

INTERNAL HOUSE RULES

In a collective accommodation facility, with regard to relationships with other Guests and with the Management, individual behaviour shall be compliant with the fundamental rules of tolerance, respect and collaboration; this is the only way to regulate daily living together.

As part of this general policy, the clauses contained in these Regulations shall be followed by the Guest, who signs them in acceptance.

The Guest is required to follow all legal provisions, as well as Municipal Police and public order regulations, insofar as they are applicable hereto.

Art. 1 – General rules of behaviour

- 1.1 It is not possible for a Guest to elect the accommodation facility as place of residence, even temporarily; whereas it may be used as address.
- 1.2 The Guest shall be held responsible for properly using and taking care of the room, furniture, installations and supplies; the staff of Combo Srl, in accordance with the provisions of these Internal House Rules, is authorized to conduct inspections on a regular basis (art.4).
- 1.3 The Guest is expected:
 - a. to pay on time, according to the provisions contained in the General Terms of Accommodation, the monthly fees, as well as the bills for water, electricity, heating and air conditioning, as defined in art. 4 of the General Terms of Accommodation);
There is a fee for each day of delay, starting from the 10th of the month.
 - b. to pay for any damage caused to goods, furniture or supplies of all the Residence (see art.6 General Terms of Accommodation);
 - c. to promptly report to the Management any anomaly or malfunctioning encountered (in this case, see art. 1.3, J)
 - d. to notify Management about withdrawal from the agreement in compliance with the provisions of art. 7 in the General Terms of Accommodation;
 - e. to follow any decision by the company Combo Srl regarding use of the Halls of Residence;
 - f. to use all the spaces and equipment (more specifically any common areas and items) showing respect for the other Guests;
 - g. to promptly inform about any contagious disease suffered during the stay in the Halls of Residence. The Management is entitled to temporarily suspend the tenant from using the accommodation until he/she has completely recovered, as confirmed by the relevant medical certificate;
 - h. to hang notices, signs or anything else only in the spaces duly allocated;
 - i. to promptly notify Campus Management about any failure or damage to the equipment and furniture made available, as well as to any installation (especially as regards pipelines and water taps, thermostats, etc.); to follow basic standards of hygiene, order and respect for decorum, both in the room and in common areas;
 - j. to allow for access by the staff in charge of cleaning work or of preventive and corrective maintenance, as agreed at the time the Guest checks in. On the days which have been set for weekly cleaning, the rooms are expected to be left free and tidy in order to allow for their cleaning;
 - k. to follow instructions when using any apparatus and equipment in the common areas of the

Campus;

- l. to keep the room tidy, making sure that it complies with the hygiene and decorum standards and that the staff in charge of cleaning is able to work there on the agreed days and times, the Guest shall also remove and keep personal effects inside the wardrobes, storage rooms and/or suitable spaces if these exist and are marked accordingly;
- m. to take care and tidy up common areas after they have been used, especially with reference to common kitchen and the relevant areas where meals are taken;
- n. to comply with any regulation concerning the use of teaching and/or recreational infrastructures on Campus and/or of specific services made available inside the Campus;
- o. to comply with the ban on smoking in public spaces (Law 16/1/2003, no. 3).

1.4 The Guest is not allowed:

- a. to have visitors staying overnight (see articles 9, 11 General Terms of Accommodation);
- b. to keep, either in the rooms or in common areas, weapons and drugs, as well as noxious substances or flammable materials;
- c. to keep animals on the Campus premises and in outdoor annexes thereto, with the exception of guide dogs;
- d. to cause any disturbance; more specifically, after 11 pm and before 8 am, all sounds, song, and noises of any kind which might interfere with quietness, rest and study are forbidden; during the other hours of the day, any musical instruments, radios, televisions, stereo sets, etc. shall be used in such a way as to cause no disturbance whatsoever;
- e. to gamble, or take part in gaming activities;
- f. to deposit personal items in the common areas;
- g. to place on the window ledges any item which could be dangerous for the safety of passers-by or which is forbidden by the Municipal Regulations in force;
- h. to place curtains and object which might in any way alter the decor of the facades;
- i. to throw into the sinks, toilets, etc., any material which might obstruct the pipelines;
- j. to introduce changes, adjustment or improvements in the rooms, which includes painting, whitewashing, moving or adjusting any installation;
- k. to tamper with the electricity, heating and air conditioning or danger warning systems;
- l. to remove or introduce furniture items, curtains and equipment of any kind in the common areas and rooms, unless this has been expressly authorised;
- m. to move, disassemble, change or otherwise tamper with the furniture and any other element found on Campus;
- n. to conduct directly, or have someone else conduct, any repair or replacement work on goods, furniture or supplies in the rooms or common areas;
- o. to throw water or other materials which may damage the premises, or endanger tenants and passers-by;
- p. to use radiators, ovens, hotplates, grills or hobs of any kind, except for the equipment specifically supplied by the Campus;
- q. to throw litter or waste outside the relevant containers;

- r. to install locking mechanisms in the rooms other than those provided;
- s. to make copies of the keys and magnetic cards;
- t. to swap one's own magnetic card with that of other tenants;
- u. to exchange beds with other tenants on Campus, even with those staying in the same room or flat.

Art. 2 – Damage or losses

- 2.1 Regarding any repair and/or replacement work which may become necessary in respect of goods, furniture or supplied by the Campus caused by behaviours or losses attributable to the Guests' behaving in a way contrary to these Regulations, as a consequence of misuse or misconduct, the sum to be paid shall correspond to the costs actually sustained to replace the damaged or missing item, or to repair the latter. The person responsible is expected to pay the necessary expenses for replacement and/or repair work with regard to any further damage caused, in accordance with the General Terms of Accommodation under article 7 (Deposit). In the event of no individual responsibility can be assigned, each Guest shall be considered jointly responsible with the other Guests for the damage caused inside the room, or in the common areas of the Campus. Such damage shall be refunded no later than ten days of its being notified. The students responsible shall pay following the instructions given on each occasion. If the student fails to pay within 30 days, interest on arrears shall be charged in addition to the damages claimed for 10 % of the amount of the damage. After the sixtieth day, a written reprimand shall be issued.
- 2.2 In the event of loss or theft of the keys and magnetic cards which are used to enter the room and open the lockers, the Guest is expected to immediately report what happened to the Campus Management. In both case of loss or damage of the magnetic card, a fee of 5 € shall be paid at the moment of the issue of a new one.

Art. 3 – Care of the rooms

- 3.1. The Guest is required to collect waste separately and make use of the relevant containers found in the accommodation facility. The Guest shall sort the waste according to the types collected in the various containers. All waste shall be placed inside bags to be sealed and thrown into the appropriate bins.
- 3.2. All Guests are expected to keep their rooms tidy, removing and keeping their personal effects inside wardrobes, closets, storage rooms and/or other areas found on Campus. The Campus Management shall not be held responsible in the event of losses or damage of the Guests' personal effects.
- 3.3. Upon withdrawing from the residential agreement, the Guest is required to remove all personal effects. If this is not done, any removal charges shall be deducted from the deposit which has been paid;
- 3.4. It is forbidden to smoke in the rooms. Every time the violation of the rule is discovered, either caught in the act or not, a fee of 250 € automatically shall be held.
- 3.5. On the scheduled weekly cleaning day of the room, the student must clear as much as possible all the surfaces (floor, table, shelves and bathroom) and to leave the room in order to let the cleaning staff to work better. If the condition of the room would not permit the cleaners to do their job in a proper way, the cleaning will not be done and it will be re-scheduled another day, within the same week, with an extra cost due for both students.

Art. 4 – Access to the rooms by the Campus Management

4.1 The Campus Management has a copy of the magnetic cards to access the rooms. In general, the Campus Management and staff may also access the rooms, without notice and if the tenant is not there, whenever they consider this appropriate and necessary.

Art.5 - Access to the Campus by visitors

- 5.1 Guests are allowed no more than 2 external visitors at the same time. The Guests' visitors may access the common areas in the Campus, limited to the areas such as bar, receptions' area and front yard, provided that this does not annoy or disturb other Guests. The host is required to report to reception when the visitor arrives in order to inform the staff about the arrival.
- 5.2 It is absolutely forbidden to allow anyone from outside to access or stay in the Campus between 11 pm and 7 am; In the event of failure by the visitor to comply with this provision, the Guest shall be held personally responsible for any damage caused by the said visitor, as well as being held accountable for failing to comply with these Regulations; this behaviour may lead to terminating the accommodation agreement, in accordance with art. 11 of the General Terms of Accommodation.
- 5.3 The visitor is expected to provide his or her personal details to the Management staff at the Campus; this shall be done by showing some valid form of identification which will then be kept until the end of the visit.
- 5.4 In all cases where visitors are received without being identified by the reception staff, this will be considered sub-leasing and thus mandatorily forbidden and punished, as specified in article 8 of these regulations.

Art. 6 – Transfer to another room within the Campus as a matter of course

- 6.1 The Campus Management, if this should become necessary for organisation, functional or service purposes, giving due notice to the person concerned of no less than fifteen days, may transfer the Guest (for example this may be necessary to conduct corrective technical maintenance or urgent work, or to put up two Guests in a twin room). In serious instances, the Campus Management may transfer a Guest as a matter of course with three days' notice, or – in particularly serious cases – without notice.
- 6.2 Any Guest transferred to another room is expected to leave the room by checking out and handing over the magnetic card.
- 6.3 Requests for room transfers during the year by the Guest shall be assessed on each occasion by the Campus Management.
- 6.4 Transfers of Guests from one room to another may be arranged by the Management in the event of proven situations which might hinder peaceful and civil coexistence with the Guest with whom the room is shared.

Art. 7 – Use of common areas

7.1 The Campus has the following common areas:

- laundry
- lounge
- study room
- cinema

- common kitchen
- outdoor garden
- bikes parking
- car parking

7.2 The use of these common areas is reserved to guests from the Campus who will make sure that the spaces and equipment are kept tidy, clean and functional. Use of the study room and communal kitchen is allowed 24/7. Use of the other common spaces is allowed between 8 am and midnight. In order to use these premises after midnight, it is necessary to notify the reception staff in advance and ask for permission. On the occasion of events organised by guests (see art. 7.4) or by the Campus Management for the guests, these areas may be made available to persons from outside the Campus; the latter shall leave some form of valid identification at reception upon arrival. Their use shall be in accordance with these regulations, between 8 am and 11 pm, from Monday to Sunday, only and exclusively by booking and giving at least two days' notice to the Campus Management.

7.3 In the event that any of the goods, structures or furniture in the common areas are damaged, or if it should become necessary to do extra cleaning, or if should not be possible to find out who is responsible, the costs shall be divided pro-rata between the whole community. On the other hand, if responsibility can be directly assigned to one or more Guests, the Management staff shall withhold from the deposit the equivalent value of the damage caused, notwithstanding the right to a refund if the damage value exceeds the deposit amount (see art. 8 General Terms of Accommodation).

7.4 In all of the areas mentioned above smoking is forbidden.

7.5 The Management staff may change, any time considered necessary, the timetable and ways of use of common areas.

7.6 It is allowed to park the own bicycle in the special area, after signalling it with the proper sticker/stamp, provided by Management staff.

7.7 It is allowed to park the own car in one of the special area; the cost per month is € 50.00 or € 25.00 for a motorbike.

Art. 8 - Sanctions and Penalties

Sanctions

8.1 Any infringement of the provisions in these Regulations may be sanctioned, depending on the seriousness of the offences, with the following measures:

- a. written reprimand, to be regarded as a warning with the related financial penalty;
- b. financial penalty;
- c. termination of accommodation.

For what on 8.7, it will not be any written reprimand.

These penalties shall be imposed by the Campus Management.

In the event of failure to comply with the smoking ban in public spaces, the penalties stipulated by the regulations in force shall be applied (Law 16/1/2003 no. 3), and in any case considered necessary by the Management staff.

8.2 In the case of a financial penalty, the Campus Management shall notify a complaint by e-mail in which the

penalty is formally delivered. The Guest, within seven days of being notified, shall pay the penalty. In the event of delays in payment, interest on arrears shall be calculated to the amount of € 25.00.

8.3 In the case revoking of accommodation, the Campus Management shall deliver by hand a written communication in the form of a registered notification to the guest concerned or, if the Guest cannot be found there, all personal objects shall be removed and kept in safe for a maximum of 30 days from the notification.

Penalties

8.4 The Campus Management shall apply a financial penalty amounting up to € 50.00 in the following cases:

- any animals being kept inside the rooms or in the common spaces, with the exception of guide dogs;
- presence of bulky items (bicycles, camp beds, etc.) in the common areas and rooms;
- any items placed on window ledges which could endanger passers-by;
- presence in the room of furniture or equipment taken away from the common areas;
- rubbish bags left outside the appropriate containers;
- failure to collect waste separately.

8.5 The Campus Management may notify a written reprimand, including the application of a fine of up to € 250 in the following cases:

- negligence in keeping the assigned spaces tidy and clean and all the tools given from the Campus Management in the specific areas.

- disturbing guests and neighbours, especially after 11 pm and before 8 am;
- improper behaviour in respect of the staff on Campus and of other guests;
- entertaining strangers on Campus beyond the allowed timetable;
- presence or use in the room assigned of gas hobs or hotplates, refrigerators or other household appliances, unless they are suitably fitted;
- changes, tampering or adjustments with regard to installations, painting, whitewashing.

8.6 The amount of the penalties imposed shall be used to improve the services and activities organised inside the Halls of Residence for the guest students.

8.7 The Campus Management shall immediately revoke the right to accommodation in the following cases:

- a. keeping drugs, even if for personal consumption, in the assigned room, on the Campus premises;
- b. failure to pay, by the end of the month, the fee, after 2 reminders, any sum due for expenses and/or penalties (see art. 4 and 6 General Terms of Accommodation);
- c. failure to pay any sum due for expenses and/or penalties by thirty days from the written communication issued by hand (see art. 4 and 6 General Terms of Accommodation);
- d. letting and/or subleasing one's room, or another bed which is temporarily vacant, even if this is done for a short time and free of charge;
- e. entertaining strangers without informing the Campus Management;
- f. serious infringements of the Regulations while the student is staying on Campus;
- g. any behaviour contrary to public order and the laws in force;
- h. transferring or allowing others to use the magnetic card to enter the Campus;
- i. keeping weapons, flammable materials, noxious and radioactive substances, or anything which is forbidden by law;

j. repeated violations due to which the guest has been reprimanded in writing more than once.

8.8 In the event of accommodation being revoked, the Guest shall not be allowed to apply for a bed on campus for the following academic years.

Art.9 – Reception and secretary’s office hours

9.1 The Campus Management is available for the Guests for administrative purposes between 9 am and 5 pm, from Monday to Friday. For any other urgent matter, the reception staff is on call 24/7. Any sort of notification or communication must be sent by email at following address: campus@we-bologna.it

Art. 10 Damage or theft

In the event of any goods brought into the housing unit being damaged or stolen, the guest shall immediately notify Reception. Combo srl shall not be held responsible for any damage or theft of vehicles or assets left on the facility premises.

Date and place

For acknowledge and acceptance
