

UNISER SHARED FLAT REGULATION

PART I - General Provision

This regulation is designed to ensure that flats and the surrounding areas are a safe and comfortable environment for living during the participant mobility.

Tutors and participants are considered personally responsible for misconduct or negligence carried out in violation of the rules of this regulation and/or the rules of civil coexistence and/or legal provision or, in any case, any conduct that is contrary to public order.

Uniser assumes no responsibility for direct or indirect damage of any nature caused to things and/or persons deriving from the above-mentioned conduct.

PART II - Uniser staff supervisory control and liability

Art. 1 - Grant access to the flats

The Users have to grant access to Uniser staff and its collaborators for inspections, cleanings and maintenances. Uniser staff or the flat Landlords staff have the right to make periodical inspections and, if necessary, has the right to make further cleanings in order to comply with minimal hygienical standards and to charge (according to the importance of the operation) a sum to pay: from € 10 to € 50 (each participant).

Art. 2 - Inspection

Inspection can be made within the time frame 9:00-13:00 and 14:00-17:00 without the need for individual notice, in order to verify the condition of the accommodation as well as compliance with this regulation.

Art. 3 - What to do during check-in

When the rooms and keys are delivered, it is suggested to check if there are any lacks and/or damages. A **check-in list** is posted up in each rooms, in order to help the User during his room check. The User can notify any lack and/or damage in the **Memorandum Check** given by Uniser staff upon arrival. The Memorandum check, fill in each part, will be given back to Uniser staff, which will intervene to ensure the repair of any damage or lack. By receiving the room keys, the User become totally liable for the room and is suppose to take care of it.

Art. 4 - What to do during check-out

The flat must be left in the same condition in which Users have found it. For this reason, at the end of the stay, there will be an accurate "check out control", in order to check the cleaning and possible damages occurred.

Uniser staff will compare the current condition of the room with the Memorandum Check, in order to notice any damage occurred during the User stay.

Following you can find the parameters:

- garbage (no garbage should be left in the rooms)
- room hygienic conditions
- damages

In case of damages, the User will fill in the **Participant Damage Responsibility** document.

In case of small damages or quantifiable damages, the User will directly pay Uniser staff

In case of bigger damages or not quantifiable damages, the User will fill in the PDR document and the further payment will be managed by the sending organization or school, which will further refer to the participant.

Users are required to clean the assigned flat and their bed sheets, empty the fridge and throw the garbage before departure.

Users are required to check that taps, lights, fans and heaters are turned off before leaving the flat.

Art. 4 - Uniser liability

Uniser has no responsibility in case of loss of the User valuable items or sums of money left or held by the User inside his own flat.

Uniser has no responsibility for damages caused by third parties to the Users.

PART III - Safety and Security, behavioural rules and penalty fees

The User must practice **good and appropriate conduct** that is respectful of the personal integrity and dignity of others, as well as the integrity and decorum of the shared flat. For this reason, the User **accept to comply with the following rules and prohibition.**

Art. 1 - Access and keys

1.2 The User is obliged to observe the normal precautions to avoid thefts, fires or other dangers for himself or for others;

2.2 The User is responsible for the safe keeping of his keys. Lost or stolen keys must be report immediately to Uniser staff.

2.3 The **accommodation is reserved exclusively for the assignee**, who cannot transfer the use to third parties;

2.4 The User is required to follow the established rules for receiving guests or visits: **it is strictly forbidden to host guests or visitors from 22:00 to 8:00**. If the User would like to host guests, he/she must require it to Uniser staff.

Art. 2 - Prohibited objects and substances

2.1 Any sort of combustible, explosive, corrosive or poisonous materials which may cause damage or constitute a threat to health and safety are strictly forbidden anywhere in or near the residence areas;

2.2 The use of any kind of stove for heating food, gas heaters or electric heaters and the use of electrical appliance, other than those provided, is prohibited;

2.3 Possession of any kind of weapons is strictly forbidden;

2.4 Lighting of fires and setting off fireworks anywhere in or near the residence areas is strictly forbidden;

2.5 The User must not light candles or install electrical wiring in their rooms;

Art. 3 - Behavioural rules

The users are responsible for maintaining their assigned flat in good order, as well as common spaces and resident area.

3.1 General rules

- a) It is strictly **forbidden the occupation or obstruction of the entrance hall or stairs** or any other spaces intended for common use; with any type of objects.

- b) Inappropriate use of the **elevator** is strictly prohibited (i.e. jumping inside the elevator, playing with elevator buttons);
- c) It is strictly forbidden to throw object from windows, balconies or deck; moreover, it is strictly forbidden to leave on terrace or sill any kind of object that might cause injuries or damages to bystanders;
- d) It is strictly forbidden to use object (i.e. soccer balls and similar), which can damage flats and common areas;
- e) Any sort of unauthorized redecorating is not permitted. Student must not introduce, remove or relocate items of furniture in rooms or common spaces.
- f) **It is strictly forbidden to download anything from the internet or even stream from unsafe website**, as the Italian law regarding copyright is very strict and Users can risk to pay several thousand of Euros.
- g) **It is strictly forbidden to throw objects that could obstruct or reduce the efficiency of pipes** into sinks or other sanitary appliances; if intervention is necessary, it would be reimbursed by the Users.
- h) **Smoking is not allowed indoor;**
- i) **Involvement in the use and/or distribution of illegal drugs or alcohol in the flat is very strictly forbidden and will be treated as extremely serious by Uniser staff.**
- j) It is strictly forbidden to leave waste like bottles, food boxes, plastic bags or similar in the flat surroundings. **Please, have a respectful behaviour outside our building**
- k) Everyone is obliged to **respect the public peace**. Music and sounds are not allowed from 13:00 to 16:00 and from 21:30 to 09:00.
- l) Users are **personally responsible for the cleaning** of the flat; it is highly suggested to properly clean the apartment every two week; if cleaning service is necessary to comply with hygienic standards, it would be charged to the User;
- m) Users are required to properly use any appliance or equipment provided;
- n) Regulation for the **use of common kitchen**:
Equipment, area and spaces available, must be cleaned appropriately after each use;
 - i) The storage of food in common fridge must be adequate; please, do not leave rotting food in the fridge;
 - ii) **It is strictly forbidden to throw burned cooking oil in the sink**; used oil should be storage in plastic bottle to be brought at the nearest collection point;
- n) It is strictly forbidden to make parties or similar; the infringement of this rule might lead to expulsion;

3.2 Recycling rules

The User is strictly required to follow the garbage and RECYCLING RULES

- a) Please, respect the environment and separate the garbage (plastic and aluminium, glass, paper and organic waste);
- b) You can separate the garbage and use the city bin outside the building;
- c) Burned oil must be stored properly in plastic bottles;
- d) For correct recycling, please see the specific rules in the Accommodation Description.

3.5 Penalty fees section

INCORRECT BEHAVIOUR	FEE
Smoking in forbidden areas	€ 100
Garbage or personal things left in the flat during the check-out	€ 10 - € 50
Bed hygienical flat condition	€ 50 - € 100 each User

***NB:** the present list is not exhaustive; **additional fees can be charged for incorrect behaviour at the discretion of Uniser staff or Tower Campus staff.**

PART III - Damages

The User is warmly suggested to respect every object, household appliance, wall and door in every flat and in the whole structure. Every damage, which is connected to the user, must be paid by him/herself.

It is **specific obligation of the User to provide timely communication to Uniser staff of any damage or malfunctioning inside the flat.**

The extent of the damage to be paid will be equal to the costs incurred to repair the damage.

Part V - User's liability and social clause

The User accepts to see Uniser staff as the guarantor of security and control into the student residence and he/she accepts to respect the staff and the regulation or the User will be banished from the flat.

Part VI - Additional penalties

In case in which every point, or one of them, in this regulation is not accepted or violated Uniser has the right to charge some penalties and to take several measure. Moreover, some fines are due in case of incorrect actions and behaviour, that infringe this rule list.

In case of severe infringement of the present regulation rules, Uniser staff will report directly to the sending organization and/or the school in order to take relevant disciplinary measures.