ordinarily used for the Guest Quarters service are as follows:

- a) VALOTTI 3B - Via Valotti 3b: one-room flat consisting of a living area with kitchenette, living room bathroom, sleeping area with TV and loft with single bed;
- b) EX EMILIANI - Viale Europa, 39: three-room apartment consisting of living area with kitchenette, living room with tv, bathroom and sleeping area with double bedroom and single bedroom with bunk bed;
- c) CARMINE - Contrada del Carmine, 4: one-room apartment consisting of living area with kitchenette, living room with TV, bathroom and sleeping area with single bed;
- d) POZZO DELL'OLMO - Contrada Pozzo dell'Olmo, 22: one-room flat consisting of living area with kitchenette, living room with sofa bed, bathroom; sleeping area with single bed. Dishwasher, washing machine and television.
- e) POZZO DELL'OLMO - Contrada Pozzo dell'Olmo, 22: two-roomed flat consisting of living area with kitchenette, living room with sofa bed, bathroom, sleeping area with double bed. Dishwasher, washing machine and television.
- f) MADONNA DEL LINO - Piazza Mercato, 17/a: Two-room apartment consisting of living area with kitchenette, living room with sofa and television, sleeping area with double bed, bathroom and closet.

3. The accommodations referred to in paragraph 2 have heating, cooling where present. Also included in the Guest House service for accommodation (para. 2) are courtesy linen at check-in, crockery, pots and pans for the induction hob, kitchen cutlery and internet connection.

4. Extraordinarily, if there is availability, subject to authorisation by the competent Office for the management of residences and Guest Houses, the following are also occupied by Guest House people types of accommodation, ordinarily intended for student residences:

- a) double room, with shared bathroom and kitchen facilities
- b) single room, with shared bathroom and kitchen facilities
- c) a bed in a double room with shared bathroom and kitchen facilities
- d) double room in a flat
- e) single with private facilities and shared kitchen
- f) single in flat

g) single with bathroom and kitchenette.

5. The lodgings referred to in paragraph 4 have heating, cooling where present, and internet connection. Guests must provide their own bed and bath linen, pillows and towels.

The Guest must provide his or her own bed and bath linen, pillow as well as crockery, pots and pans for the induction hob and cutlery for meals.

6. If no washing machine is present in the accommodation, the Guest may have access to a laundry room in the area adjacent to his or her accommodation with coin-operated washing machines and dryers.

7. The lodgings in the POZZO DELL'OLMO residence will be given priority to VISITING PROFESSORS, while those in CARMINE and VALOTTI 3B residences will be priority assigned to VISITING STUDENTS.

8. The MADONNA DEL LINO and EX EMILIANI residences will be assigned in residual hypotheses identified by the University Administration.

#### ART. 4 - ACCOMMODATION BOOKING AND ALLOCATION PROCEDURES

1. The reservation of accommodation is made by sending the request by the inviting lecturer and/or the internal VISITING contact person of the "Università degli Studi di Brescia" by email to the UOC that manages the accommodation service, at [guesthouse@unibs.it](mailto:guesthouse@unibs.it).

2. The request must contain the following information:

a) the personal details and contact information of the Guest;

b) the Guest's identity document;

c) the type of Guest within the meaning of Art. 2;

d) the qualification and university or institution of origin;

e) the name of the contact person within the "Università degli Studi di Brescia";

f) the reasons for the stay;

g) the period of stay;

h) the person who will be responsible for payment;

i) the type of room requested (within the limits of availability).

3. The UOC that manages the Guest House service, having verified the availability of accommodation and the right of the Guest to use the service, will send the applicant an estimate with the cost of the accommodation. Subject to confirmation of the estimate by the applicant, the accommodation will be reserved for the Guest and he/she will be given with the information necessary for him/her to stay in the accommodation.

4. In the case of multiple requests in the same period, priority of booking will be taken into account.

5. Check-in for access to the Guest Quarters must take place at the reception desk of the university residences in Via Valotti 3/b, Brescia, regardless of the location of the accommodation. At the reception upon signature by the Guest of the check-in report and registration of his/her documents, the Guest will be given the keys and/or access credentials and/or badges.

6. Any cancellation of the booking must be made by the applicant at least 5 days before the start date of the stay and sent to [guesthouse@unibs.it](mailto:guesthouse@unibs.it).

7. At the end of the stay, the room must be vacated by 1 p.m., in the same state in which it was delivered.

8. In the event of needs that differ from the times and days indicated, it will be necessary to agree with the UOC managing the Guest House service well in advance of any changes.

#### ARTICLE 5- PAYMENT METHODS AND FEES

The rates of the accommodation service are approved by the Board of Directors and published on the University website (All. 1). Changes to the rates do not entail amendments to the Regulations.

The rates are per Guest and include the accommodation service, the facilities indicated in Art. 3, the utilities and the periodic cleaning of the accommodation, according to the schedule that will be communicated to the Guest, and value added tax.

A municipal tourist tax, if due, shall be added to the published rates. The value of the tourist tax is approved annually by resolution of the Council of the Municipality of Brescia and is due, except in cases of exemption and up to the limit of overnight stays established by the Municipality.

This does not include any extraordinary cleaning required or made necessary by the improper use of the building.

The cost of accommodation is estimated on the basis of the dates indicated in the booking. In the event that the check-in or check-out dates do not coincide with what was initially requested and budgeted, the rate applicable in relation to the total number of days of the stay will be re-evaluated and therefore the Guest will be asked for a possible adjustment.

The Guest is obliged to pay for the accommodation from the date of check-in to the date of check-out, subject to the provisions of paragraph 7.

If the accommodation has been kept reserved following a reservation and then not occupied for the period, the Administration is entitled to request payment of the full amount due for the period of stay requested, by way of loss of profit for other reservations missed bookings.

For both ordinary and extraordinary Guest Houses, the rate is estimated on the basis of the dates indicated in the booking.

9. In the event that the check-in or check-out dates do not coincide with what was initially requested and budgeted, the applicable rate shall be recalculated in relation to the total days of the stay and therefore a possible adjustment shall be requested from the Guest. If the accommodation has been kept reserved and unoccupied for the planned period, the Administration has the right to request payment of the full amount due for the period of the stay, by way of loss of earnings for other missed bookings.

10. No recalculation of the monthly amount due to the Guest is possible following the issue of the payment order.

11. If the cost of accommodation is not borne directly by the University, payment is made monthly in advance and is made according to the methods and deadlines indicated in the notice sent by e-mail. Payment is made via PAGOPA and an invoice will follow. The University does not accept cash payments.

12. If the cost of the accommodation is borne directly by the University, the University structure contact person must issue the relative order form before the check-in date.

#### ART. 6 - NON-INTEREST-BEARING DEPOSIT

For stays of more than 10 nights, the Guest shall be required to pay prior to check-in a non-interest-bearing deposit in the amount quantified in the rates set out in Article 5. Payment shall be made via PAGOPA.

Unless otherwise stated, the deposit is due even if the cost of the accommodation is borne directly by the "Università degli Studi di Brescia".

The deposit, once the conditions of paragraph 4 have been verified, will be returned at the end of the period of stay at the accommodation facility.

The return of the security deposit is subject to the verification of any damage and/or faults caused to property, structures and furnishings of the accommodation, as well as charges for extraordinary cleaning for which the Guest is personally and/or jointly responsible for. Reimbursement is also subject to the presence of outstanding monthly fees or other debts with the University.

In case of impossibility of restitution due to the assignee's failure to provide the IBAN coordinates, within 30 days from the notice of release or from the abandonment of the accommodation, or in cases of objective impossibility of repayment, the University is authorised to transfer the same to its budget.

In the cases referred to in paragraph 4, having ascertained the amount and the relative responsibilities, subject to the adoption of eventual further measures and upon written communication to the Guest, the corresponding amount shall be deducted from the security deposit, without prejudice to any further amounts due.

The Guest is obliged to replenish the originally deposited security amount within the 10 days from receipt of the written notice referred to in paragraph 6.

Failure to replenish the deposit within the deadline may result in expulsion from the dwelling.

#### ART. 7- PRESCRIPTIONS FOR GUESTS

1. Guests of the Guest House are entitled to occupy the accommodation for the agreed duration and to make use of the services provided, limited to the normal use of the spaces occupied, observing the rules and

timetables of referred to in these Rules and Regulations in accordance with the needs of all users present in the facility.

2. The facility does not guarantee the presence of a caretaker but Reception operators will answer the telephone number posted in the Guest quarters and on the University website.

3. Guests must behave correctly, politely and respectfully towards the other Guests present, the Guest House staff and the property in the accommodation.

4. Guests are also required to:

a) periodically checking the efficiency of the available equipment and furniture, promptly notifying any faults;  
b) allow inspections and/or the necessary ordinary and extraordinary maintenance work to be carried out extraordinary maintenance, in which case the University may enter the accommodation and if necessary arrange for the temporary transfer of the Guest to another room, at no additional cost to the Guest.

5. The University guarantees normal supervision and is not liable for any loss of or damage to personal belongings of Guests, accompanying persons and visitors; it shall not be liable for damage to persons and property attributable to acts or omissions directly attributable to the Guest.

#### Art. 8 - PROHIBITIONS AND SANCTIONS

1. Guests are absolutely forbidden to:

c) conduct themselves or carry out actions that may constitute a source of risk, even if only potential for persons or property, or that constitute violations of the Laws and Regulations in force;

d) provoke, after 23:00 and before 08:00, sounds and noises of any kind that cause disturb the tranquillity and respect of the other tenants;

e) introduce companions and visitors into the Guest Quarters outside of what is permitted under Article 10;

f) introduce animals of any kind into the Guest Quarters;

g) introduce illegal, inflammable or explosive objects, substances and materials;

h) smoking, either in the common areas or in individual rooms;

i) remove or introduce furniture or equipment of any kind from and in the common areas or from and in individual rooms;

j) proceed to move furniture of any kind without prior authorisation;

k) use portable cookers of any kind, stoves and heating or lighting appliances generally electrically operated with visible heating elements or fuelled with solid, liquid or gaseous fuels;

l) overloading electrical outlets and/or tampering with installations and/or safety devices.

2. Anyone who, despite having been warned, repeats behaviour contrary to the provisions of this Regulation or rules of law, or fails to pay compensation for damage caused or to pay the fee provided for, shall be expelled with immediate effect from the Guest House by decree of the Rector, on a reasoned proposal by the Head of the UOC that manages the Guest Quarters.

#### Art. 9 - MAINTENANCE WORKS, FAILURES AND DAMAGE

Guests are required to immediately report to Reception any breakdowns that occur in the accommodation and common areas.

In the event of damage to the rooms, installations or furnishings, ascertained at the time of check-out or within the next 36 hours, for which the omission, negligence, as well as the wilful or negligent act of the Guest can be ascertained.

The Guest is obliged to allow the University's appointed personnel, with prior notice, access to the accommodation in order to carry out inspections, on the basis of specific reports or findings from which the risk of harm reliably emerges.

In the hypothesis mentioned in paragraph 3, access is carried out in the presence of the Guest; if the latter is not present, the personnel in charge may enter in the presence of at least a third party, with the possibility of photographically documenting the state of the premises.

In cases of proven necessity and urgency, access may be exercised immediately even in the absence of the Guest, without any formality, by giving timely notice the person concerned, in order to prevent damage to persons, including third parties not belonging to the Guest Quarters.

## Art. 10 – VISITS

Guests may receive visits from 08:00 to 23:00, in accordance with the following indications below.

To gain access, visitors must be identified and registered by the Reception staff, by showing an identity document and, in the case of non-EU foreigners, a copy of their residence permit. Reception staff, where necessary, will request the consent of the recipient of the visit.

3. During the night, from 11.01 p.m. to 7.59 a.m., outsiders are not permitted to enter or remain in the Guest rooms.

## Art. 11 PRIVACY POLICY

Pursuant to the General Data Protection Regulation no. 2016/679, issued by the European Parliament and subsequent amendments and additions, the personal data collected are intended for all the operations envisaged for the management of the service and for the achievement of the University's institutional aims. On entering the facility, the Guest acknowledges the possible use of his/her personal data by the “Università degli Studi di Brescia” for its own institutional activities promoted and/or organised on their own or in collaboration with other partners, in compliance with the provisions of the regulations in force regarding the processing of personal data.

## Article 12 - ISSUE, ENTRY INTO FORCE AND FINAL REGULATIONS

These Regulations shall be issued by Rector's Decree, published on the University's on-line notice board, and shall enter into force on the day following its publication.

All regulatory provisions and resolutions of the bodies, prior to the entry into force of these Regulations, shall be repealed, if incompatible.

The hospitality relationships currently in existence, even if they do not fall within the categories referred to in Article 2, may continue until 31.12.23, unless a different, shorter term is indicated to the Guest.

For any matters not explicitly regulated by these Rules, the relevant Regulations apply and reference is made to the indications provided in the documentation signed and/or supplied provided to the Guest upon admission and during their stay in the accommodation.

RESIDENCE	TPOLOGY	Daily cost for stays of 7 nights or less (to be multiplied by the number of nights)	Cost for stays of 8 nights or more, up to the 15th night	Cost for stays of 16 nights or more up to the 30th night	Daily cost from the 31st night (to be multiplied by the number of nights)
VALOTTI 3b – Via Valotti, 3b	One-room apartment consisting of living area, kitchenette, living room, bathroom, sleeping area with TV, loft with single bed	40.00 €	360.00 €	540.00 €	18.00 €
EX EMILIANI – Viale Europa, 39	Three-room apartment consisting of living area:	50.00 €	480.00 €	750.00 €	25.00 €

	kitchenette, living room with TV, bathroom and sleeping area: double room and single room with bunk beds *				
CARMINE – Contrada del Carmine, 4	One-room apartment consisting of living area: kitchenette, living room with TV, bathroom, sleeping area with single bed	40.00 €	360.00 €	540.00 €	18.00 €
POZZO DELL'OLMO – Contrada Pozzo dell'Olmo, 22	One-room apartment consisting of living area: kitchenette, living room with sofa bed, bathroom, sleeping area with single bed; dishwasher, washing machine, TV	45.00 €	390.00 €	600.00 €	20.00 €
POZZO DELL'OLMO – Contrada Pozzo dell'Olmo, 22	Two-room apartment consisting of living area: kitchenette, living room with sofa bed, bathroom; sleeping area with double bed; dishwasher, washing machine, TV	50.00 €	480.00 €	750.00 €	25.00 €
MADONNA DEL LINO – Piazza Mercato, 17/a	Two-room apartment consisting of living area: kitchenette,	58.00 €	525.00 €	840.00 €	28.00 €

	living room with sofa and TV, sleeping area with double bed and bathroom, storage room				
* EX EMILIANI: if the flat is shared with several users, € 25 per day per bed is due					
Rates are inclusive of: utilities, periodic cleaning, heating, cooling where applicable. Also included are courtesy linen at check-in, crockery, pots and pans for the induction hob, cutlery for the kitchen and internet connection.					
Costs include 10% VAT. To the costs must be added, if applicable, the municipal tourist tax. The amount of the tourist tax is approved annually by resolution of the Council of the Municipality of Brescia and is due, except in cases of exemption (including, among others, children under 16 years of age, persons with disabilities according to L. 104/1992, students regularly enrolled at the "Università degli Studi di Brescia"), up to a maximum of 72 overnight stays in the calendar year.					
Any extraordinary cleaning required or made necessary by the misuse of the building is not included					
For stays longer than 10 nights, the Guest is required to pay a non-interest-bearing deposit of € 100 before check-in. Unless otherwise stated, the deposit is also due if the cost of accommodation is borne directly by the "Università degli Studi di Brescia". The deposit will be returned at the end of the period of stay at the accommodation facility. The return of the security deposit is subject to the verification of any damage caused to property, structures and furnishings, and charges for extraordinary cleaning for which the assignee is personally and/or jointly responsible. Reimbursement is also subject to verification of any fines imposed and not yet recovered and/or to the presence of outstanding monthly fees, unless greater due.					
The accommodations of Guest House are intended for VISITING PROFESSOR and VISITING STUDENT. In this regard, it is specified that the apartments of the residence POZZO DELL'OLMO will be prioritized to VISITING PROFESSOR, while those present in the residences of CARMINE and VALOTTI 3B will be prioritized to VISITING STUDENTS. The accommodations of MADONNA DEL LINO and EX EMILIANI will be assigned in residual hypotheses identified by the University Administration.					
EXTRAORDINARY GUEST HOUSE RATES					
Exceptionally, if available, subject to the authorization of the office responsible for the management of the residences, the following types of accommodation may also be occupied by Guests of the Guest House (VISITING PROFESSOR and VISITING STUDENT):					
TYPOLOGY	Daily cost for stays of 7 nights or less (to be multiplied by the number of nights)	Cost for stays of 8 nights or more, up to the 15th night	Cost for stays of 16 nights or more up to the 30th night	Daily cost from the 31st night (to be multiplied by the number of nights)	
Bed in a double room, with shared bathroom and shared kitchen	25.00 €	200.00 €	240.00 €	8.00 €	
Single, with shared bathroom and shared kitchen	28.00 €	210.00 €	255.00 €	8.50 €	
Bed in double room with private bathroom and shared kitchen	30.00 €	230.00 €	270.00 €	9.00 €	
Double bed in apartment	31.00 €	240.00 €	285.00 €	9.50 €	



Single room with private bathroom and shared kitchen	33.00 €	260.00 €	300.00 €	10.00 €
Single room in apartment	35.00 €	280.00 €	315.00 €	10.50 €
Single room with bathroom and kitchenette	38.00 €	290.00 €	330.00 €	11.00 €
Rates are inclusive of: utilities, periodic cleaning, heating, cooling where applicable and internet connection. The Guest must independently provide bed linen and towels, pillows, as well as crockery, pots and pans for the induction hob and cutlery for meals.				
Costs include 10% VAT. To the costs must be added, if applicable, the municipal tourist tax. The amount of the tourist tax is approved annually by resolution of the Council of the Municipality of Brescia and is due, except in cases of exemption (including, among others, children under 16 years of age, persons with disabilities according to L. 104/1992, students regularly enrolled at the "Università degli Studi di Brescia"), up to a maximum of 72 overnight stays in the calendar year.				
Any extraordinary cleaning required or made necessary by the misuse of the building is not included.				
For stays longer than 10 nights, the Guest is required to pay a non-interest-bearing deposit of € 80. Unless otherwise stated, the deposit is also due if the cost of accommodation is borne directly by the "Università degli Studi di Brescia". The deposit will be returned at the end of the period of stay at the accommodation facility. The return of the security deposit is subject to the verification of any damage caused to property, structures and furnishings, and charges for extraordinary cleaning for which the assignee is personally and/or jointly responsible. Reimbursement is also subject to verification of any fines imposed and not yet recovered and/or to the presence of outstanding monthly fees, unless greater due.				
For both ordinary and extraordinary Guest Houses, the rate is quoted on the basis of the dates indicated in the reservation. In the event that the check-in dates do not coincide with what was initially requested and estimated, the applicable rate will be rechecked in relation to the total days of stay and therefore the Guest will be asked for a possible adjustment. If the accommodation has been kept reserved and then unoccupied for the period provided, the Administration has the right to request the payment of the entire amount due for the period of stay requested, as loss of profit for other missed reservations. It is not possible to recalculate the monthly amount due in favour of the Guest, following the issuance of the payment order.				
FURTHER COSTS				
Replacement badges or keys	7.00 €			
Rental of a parking space in the garage	396.00 € Annual – 198.00 € Semi-annual			
Bicycle parking in the garage	50.00 € Annual – 198.00 € Semi-annual			

**These tariffs come into effect from 1 January 2024**