



# CAMPUS X GENERAL REGULATIONS

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<p>In addition to terms that may be defined in other articles of these Regulations, for the purposes of the same, the expressions listed below shall have the meaning indicated next to each of them. These terms may also be used in the plural, with the meaning attributed to them remaining unchanged. ....</p>	
“Campus X”: Campus X s.r.l., with registered office in Milan, Via Anna Maria Mozzoni, 12, Tax Code and VAT no. 07605420962;.....	3
“Client”: each student, researcher, lecturer and similar individual, including relatives, as well as relatives of patients of the University Hospital of Tor Vergata and those who, under various titles, use the health services of the Hospital, in addition to any other parties using the services of Campus X; .....	3
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## DEFINITIONS

In addition to terms that may be defined in other articles of these Regulations, for the purposes of the same, the expressions listed below shall have the meaning indicated next to each of them. These terms may also be used in the plural, with the meaning attributed to them remaining unchanged.

**“Campus X”**: Campus X s.r.l., with registered office in Milan, Via Anna Maria Mozzoni, 12, Tax Code and VAT no. 07605420962;

**“Client”**: each student, researcher, lecturer and similar individual, including relatives, as well as relatives of patients of the University Hospital of Tor Vergata and those who, under various titles, use the health services of the Hospital, in addition to any other parties using the services of Campus X;

**“Guest”**: any party accessing the Residence upon invitation by the Client;

**“Residence”**: every university residence managed by Campus X in which these Regulations are in effect;

**“Accommodation”**: one or more rooms assigned, upon payment, by Campus X to the Client through the “University residence contract”.

## INTRODUCTION

### Art. 1 - Validity and amendments

- 1) These Regulations (the “Regulations”) constitute an integral part of the University Residence Contract between Campus X and the Client.
- 2) Campus X shall have the right to amend any clause of these Regulations, advising of any changes by posting on the Residence notice board at reception.
- 3) A copy of the Regulations in force is available at reception and published on the Campus X website: [www.campusx.it](http://www.campusx.it).

### Art. 2 - Accommodations

- 1) Accommodations are designated for students, researchers, lecturers and similar individuals, including relatives, as well as relatives of patients of the University Hospital of Tor Vergata and those who, under various titles, use the health services of the Hospital, in addition to any other parties using the services of Campus X.
- 2) Campus X declines all responsibility with respect to Clients for valuables or money and anything else left in the Accommodations.

## GENERAL RULES - ACCEPTANCE & REVOCATION OF ACCOMMODATION

### Art. 3 - Rules of conduct in communities

- 1) Within the Residence, the behaviour of the Client in relations with other Clients, with Campus X personnel and with the collaborators in any capacity must respect the fundamental rules of tolerance, respect and collaboration, in order to facilitate daily coexistence.
- 2) Within the framework of these general rules, Clients must comply with the provisions set forth in these Regulations, which they shall sign for acceptance during the Accommodation check-in and handover procedures.
- 3) Clients are required to comply with all legal provisions, with the regulations of the Local Police force and those of Public Safety, insofar as applicable, as well as any additional provisions to these Regulations issued by Campus X (e.g. internal circulars).

## Regulations of Campus X University Residences

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- 4) Under no circumstance may Clients transfer, not even temporarily, their official address to the Residence.
- 5) Clients are required to:
  - a) maintain behaviour marked by absolute fairness, sense of responsibility and respect towards other people and in the use of the Accommodation and common areas of the Residence;
  - b) promptly report any contagious diseases contracted during the period of stay in the Residence; Campus X may temporarily suspend the Client from the use of the Accommodation until complete recovery, as supported by the appropriate medical certificate;
  - c) post notices, signs, or any other items only in the specifically designated spaces;
  - d) periodically check the efficiency of the equipment, furnishings and systems of the Accommodation (with particular regard to water pipes and taps, thermostats, etc.), promptly reporting any breakdowns and/or malfunctions to Campus X;
  - e) personally handle the hygienic standards, order and decorum of the Accommodation and of the common areas; keep the Accommodation clean and tidy, avoiding the presence of rubbish and dirty dishes;
  - f) turn off the lights, turn off the water and gas and lock the Accommodation every time they leave; in the event of absences of more than 7 days, Clients are required to empty, defrost and leave the refrigerator clean;
  - g) use small electrical appliances or any type of electrical appliance only if they have been certified as compliant with European safety regulations, with use carried out in compliance with safety regulations; keep at the disposal of Campus X certification of compliance with safety regulations of all electrical appliances used, without prejudice to the prohibition of using washing machines and/or dishwashers;
  - h) provide written notice of any prolonged absence; if the absence exceeds 7 days, the keys of the Accommodation shall be returned to reception;
  - i) allow access to personnel responsible for periodic cleaning, where required, and maintenance;
  - j) make appropriate use of the appliances and equipment present in the common areas of the Residence;
  - l) comply with the regulations set out by Campus X for use of the educational and/or recreational infrastructure of the Residence and/or of the specific services offered by Campus X;
  - m) without prejudice to the Client's obligation to take a meter reading no later than 24 hours after handover of the Accommodation, by the 5th day of each month the Client shall take a reading of the electricity meter and report it to Campus X either by handing in the appropriate form at reception or via the Campus X App. In the event of late notification, a fixed late fee of €10.00 will be charged for each month of delay. Electricity consumption will be charged monthly at a flat rate of €0.20, subject to a final statement balance at check-out at the same flat rate of €0.20.
- 6) Clients may not:
  - a. possess weapons or narcotics, as well as noxious substances or inflammable materials, including gas cylinders;
  - b. keep animals in the Accommodations and common areas of the Residence, with the exception of guide dogs for visually-impaired Clients;
  - c. disturb other Clients. In particular, after midnight and before 8:00 a.m., sounds, singing and noises of any kind that disturb tranquillity, rest and study are forbidden; during the remaining hours of the day, the use of musical instruments, radios, televisions, stereo systems, etc. and behaviour in general must be such as not to disturb anyone;
  - d. gamble or participate in games involving gambling;
  - e. place bulky material in the common areas of the Residence (tables, furniture, etc.);
  - f. place on the terraces or windowsills any object whose presence may compromise

- the decorum and hygiene of the Residence or constitute a danger to the safety of other Clients or third parties in general (e.g. clotheslines, vases, etc.);
- g. throw water, cigarette butts or other material of any kind in any part of the Residence;
  - h. throw materials that could block the pipes into the drains of washbasins, toilets, etc.;
  - i. modify the Accommodations, including painting, moving or adapting the systems;
  - j. tamper with the electrical, heating or air-conditioning system, or hazard detectors, and use multiple sockets of various types;
  - k. install locking devices in the Lodgings other than those provided; make duplicates of the key both of the Accommodation and of the internal room, except with prior written authorisation by Campus X;
  - l. remove or introduce furniture and equipment of any kind in the common areas and inside the Accommodations, except with prior written authorisation by Campus X;
  - m. proceed to move, dismantle, modify or otherwise change the furniture and any other element existing in the Residence;
  - n. carry out any repair work or have a third party carry it out;
  - o. throw water or other substances that may cause damage to the Accommodations or constitute a danger to the safety of other Clients and/or passers-by;
  - p. use stoves or burners of any kind apart from the ones specifically provided by Campus X;
  - q. throw or deposit rubbish or waste in the walkways or common areas of the Residence or in any case outside of the designated bins at the entrance to the Residence;
  - r. without prejudice to the provisions of the University Residence Contract and the General Contract Terms and Conditions, host people at night; receive visitors who have not left an identity document at reception, without prejudice to the provisions of the following articles of these Regulations;
  - s. wander around the Residence in a state of intoxication, wearing indecorous clothing or with an inappropriate attitude;
  - t. smoke inside the Accommodations and/or in the enclosed spaces of the Residence.

#### **Art 4 - Delivery of Accommodation**

1. Delivery of the Accommodation may only take place from Monday to Sunday from 2:00 pm to 8:00 pm. Campus X is available to deliver the Accommodation by personal appointment.
2. Upon delivery of the Accommodation, the Client agrees to sign the University Residence Contract and the General Contract Terms and Conditions.
3. Campus X will deliver to the Client the handover report for the Accommodation, outlining the condition and identifying the furnishings and equipment present and their condition as well. Within forty-eight hours from delivery of the Accommodation the Client may report any non-conformity with respect to what is indicated in the handover report to Campus X in writing. In this case, Campus X and the Client will verify the non-conformities found together and will modify the above-mentioned handover report. Any reports made after the above deadline will not be effective, the Accommodation and furnishings will be considered free from defects and the Client will be held responsible for any defects.

#### **Art. 5 - Damage and loss**

- 1) In the event of damage to the Residence and/or loss of property that is attributable to the Client, the latter shall pay Campus X a sum equal to the costs actually incurred to replace the damaged and/or missing property or for its repair or for restoration of the damage caused to the Residence.
- 2) If it is not possible to assign individual responsibility, each Client shall be jointly and

severally liable with the other Clients for damages caused to the Residence or to a part of it and to the property of which it is composed.

- 3) The sums referred to in paragraph 1 shall be paid within thirty days from the request made by Campus X. If the does not make payment within this period, a late payment charge of €25.00 will be applied. After the sixtieth day, Campus X will proceed with revocation of the Accommodation.
- 4) The Client must notify reception as soon as possible with regard to loss of the key to access the Accommodation. In this case, Campus X will replace the key and provide a copy to the Client, who shall pay a fee of €5.00.

#### **Art. 6 - Charges borne by the Client**

- 1) The Client shall keep the Accommodation assigned to them neat (including their belongings) and ensure proper maintenance.
- 2) Clients are required to sort the waste they produce and place it in the appropriate bins.
- 3) Clients are required to periodically visit reception to view all the information and notices displayed on the relevant notice boards in order to be updated on all administrative and organisational communications that concern them. Downloading the Campus X App is strongly recommended.
- 4) Clients are required to periodically check the presence of mail addressed to them at the reception desk of the Residence.
- 5) Clients are required to provide their licence plate and vehicle type in order to use the parking within the Residence, where envisaged. Campus X shall not be liable for any damage or theft caused to vehicles parked in the car park. Vehicles will not be allowed to enter the pedestrian area of the Residence from 10:30 p.m. to 7:00 a.m. (Sunday from 11:00 p.m. to 7:00 a.m.) in order to ensure the sleeping and safety of guests.
- 6) Campus X may carry out inspections in the Accommodation at any time, normally in the presence of the Client.
- 7) Clients are responsible for very minor maintenance, such as changing light bulbs and unclogging sinks, shower trays and toilets. If Clients ask Campus X to carry out such interventions, they shall pay Campus X the sum of €5.00 as a service call fee.

#### **Art. 7 - Guests**

- 1) Without prejudice to the University Residence Contract and the General Contract Terms and Conditions, Clients are permitted to host guests in the Residence and in the assigned Accommodation, provided that they do not cause damage or disturbance to other Clients. Hosting Clients must notify Campus X in advance, providing the name(s) via the Campus X App.
- 2) Clients shall be responsible for any damage caused by their Guests and shall be liable for any non-compliance with these Regulations.
- 3) Guests are obliged to communicate their personal details to reception staff of the Residence, submitting valid identification which will be kept until the end of the visit.
- 4) Each Client may accommodate no more than one Guest in the Accommodation at a time. Unless otherwise agreed, the free stay of Guests shall not extend for more than 3 days per month during the term of the University Residence Contract. Any excess nights shall be charged to the Client at the relative rate (€10.00 plus VAT, if applicable, per night).
- 5) Reception staff may not issue overnight authorisations under any circumstance.
- 6) Campus X is pleased to grant a preferential rate called "Parents&Friends", including breakfast, reserved for Clients to accommodate two or more Guests at the Residence.

Access to the Accommodation by Campus X

- 1) Campus X has a copy of the keys to access the Accommodation.
- 2) Campus X may gain entry to the Accommodation:
  - a) with the Client present:
    - for periodic checks;
    - upon request by the Client;
  - b) even with the Client absent, with notice:
    - for inspections to verify the condition of the Accommodation and as part of the maintenance checks;
    - to carry out extraordinary inspections or checks on the systems of the Accommodation;
  - c) even with the Client absent, without notice:
    - to carry out urgent intervention or repairs;
    - in the event of prolonged absence of the Client or if the Accommodation is occupied without authorisation;
  - d) to carry out quarterly cleaning, where envisaged;
  - e) to take the electricity reading, which is normally done in August and December.

**Art. 8 - Procedure to release the Accommodation**

- 1) Departing Clients are required to see reception to complete the check-out procedures and to return the key to the Accommodation, which must be returned no later than 10:30 a.m. on the day of departure. Clients are required to reserve the day and time of check-out at the reception desk at least seven days in advance.

The check-out procedure also involves inspection of the Accommodation by Campus X, the state of repair of which will be indicated in the handover report drawn up in agreement between the parties.

- 2) If the Client does not comply with the above requirements, Campus X will retain the entire amount of the security deposit paid at the moment of delivery of the Accommodation.
- 3) The Client may renew the University Residence Contract maintaining the same Accommodation, providing notice at least sixty days prior to its expiry. Conversely, the Client may still renew the University Residence Contract, but Campus X shall have the right to assign the Accommodation previously assigned to the Client to a third party without the Client entitled to dispute such decision.

**Art. 9 - Use of common areas**

- 1) Each Residence has common areas intended for various uses by Clients. Without prejudice to any further specific regulations on the use of each space (e.g. hours of use and booking), the following general rules shall apply.
- 2) The use of kitchens, where present, and laundry facilities is reserved exclusively for Clients.
- 3) Clients are responsible for damage caused to property, facilities and/or furnishings in the common areas. In cases where it is not possible to identify those responsible for such damage, the costs shall be proportionally charged to all the Clients of the Residence. Similarly, should extraordinary cleaning be necessary in the common areas of the Residence due to the conduct of one or more Clients, the relative costs shall be charged to the latter and, in the event that it is not possible to identify one or more of those responsible, the cost shall be charged proportionally to each Client of the Residence.
- 4) Clients may organise events of a recreational nature in special areas indicated by Campus X, subject to a written request to Campus X at least seven days prior to the event date. Parties in the Accommodations, on the floors or in areas other than those authorised by Campus X are therefore prohibited. The request (which can also be made through the Campus X App) must be signed by the organisers

and must indicate the date and time of the event, as well as the reason for the event; any external participants must indicate their presence by submitting identification at the reception desk upon entering the Residence. The organisers are responsible for the behaviour of the participants and for any damage caused to the Residence, property and equipment therein. All parties and/or initiatives of a recreational nature may not extend beyond midnight.

**Art. 10 - Substitution of Accommodation**

- 1) Without prejudice to the provisions of the General Contract Terms and Conditions, Campus X may substitute the Accommodation assigned to the Client.
- 2) In particularly serious cases, Campus X may replace the Accommodation even without prior notice. A Client transferred to other Accommodation is required to check out, hand over the keys and pay any amounts due for utilities and any damages or losses.
- 3) Substitutions of Accommodations at the Client's request during the period of effectiveness of the University Residence Contract are not permitted.

**Art. 11 - Access to the IT network**

- 1) Access to the IT network is possible in each Residence, predominantly for educational purposes.
- 2) Access is subject to the use of a personal username and password. Said data are strictly personal and sharing with other Clients is prohibited.
- 3) The following are prohibited:
  - a) using the IT service to download or view in streaming material covered by copyright;
  - b) accessing illegal sites;
  - c) sharing or downloading files through peer-to-peer programmes (e.g. emule, torrent, etc.);
  - d) using one's device as a hotspot to provide an internet connection to third parties;
  - e) in the event of violation of the provisions pursuant to paragraphs 2 and 3, Campus X reserves the right to the internet account.

**MEASURES AND SANCTIONS**

**Art. 12 - Measures**

- 1) Infringement of the rules contained in these Regulations may be sanctioned, depending on the seriousness of the facts, with the following measures:
  - a) fine;
  - b) written warning and associated fine;
  - c) revocation of the Accommodation.
- 2) In the case of a fine, Campus X shall deliver a letter of reprimand to the Client. The Client shall pay the fine within seven days of receiving said letter.
- 3) In the event of a written warning and related fine, Campus X shall deliver the written warning to the Client. Within twenty days from delivery of said letter, the Client shall pay the fine.
- 4) In the event of temporary suspension or revocation of the Accommodation, Campus X shall deliver the relevant communication to the Client concerned.



**Art. 13 - Fine**

- 1) Without prejudice to what is envisaged elsewhere in these Regulations, Campus X, following a specific report, may apply a fine of €25.00 in the following cases:
  - presence of animals in the Accommodation or common areas of the Residence, with the exception of guide dogs for the visually impaired;
  - presence of bulky material in the common areas of the Residence and in the Accommodations;
  - presence on the terraces or windowsills of objects that pose a safety hazard for third parties;
  - presence of stoves, burners or other unauthorised equipment in the Accommodations;
  - presence of perishable foodstuffs in the Accommodations during the period when the Residences are closed;
  - presence in the Accommodations of furniture or equipment removed from the common areas of the Residence;
  - bags of rubbish outside of the appropriate containers.
- 2) Repetition of one or more of the above breaches of the Regulations during the period of the Client's stay at the Residence shall entail the application of Article 19.

**Art. 14 - Written warning and associated fine**

- 1) Without prejudice to what is envisaged elsewhere in these Regulations, Campus X may issue a written warning, with the application of a fine of €100.00 in the following cases:
  - if Campus X, during quarterly cleaning of the Accommodations, if envisaged, identifies serious hygienic deficiencies;
  - disturbance to Clients and neighbours. In particular, after 12:30 a.m. and before 8:00 a.m., singing, sounds and noise of any kind are prohibited;
  - improper behaviour towards personnel of Campus X and its contractors and/or collaborators, as well as other Clients;
  - hospitality of strangers in the Residence outside of the permitted hours and in violation of the relevant provisions;
  - use in the Accommodation of electric or gas cookers, refrigerators or other household appliances, without prior written authorisation by Campus X;
  - alterations, tampering or adaptations to the systems and/or painting of the Accommodations.

**Art. 15 - Use of amounts deriving from the application of fines**

- 1) The sums received from application of the fines referred to in Articles 13 and 14 shall be used to improve the services and activities organised within the Residences for the benefit of Clients.

**Art. 16 - Temporary suspension**

- 1) Following repeated violations of Articles 13 and 14, Campus X may proceed with the immediate removal of the Client from the Residence for a prior of time commensurate with the severity of the infractions committed by the Client.

**Art. 17 - Immediate revocation of the Accommodation**

- 2) Campus X shall immediately revoke the Accommodation in the following cases:
  - possession of weapons and drugs, even for personal use, inflammable materials, harmful substances, radioactive substances or substances in any case prohibited by law;
  - non-payment of the rent and non-payment, after receiving three notices, of the amounts

- due for expenses and/or fines;
  - assignment for use and/or subletting of the Accommodation to outsiders;
  - accommodation of strangers in the Accommodation without prior notification to Campus X;
  - in the event of serious violations of these Regulations during the Client's stay at the Residence;
  - for behaviour detrimental to public order and to the laws in force;
  - assignment of or permission to use the access key to the Residence to third parties;
  - failure by the Client to report absences for a consecutive month without serious or proven reasons;
  - repeated violations that cause the Client to incur more than one written reprimand during their stay in the Residence.
- 3) In the event of revocation of the Accommodation, the Client:
- may not participate in assignment of the Accommodation in the Residence for the subsequent academic years;
  - shall not be entitled to any reimbursement of the rent paid.

**Art. 18 - Use of parking spaces**

- 1) Without prejudice to the provisions of the General Contract Terms and Conditions, in each Residence with parking spaces, the Client is prohibited from using the parking spaces dedicated to disabled persons or other protected categories (e.g. pregnant women) or designated for specific use, unless expressly authorised by Campus X.  
In the event of violation, Campus X will charge the Client a fine of €100.00.
- 2) The Client may bring their vehicle inside the pedestrian area of the Residences that are equipped with such areas only and exclusively for loading and unloading luggage and/or related items. Vehicle parking within this area may not exceed 45 minutes. Parking for longer than this shall constitute an infringement and Campus X may impose a fine of €50.00 on the Client.
- 3) Clients are required to park their mopeds and/or motorbikes, including three-wheelers, in the designated areas. In the event of violation, Campus X may impose a fine of €50.00.
- 4) Clients are required to park their bicycles in the dedicated areas. In the event of violation, Campus X may impose a fine of €50.00.

**PRICE LIST FOR REPAIRS AND REPLACEMENTS**

SERVICE CALL FEE FOR MINOR MAINTENANCE	€5.00
ELECTRONIC DOOR LOCK	€60.00
SMART CARD	€5.00
SHOWER CURTAIN	€20.00
WASHBASIN IN BATHROOM	€75.00
SHOWER HEAD (cleaning only € 5)	€25.00
CHAIR IN ROOM	€60.00
PAINTING OF WALL	€25.00
PAINTING OF ROOM	€100.00
PAINTING OF BATHROOM	€50.00
CEILING LIGHT	€27.00
STUDY LIGHT	€10.00
HOOD LIGHT	€3.00
HAIRDRYER	€60.00
SHOWER STALL	€150.00
TOWEL RACK	€30.00
TOILET PAPER HOLDER	€20.00
TOILET BRUSH	€5.00
SHELF	€30.00
WALL-MOUNTED SOAP DISH	€70.00
WARDROBE	€600.00
WALL-MOUNTED COAT RACK	€5.00
NIGHTSTAND WITH DRAWER	€60.00
TABLE TOP	€100.00
SOFA	€400.00
TOILET SEAT	€20.00
DESK TOP	€300.00
DESK DRAWERS	€60.00
DESK CHAIR	€70.00
BED WITH SLATTED BASE	€100.00
MATTRESS	€150.00
MICROWAVE TURNTABLE SUPPORT	€5.00
SHOWER HOSE	€30.00
COOKER/SINK REPAIR	€300.00
FIRE ALARM	€350.00
THERMOSTAT	€70.00
ANTENNA CABLE	€2.00
HANDLE	€20.00
MIRROR	€25.00
MICROWAVE	€370.00
REFRIGERATOR	€370.00
DISPENSER	€18.00
ROLL HOLDER	€5.00

## Regulations of Campus X University Residences

TV CABINET	€100.00
MULTI-PURPOSE CABINET	€60.00
KITCHEN FAUCET	€70.00
REPLACEMENT OF FLUSH PLATE	€30.00
REPLACEMENT OF DRAIN PIPE	€30.00

The above prices include labour and may undergo variations based on market increases.

### **RULES OF CONDUCT IN AN EMERGENCY**

Reporting an anomalous situation.

Anyone at the scene of an emergency (fire or other) should do the following:

- contact the reception desk (always manned) at 06 95222501, stating:
  - the nature of the event
  - location
  - premises affected by the event
  - presence of injured persons
  - their personal details.
1. Press the nearest fire alarm button (refer to the posted plans)
  2. Wait for instructions from the fire emergency and evacuation officials
  3. In case of activation of the alarm signal (intermittent sound), Clients must remain in their rooms and stay vigilant or in the common areas without panicking
  4. In the event of activation of the evacuation signal of the Residence (vocal message preceded by continuous alarm), Clients must:
    - ⌞ Leave their accommodation or common area in an orderly manner, without running, shouting, panicking or causing panic.
    - ⌞ If in another area of the building, avoid going to their room or workplace; instead, follow the staff of the area in which they are located.
    - ⌞ Suspend telephone communications so as not to obstruct service connections;
    - ⌞ Leave the premises calmly, using the emergency stairs (refer to the posted plans) and assisting any visitors.
    - ⌞ Not use the lift to evacuate the floor as it may suddenly be out of service.
    - ⌞ Not loiter in the immediate vicinity of the external exits, but move away from the building so as not to obstruct any rescue operations, reaching the pre-established gathering point.
    - ⌞ Re-enter the building only when expressly authorised.

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