

HOTEL GENERAL TERMS AND CONDITIONS

Type Of Booking	
Hotel stay	A hotel booking available for 1 night up to 30 nights.
Medium stay	A booking available between 30 nights and 5 months.
Student long stay	Student guests only (with a maximum of 10 months)
Group booking* *a group booking can only be made through the reservations department of dotcampus (e.g. By telephone or email).	<ul style="list-style-type: none">• A hotel stay concerning ten (10) or more rooms.• A hotel extended stay concerning five (5) or more nights.



KEY (PAYMENT/CANCELLATION/MODIFICATION) INFORMATION

<p>Payment procedure ("How/when should I pay for my Booking?")</p>	<ul style="list-style-type: none"> • Hotel Stay (including Hotel Stay Group Booking): Pre-payment for non-refundable bookings; payment at check-in/check-out for all other bookings. • Medium Stay and Student Long Stay: monthly/quarterly payments at the beginning of the month (within the 5th of the month)
<p>Cancellation/modification procedure ("How can I cancel/modify my Booking?")</p>	<ul style="list-style-type: none"> • Hotel Stay: <ul style="list-style-type: none"> • Non-refundable tariff (Room Only and/or Room with Breakfast): No cancellation is possible (e.g. the room will be charged even in case of no show). • Refundable (Room Only and/or Room with Breakfast): Cancellation is possible without penalties up to 72 hours prior to the check in time (2 pm of the check in day) • Medium Stay: see specific conditions signed in the contract (General Terms and Conditions) • Student Long Stay: Hotel Student Stay (including Hotel Student Group Booking) (C.4) <p><i>For Medium and Long Stay, clients sign specific agreements with Dotcampus and agree to comply with the Internal Regulation of Dotcampus</i></p>



CONTENT

These Terms and Conditions are divided into two sections: (i) the General Rules, which apply to any booking made at Dotcampus; and (ii) the Long Stay Internal Rules, which apply to medium and long stay bookings.

SECTION 1: GENERAL RULES

- This Section 1 includes all general Clauses of these Terms and Conditions, which are applicable to all type of bookings.

1. DEFINITIONS

1.1. In this document the following capitalized terms shall have the meaning as described below:

Booking Details:	The details of the relevant Booking, amongst others, specifying the type of booking (e.g., Hotel Stay, Group Booking, Medium Stay...), the Location, the Check-In Date and the Check-Out Date, the room type, the room rate (including VAT and excluding any City Tax, unless indicated otherwise during the Booking process) and the details of the Contracting Party and Guest(s).
Check-In Date:	The date of arrival and check-in by the Guest as agreed pursuant to the Booking.
Check-In Time	The check-in time is at two (2:00) p.m. local time at the Location on the Check-In Date.
Check-Out Date:	The date of departure and check-out by the Guest as agreed pursuant to the Hotel Booking.
Check-Out Time	The check-out time is, before eleven (11:00) a.m. (noon) local time at the Location on the Check-Out Date

City Tax	The city tax that is charged to Guests in accordance with the applicable city of Rome tax decree.
Clause:	A clause in these Terms and Conditions.
Contracting Party:	The person or legal entity that enters into the Agreement/booking with Dotcampus Roma Srl.
Deposit:	The deposit to be paid when making the Booking only by the Contracting Party for a Medium and/or Student Long Stay. Deposit is not applicable to Hotel Stay bookings.
Group booking:	<ul style="list-style-type: none"> • A hotel stay concerning ten (10) or more rooms. • A hotel extended stay concerning five (5) or more nights
Guest:	The person uses dotcampus's services and/or its affiliates. He/she will be the same person as the Contracting Party, except when the Booking is made by a third party (person or legal entity) on behalf or for the benefit of the relevant guest.
Website/s:	official website https://www.dotcampus.it/
Hotel:	dotcampus



SECTION 2: INTERNAL RULES

DEFINITIONS

PREMISE

- Art. 1 – Validity and amendments 2
Art. 2 – Rooms 2
Art. 3 – Membership and ESG impact 2

GENERAL RULES

- Art. 4 – Rules of conduct in the community 3
Art. 5 – Delivery of the Room 6
Art. 6 – Damage and shortages 7
Art. 7 – Expenses of the Guest 7
Art. 8 – Guests 8
Art. 9 – How to issue the Chamber 8
Art. 10 – Use of common areas 8
Art. 11 – Replacement of the Chamber 9
Art. 12 – Computer network access service 9

GENERAL RULES – DOTCAMPUS MEMBERSHIP

- Art. 13 – ESG Criteria 10
Art. 14 – Database Members 10

MEASURES AND PENALTIES

- Art. 15 – Measures 10
Art. 16 – Financial penalty 11
Art. 17 – Written warning and related financial penalty 11
Art. 18 – Use of sums deriving from the application of financial penalties 11
Art. 19 – Temporary suspension 12
Art. 20 – Immediate revocation of the Chamber 12
Art. 21 – Use of parking spaces 12

DATA AND PRIVACY

- Art. 22 – Personal Data and Privacy 12
Art. 23 – Access to the room by facility staff 12

PRICE LIST OF REPAIRS AND REPLACEMENTS 14

DEFINITIONS

In addition to any terms defined in other articles of this Regulation, for the purposes of the same, the expressions listed below have the meaning indicated in correspondence with each of them. These terms may also be used in the plural, without prejudice to the meaning attributed to them.

"DotCampus": means Dotcampus S.r.l., with the registered office in Rome (RM), Via Leonida Bissolati 20, REA number: RM-1676042, VAT number/Registration Number in the Business Register 16793121001, a wholly owned subsidiary of Side Asset Management S.p.A.;

"Guest": means each student, researcher, teacher and similar figure, including family members, as well as any person who uses the services of DotCampus and/or accesses the Structure – also through the *guesting & hosting* formulas;

"Structure": means each Structure managed by DotCampus where these Regulations apply;

"Room": means one or more rooms assigned for a fee by DotCampus to the Guest under the "University Facility Contract".

"Membership": means the educational and professional collaboration program aimed at guests who adhere to a minimum stay of three (3) months.

PREMISE

Art. 1 – Validity and amendments

- 1) These Regulations (the **"Regulations"**) form an integral part of the General Terms and Conditions of Contract between DotCampus, the Contracting Party and the Guest.
- 2) DotCampus will have the right to modify any clause of these Regulations, communicating each modification by e-mail communication.
- 3) A copy of the current Regulation will be available at the reception and published on the DotCampus website: <https://www.dotcampus.it/>

Art. 2 – Rooms

- 1) The Rooms are primarily intended for students, researchers, teachers, young workers and similar figures, as well as any person who uses the services of DotCampus.
- 2) DotCampus assumes no responsibility towards Guests for valuables or money and anything else left in the Rooms.

Art. 3 – Membership and ESG impact

- 1) The DotCampus Membership is intended for those who stay at the Facility for a period of at least three (3) months, and is aimed at people with an aim of creating value for oneself and others. It requires adherence to accepted standards of conduct and internal regulations to safeguard the use and enjoyment of the Facility by Guests and their guests.
- 2) The Guest who participates in the Membership activities adheres to the criteria that it promotes through the adoption of the Code of Conduct adopted by DotCampus and to the pursuit and promotion of ESG criteria; with particular regard to the Principles for Responsible Investment no. 3 ("good health and well being"), 4 ("quality education"), 5 ("gender equality"), 12 ("Responsible consumption and production"), 13 ("climate action").

DotCampus:

- adopts a *plastic free* policy,
- promotes the conscious consumption of energy resources with the possibility of activating *reward* systems based on monitoring the consumption of water, electricity and paper,
- promotes separate waste collection with the possibility of monitoring the behavior of Guests' waste management

Guests are committed to respecting the elements described above.

GENERAL RULES – USE OF THE CHAMBER

Art. 4 - Rules of conduct in the community

- 1) Within the Structure, the behavior of the Guest must be based, in relations with other Guests, with the staff of DotCampus and with collaborators in any capacity of the latter, on the observance of the fundamental rules of tolerance, respect and collaboration, which alone can guarantee daily conviviality.

DotCampus Guests to commit to respect the following **ethical principles**:

- responsibility and compliance with laws, to be understood as compliance with laws, regulations and, in general, with current regulations;
- correctness, to be understood as respect for the rights of all subjects present in the Structure;
- non-discrimination, Guests reject any discrimination based on gender orientation, nationality, religion, personal and political opinions, age, health and economic conditions;
- respect for human rights;
- relations with the community and environmental protection. Guests recognize that protecting the environment is of fundamental importance in ensuring a coherent and balanced growth path;
- protection of individual personality. Guests recognize the need to protect individual freedom in all its forms and repudiate any manifestation of violence, especially if it is aimed at limiting personal freedom, such as any phenomenon of prostitution and/or child pornography.

- 2) Within the framework of this general rule, the Guest must observe the provisions of these Regulations, which he/she accepts and signs for during the check-in procedure and delivery of the Room.

- 3) The Guest is required to comply with all legal requirements, regulations of public safety and public security as applicable, as well as any additional prescription to these Regulations issued by DotCampus (for example: internal communications).

- 4) Under no circumstances may the Guest transfer, even temporarily, his registered residence at the Facility.

- 5) The Guest is required to:

- a) maintain a behavior based on absolute correctness, sense of responsibility and respect towards people and in the use of the Rooms and the common areas of the Structure;
- b) promptly report any contagious diseases contracted during the period of stay within the Structure; DotCampus may temporarily suspend the Guest from using the Room, until complete recovery is attested to through an appropriate medical certificate.
- c) display notices, signs, or other only in specifically reserved spaces.
- d) periodically check the efficiency of equipment, furnishings and systems of the Room (with particular regard to water pipes and taps, thermostats, etc.), providing timely notification to DotCampus of any failures and / or malfunctions.
- e) take personal care of the hygiene rules, order and decorum, both of the Room and of the common areas; keep the Room clean and tidy, avoiding the presence of garbage and dirty dishes;

- f) turn off the lights, the heating and cooling system, close the water and lock the Room every time he/she leaves; in case of absences of more than seven (7) days, the Guest is also required to empty, defrost and leave the refrigerator clean;
- g) use small appliances or any type of electrical appliance only if equipped with European certification of conformity to safety legislation; their use must be carried out in compliance with safety standards; their certification must be kept available to DotCampus without prejudice to the prohibition of the use of washing machines and / or dishwashers;
- h) give written notice of any prolonged absences; if the absence is more than 7 (seven) days, you are required to return the keys of the Room to the reception;
- i) allow access to staff responsible for periodic cleaning, where applicable, and maintenance;
- j) appropriately use the appliances and equipment present in the common areas of the Structure;
- l) comply with the regulations prepared by DotCampus for the use of the educational and / or recreational infrastructures of the Structure and / or the specific services offered by DotCampus;
- m) do not hang stickers and/or posters or anything else on the walls of the room.

6) The Guest may not:

- a. possess weapons and narcotic substances, as well as harmful substances or flammable materials, including gas cylinders;
- b. keep pets in the rooms and in the common areas of the structure, except for guide dogs of visually impaired customers;
- c. disturb other Guests. In particular, after 24.00 and before 8.00, sounds, songs and noises of any kind that disturb tranquility, rest and study are prohibited; during the remaining hours of the day the use of musical instruments, radios, televisions, stereo systems, etc. and the general behavior must be such as not to disturb anyone;
- d. gamble, or participate in games of chance;
- e. place bulky material in the common areas of the structure (tables, furniture, etc.);
- f. place on the terraces or windowsills any object whose presence may compromise the decorum and hygiene of the structure or constitute a danger to the safety of other guests or third parties in general (for example clotheslines, vases, etc.);
- g. throw water, cigarette butts or other materials of any kind in any part of the Structure;
- h. throw materials into the drainage ducts of washbasins, toilets, etc. that can clog the pipes;
- i. modify the Rooms, including painting, moving or adapting systems and furnishings;
- j. tamper with the electrical, heating and air conditioning system, the hazard detectors and use multiple sockets of various types;
- k. install locking devices of the Room other than those in adoption; perform duplicates of the key of both the Structure and the Room inside it, except with the prior written authorization of DotCampus;
- l. remove or introduce furniture and equipment of any kind in the common areas and inside the Rooms, subject to the prior written authorization of DotCampus;
- m. proceed to dismantle or otherwise modify the furnishings and any other element existing in the Structure;
- n. carry out or have repairs carried out on their own;
- o. throw water or other materials that may cause damage to the Rooms or constitute a danger to the safety of other Guests and / or passers-by;
- p. use stoves or cookers of any kind outside the equipment specially provided by DotCampus;
- q. throw or deposit garbage or waste in the balconies or common areas of the Structure or in any case outside the appropriate bins placed at the entrance of the Structure itself;
- r. without prejudice to the provisions of the General Conditions of Contract, accommodate people at night; welcome visitors who have not left an identity document at the reception, without prejudice to the provisions of the following articles of these Regulations;
- s. wander around the structure in a state of intoxication, indecent clothing or unseemly attitude;
- t. smoke inside the Rooms and / or in the closed spaces of the Structure;
- u. misuse the trademark and / or materials protected by copyright or other intellectual property rights owned by DotCampus, including the rights and / or prerogatives concerning the domain <https://www.dotcampus.it/> and its contents without prior authorization;
- v. play football inside the Structure.
- w. Stand on the facility's escape and emergency routes (exterior emergency stairs, interior stairs.)
- x. Smoking on external escape and emergency routes.

7) The Guest and his friends or family, who use the "guesting for family and friends" service, must behave in such a way as not to disturb other Guests in the Structure. Such behavior may lead to suspension or termination of membership.

8) To protect the atmosphere inside the Facility, Guests cannot receive or make calls in the common areas and phones must be in silent mode. You are allowed to send SMS and call in designated areas within the Facility. Please ensure that Guests and their friends or family who use the "guesting for family and friends" service comply with our telephone policy.

9) You may not use cameras, video cameras or other recording devices, live or otherwise, on a mobile phone or other medium, during your stay in the Facility. Guests are also responsible for ensuring that their guests comply with this rule. DotCampus reserves the right to take possession of and confiscate any mobile phone, camera, camcorder or other recording device and any photos, videos or other recorded images used or acquired during your stay at the Facility.

10) Movies, videos, songs, Internet calls, presentations and all other audio content must be played through headphones only and must not be audible to other Guests. Internet calls should only be made in designated areas.

11) DotCampus has a strict press policy. Guests will be held responsible if they or their guests publicly disclose or identify other members or guests who are in the Facility, in any press or social media, including Facebook, Twitter, Instagram and personal blogs. Likewise, members and their guests must refrain from identifying or describing any private or member's event that takes place on the premises of the Facility.

Art. 5 - Delivery of the Room

1) The delivery of the Room can take place from Monday to Sunday only and exclusively from 14.00 to 20.00. DotCampus is available to deliver the Room through individual appointments.

2) DotCampus will give a delivery report to the Guest, relating to the status of the Room itself, the identification and the condition of the furnishings and equipment of the Room. Within twenty-four (24) hours of delivery of the Room, the Guest may report in writing to DotCampus any non-compliance with respect to what is reported in the delivery report. In this case, DotCampus and the Guest, will verify the discrepancies found and modify the aforementioned delivery report. Any reports made after the above deadline will not be effective, the Room and its furnishings will be considered free from defects and the Guest will be held responsible for any defects.

Art. 6 - Damage and shortages

1) In the event of damage to the Structure and/or shortages of the goods attributable to the Guest, the latter will pay DotCampus a sum equal to the costs actually incurred for the replacement of the damaged and/or missing goods or for its repair or for the restoration of damage caused to the Structure. The sums to be paid to DotCampus may be deducted from the security deposit and, if this is not sufficient to cover the extent of the damage, will be owed by the Guest / Contracting Party to Dotcampus Roma Srl.

2) In the event that it is not possible to attribute individual responsibility, each Guest will be jointly and severally liable with the other Guests for damage caused to the Structure or to a part of it and to the goods of which it is composed.

3) The sums referred to in paragraph 1 must be paid within thirty days of the request made by DotCampus. If the Guest does not do so within this period, a penalty of Euro 25.00 (twenty-five/00) per day will apply. After the sixtieth day DotCampus will proceed to revoke the Room.

4) The Guest must notify the reception as soon as possible of the loss or theft of the key / card which accesses the Room. In this case, DotCampus will replace the key / card and deliver a copy to the Guest, who must pay the sum of Euro 20.00 (twenty / 00).

Art. 7 - Guest's charges

1) The Guest must keep the room assigned to him (including objects and effects of his property) in order and provide for the proper maintenance of the same.

2) The Guest is required to clean the dishes and utensils used by him in the common kitchens. Dotcampus is responsible only for cleaning the kitchen spaces.

3) The Guest is required to respect the opening and closing times of the common areas (e.g. gym, kitchens ...) as communicated, from time to time, by the staff of the Structure.

Dotcampus reserves the right to charge the Guest the hourly cost of dishwashing if the Guest does not comply with the charge described in point 2). The hourly cost is €18.50/hour.

2) The Guest must carry out the separate collection of the waste produced and deposit it in the appropriate separate collection containers.

Dotcampus will apply a penalty of €100.00 to all Guests who do not sort their waste.

- 3) The Guest is required to periodically go to the help desk to view all the information and notices displayed on the relevant bulletin boards in order to be updated on all administrative and organizational communications concerning him. In this regard, the use of the site is strongly recommended.
- 4) The Guest is required to periodically check the presence of postal correspondence addressed to him at the reception of the Structure.
- 5) DotCampus may carry out inspections in the Rooms at any time, normally in the presence of the Guest.
- 6) The Guest is responsible for very minor maintenance such as, for example, the replacement of light bulbs, the flushing of the sinks, the shower tray and the toilet. Should the Guest request DotCampus to carry out such interventions, the Guest will pay DotCampus the sum of Euro 200,00 (two hundred/00) as maintenance charge.

Art. 8 - Guest

- 1) The Guest is allowed to host others in the Structure and in the Room assigned to *the Guest*, provided that this does not cause damage and disturbance to other Guests. The Guest who is hosting must communicate the name (s) to DotCampus by e-mail to helpdesk@dotcampus.it in advance
- 2) The Guest will be responsible for damages caused by their *hosted guests* and will still respond to non-compliance with these Regulations.
- 3) The *hosted guest* is obliged to communicate his personal details to the reception staff of the Structure, delivering a valid identification document.
- 4) Each Guest can accommodate no more than one *hosted guest* at a time in the Room . Unless otherwise agreed, the free stay of the *guests* must respect the service package subscribed to by the Guest.
- 5) The reception staff can not in any way issue authorizations to stay overnight.

Art. 9 - How to leave the Room

- 1) The departing Guest is required to present himself at the help desk to complete the check-out procedures and to return the key / card of the Room which must be returned no later than 11:00 am on the day of departure. The check-out procedure also includes a controlled check of the Room by DotCampus, whose state will be indicated in the appropriate delivery report drawn up between the parties.
- 2) In the event that the Guest does not comply with the obligations required in the previous point, DotCampus will retain the full amount of the security deposit paid at the time of delivery of the Room.

Art. 10 - Use of common areas

- 1) In each Structure there are common areas intended for various uses by Guests and other visitors of the Structure. Without prejudice to any further specific disciplines of use of each space (for example times of use and booking), the following general rules will apply.
- 2) The use of the kitchens, where present, and laundry rooms are reserved exclusively for Guests and their *hosted guests*.
- 3) The Guest is responsible for damage caused to property, structures and / or furnishings of the common areas. In cases where it is not possible to trace those responsible for such damages, the costs will be proportionally charged to all Guests of the Structure. Likewise, if extraordinary cleaning is necessary in the common areas of the Structure due to the conduct of one or more Guests, the related costs will be charged to the latter and, in case of impossibility of tracing the responsibility to one or more culprits, the cost will be charged proportionally to each Guest of the Structure.
- 4) Guests can organize recreational initiatives in special areas indicated by DotCampus, upon written request to the latter at least seven days before the date of the event. Parties in the Rooms, on the floors or in premises other than those authorized by DotCampus are therefore prohibited. The request (which can be made by e-mail to helpdesk@dotcampus.it) must be signed by the organizers and must contain the indication of the date and time of the event, as well as the reason for the same; any external participants must report their presence by depositing an identity document at the reception at the same time of accessing the Structure. The organizers are responsible for the behavior of the participants and for any damage caused to the structure, movable property and equipment therein. All recreational initiatives may not extend beyond 24.00.
- 5) The use of co-working spaces, located on the ground floor, is not allowed for Guests if the spaces have been reserved for corporate members and/or facility events. If these spaces are not usable, Guests may use the ground floor library and floor rooms for study/work.

Art. 11 - Replacement of the Room

- 1) Without prejudice to the provisions of the General Conditions of Contract, DotCampus may replace the Room assigned to the Guest.
- 2) In particularly serious cases, DotCampus may replace the Room even without notice. The Guest transferred to another room is required to check-out, hand over the keys and pay any amounts due for utilities and any damages or shortages.
- 3) No room replacements are made at the request of the Guest during the period of effectiveness of the Contract.

Art. 12 – Internal network access

- 1) At each structure it is possible to access the internal network.
- 2) Access is subject to the use of personal username and password. This data is strictly personal and it is forbidden to transfer it to other Guests or subjects outside the Structure.
- (3) It shall be prohibited to:
 - a) use the internal network to (i) download or stream copyrighted material, or trademarks of any form (ii) interfere with or disrupt the internal network used;
 - b) access illegal sites, files or data containing a computer virus, corrupted data, bugs, "Trojan horses" or other instructions that could delete data or programs or interfere with or disrupt the internal network;
 - c) share or download files through peer to peer programs (emule, torrent, etc.);
 - d) use your device as a hotspot to grant internet connection to third parties;
 - e) make communications of any kind through the internal network that violates the rights of third parties or that violates any law or regulation;
- 4) In the event of violations of the provisions of paragraphs 2 and 3 above, DotCampus reserves the right to suspend the account for Internet browsing.
- 5) DotCampus does not control, nor is it responsible for the content, security, privacy policy and sensitive data of sites and / or providers owned or managed by third parties to which Guests connect through the internal network.

GENERAL RULES – MEMBERSHIP and ESG IMPACT

Art. 13 – ESG Criteria

Our Guests adhere to the pursuit of the objectives dictated by the UN, committing themselves to respect the PRIs, as better defined in point 3.2.

Art. 14 - Database Members

It is important for us to keep your current data and a photograph of you in our Member database. By becoming a DotCampus Member, you give us consent to keep your personal data, a photograph and, possibly, your curriculum vitae to be used in relation to your membership. If you make any changes to your contact or payment information, please contact us via info@dotcampus.it or help desk.

MEASURES AND PENALTIES

Art. 15 - Measures

- (1) Infringements of the rules contained in these Regulations may be sanctioned, depending on the seriousness of the facts, by the following measures:
 - (a) a financial penalty;
 - b) written warning with the value of the related financial penalty;
 - c) revocation of the Room.
- 2) In the case of a financial penalty, DotCampus delivers a letter of complaint to the Guest. The Guest, within seven days of delivery, must make the payment of the penalty.
- 3) In the case of a written warning with the value of the related financial penalty, DotCampus delivers the written warning to the Guest. The Guest, within twenty days of delivery, must make the payment of the penalty.
- 4) In the event of temporary suspension or revocation of the Room, DotCampus delivers the relevant communication to the Guest concerned.

Art. 16 - Financial penalty

1) Without prejudice to the provisions elsewhere in these Regulations and applicable laws, DotCampus, following specific reporting, may apply a fine of Euro 250.00 (*two hundred and fifty / 00*) in the following cases:

- presence of animals in the Rooms or in the common areas of the Structure, with the exception of guide dogs for visually-impaired persons;
- presence of cumbersome material in the common areas of the structure and in the Rooms;
- presence of objects that constitute a danger to safety for third parties on terraces and windowsills;
- presence of stoves, cookers or other unauthorized machinery in the Rooms;
- presence of perishable foods in the Rooms during the period of closure of the Residence;
- presence in the Rooms of furniture or equipment removed from the common areas of the structure;
- having smoked inside the Rooms;
- garbage bags out of the appropriate containers.
- Having thrown into the drains of sinks, toilets, etc., materials that could clog the pipes.
- Having hung posters, photos or other things on the walls of the room.

2) The repetition of one or more of the previous violations of the Regulations during the period of stay at the Facility involves the application of art. 19.

Art. 17 - Written notice with the value of a related financial penalty

1) Without prejudice to the provisions elsewhere in these Regulations and applicable laws, DotCampus may proceed with the notification of a written warning, with the application of a fine of Euro 100.00 (*one hundred/00*) in the following cases:

- if DotCampus, during the cleaning of the Rooms, detects serious hygiene deficiencies;
- disturbance to customers and neighbors. In particular, after 24.00 and before 8.00 am songs, sounds and loud noises of any kind are prohibited;
- incorrect behavior towards DotCampus staff and its contractors and/or collaborators, as well as other Guests;
- hospitality of strangers in the Structure outside the permitted hours and in violation of the relative provisions;
- use in the Room of electric stoves, refrigerators or other types of appliances, without the prior written authorization of DotCampus;
- modifications, tampering or adaptations to the systems or painting of the Rooms.

Art. 18 – Use of sums arising from the application of financial penalties

1) The sums deriving from the application of the financial penalties referred to in Articles. 13 and 14 will be used for the improvement of services and activities organized within the Structure in favor of Guests

Art. 19 - Temporary suspension

- 1) Following repeated violations of Articles. 13 and 14, DotCampus may proceed with the immediate removal of the Guest from the Facility.

Art. 20 - Immediate revocation of the Room

1) DotCampus immediately revokes the Room in the following cases:

- possession of weapons and drugs, including for personal use, of flammable materials, harmful, radioactive substances or substances prohibited by law;
- non-payment of the fees due for expenses and/or penalties;
- transfer for use and/or sublease of the Room to outsiders;
- hosting of strangers in the Room without prior notice to DotCampus;
- in case of serious violations of these Regulations during the Guest's stay at the Facility;
- for conduct contrary to public order and applicable laws;
- transfer or permission to use the access key to the Facility to third parties;
- failure by the Guest to notify the Facility of absence for a consecutive month without serious or proven reasons;
- repeated violations that have caused the Guest to incur more than one written warning during their stay in the Facility.

2) In case of revocation of the Room, the Guest will not be entitled to any refund of the fee paid.

Art. 21 - Use of bike spaces

1) It is the Guest's obligation to park bicycles in the specially dedicated areas. In case of violation DotCampus may apply a penalty of € 50.00 (*fifty/00*).

Art. 22 – Data and privacy

1) DotCampus, as data controller, will process the personal data collected directly from the Guest for the management and organization of the activities covered by the contract of which this Regulation is an integral part and for the necessary and indispensable treatments of an operational, managerial, accounting and other nature, in compliance with current legislation on the protection of personal data (EU Regulation 2016/679 and Legislative Decree 30 June 2003, n. 196 - Code regarding the protection of personal data).

Art. 23 – Access to the Room by the staff of the Structure

The staff of DotCampus is in possession of a copy of the keys to access the Rooms.

Access to the Room by DotCampus can take place:

- a) in the presence of the Guest:
 - in the case of periodic checks,
 - at the request of the Guest;
- b) even in the absence of the Guest, with a notice call:
 - for inspections to verify the conditions of the Room and as part of the checks aimed at maintenance;
 - to carry out checks or extraordinary interventions relating to the facilities of the Rooms;
- c) even in the absence of the Guest, without prior notice:
 - to carry out urgent interventions or repairs,
 - in the event of prolonged absence of the Guest or in the event that the Room is occupied without title;
- d) for the execution of cleaning, where provided;

The Guest is expected not to damage common areas and/or rooms in the Facility.

If the staff detects damage to furniture, appliances, and/or Rooms or common areas in general, such damage will be charged to the Guest. The price list for repairs/replacements is below. The prices below are the maximum prices - including VAT - chargeable to Guests in the event of damage to each item listed*.

Damages charged to the Guest will be accompanied by regular estimate for repairs.

**Complete repair (replacement of the cabinet with doors) has a maximum cost of €1400.00. If the damage done involves, for example, only one door, the cost chargeable to the Guest will be less.*

REPAIR AND REPLACEMENT PRICE LIST

#	ENVIRONMENT	OBJECT	MAX Rate per Person (VAT)
1	BATHROOM	REPAIR FOR CLOGGED DRAIN PIPES (TOILET, SINK, SHOWER)	500,00 €
1	ROOM	PLACED CALL FOR MINOR MAINTENANCE	200,00 €
1	ROOM	MAGNETIC DOOR BADGE (lost/damaged)	50,00 €
1	BATHROOM	BATHROOM SINK	180,00 €
1	BATHROOM	BATHROOM FURNITURE	400,00 €
1	ROOM	SHOWER HEAD (only cleaning € 50)	80,00 €
1	ROOM	ARMCHAIR IN ROOM (If any)	200,00 €
1	ROOM	WALL PAINTING (per Mq)	35,00 €
1	ROOM	ROOM PAINTING	1.000,00 €
1	BATHROOM	BATHROOM PAINTING	300,00 €
1	ROOM	CEILING LAMP	200,00 €
1	ROOM	STUDY LAMP	50,00 €
1	ROOM	SAFE BOX	200,00 €
1	ROOM	HAIRDRYER	80,00 €
1	ROOM	SHOWER	300,00 €
1	ROOM	HEATED TOWEL RAILS	270,00 €
1	ROOM	SHELVES (EACH)	100,00 €
1	ROOM	WARDROBE WITH DOORS	1.400,00 €
1	ROOM	DESK	700,00 €
1	ROOM	WC TABLET	100,00 €
1	ROOM	BED WITH BASE AND CHEST OF DRAWERS	2.000,00 €
1	ROOM	MATTRESS	350,00 €
1	ROOM	SHOWER HOSE	45,00 €
1	ROOM	FIRE DETECTOR	455,00 €
1	ROOM	THERMOSTAT	91,00 €
1	BATHROOM	BATHROOM DOOR	800,00 €
1	ROOM	HANDLE	500,00 €
1	ROOM	MIRROR	100,00 €

1	ROOM	ROOM MINI BAR	250,00 €
1	ROOM	TOILET ROLL HOLDER	50,00 €
1	ROOM	PC SCREEN	350,00 €
1	BATHROOM	TOILET PLATE REPLACEMENT	100,00 €
1	BATHROOM	EXHAUST PIPE REPLACEMENT	100,00 €
1	ROOM	TENTS	1.000,00 €

The above prices are inclusive of labour and may be subject to change due to market increases.

RULES OF CONDUCT IN CASE OF EMERGENCY

Reporting an abnormal situation.

Any person who is at the scene of an emergency (fire or other), must behave as follows:

- contact the management / help desk (contacts will be provided at check-in) communicating:
 - o Nature of the event
 - o Area of occurrence
 - o venues affected in the event
 - o presence of injured persons
 - o personal state.

1. Press the nearest fire alarm button (referenced on floor plans)
2. Wait for the instructions of the fire and evacuation emergency workers
3. In case of activation of the alarm signal (intermittent sound) Guests must remain in their rooms in a vigilant attitude or in the common areas without panicking
4. In case of activation of the evacuation signal of the Structure (voice message preceded by continuous sound) Guests must:
 - Leave the place where they are in an orderly fashion, without running, without screaming, without causing panic.
 - Avoid, if they are in another area of the building, to reach their room; Instead, follow the staff of the area where they are.
 - Suspend telephone communications so as not to hinder service connections;
 - Leave the place where they are calmly, using the safety stairs (referenced on floor plans) and guiding any dependent visitors in the exit.
 - Do not use the elevator for evacuation of the floor because it may be suddenly put out of service.
 - Do not stop in the immediate vicinity of the external exits, but move away from the building reaching the pre-established meeting point so as not to hinder any rescue,
 - Re-enter the building only when expressly authorized.

Please note: do not request the intervention of the Fire Brigade or other external bodies, nor use fire protection devices (hydrants or fire extinguishers). This will be done, if necessary, by the emergency workers.