



UNIVERSITÀ
DI SIENA
1240

RESIDENZA IL REFUGIO

RESIDENCE RULES OF PROCEDURE

Art. 1 – Purpose of the Regulation

1. For the use of the Residence Refugio, and for the community life within, the resident Ph.D. students and any possible guest must respect these rules and regulation regarding obligations and conduct, as well as the fundamental rules for a good cohabitation.

Art. 2 – Recipients of the residential services

1. The residential services are targeted primarily at postgraduate students, Professors, outsiders, University structures' guests, in addition to further figures indicated by the University of Siena.

Art. 3 – Common areas

1. Common areas are the following:
 - a. reading rooms;
 - b. computer room;
 - c. restaurant hall;
 - d. kitchen;
 - e. courtyard.

The reading rooms and the computer room are study areas; all students of the University of Siena in general are admitted. Complete silence is required while using these rooms.

Kitchen: personal items must only be kept in the reserved kitchen area.

The following kitchen equipments can be used with care and responsibility:

- Refrigerator: students must use their own containers with the owner's name on them. Hygienic rules for the food preservation must be observed. Dispose of perishable food items on a regular basis. Users are responsible for the cleaning and the conditions of their floor's refrigerator.
- Hob and oven: hotplates must be not left switched on unsupervised. Students should take turns in using them. It is up to the users to clean and care for the hob; the amount of water used to clean them should be limited and care should be taken to prevent pans from overflowing.
- Washing and dryer machines: students should take turns in using it. They must check that items have been removed from pockets etc. and not put too many clothes in the machine at one time. Detergent must be brought by users themselves.
- Rubbish/garbage: must be placed by residents in the bins/cans in the courtyard between 7.00 and 8.30 a.m.
- Medicines: should be kept in bedrooms. Shared medicines must be kept in a safe place.



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Art. 4 – Resident’s obligations

1. Residents receiving the room and its furnishings for the time of the stay are responsible the care and use of these items and must use them according to the Administration’s directions. Charges may be incurred in the case of any possible damage.
2. If the room has more than one resident the responsibility for any damage will be at charged to all the students residing in that room, unless there is evidence, proof, or admission of fault by the individual who is responsible
3. Unless the individual who caused the damage can be determined, charges for damage to any structures, equipments, furnishings or other goods in the common areas will be the collective responsibility of all those with access to these items and facilities.

Art. 5 – Prohibitions

1. The resident student must not engage in illegal behaviour, in disorderly conduct, or personal moral conduct or that would disrupt the safe and pleasant living conditions in the residences.

In particular, it is forbidden to:

- a) smoke in every internal area, included rooms;
- b) possess weapons of any kind, explosive materials and narcotic substances;
- c) organize hazardous activities or games;
- d) take any kind of pets in internal or external areas;
- e) bother other resident students, in particular with noises from 11.00 pm to 8.00 am;
- f) place on balconies or window sills any object that could be dangerous for the safety of those who pass below;
- g) dispose of any material that could block toilets, sinks and other drains;
- h) tamper with the electrical system;
- i) use multiple electrical adaptors, stoves, gas-rings or others item, without the Administration authorization;
- j) rearrange, dismantle, or otherwise change the furnishings;
- k) put clothes-dryers or other similar items in places that will block passages, or in areas not indicated by the Administration;
- l) hang pictures, posters or other similar object, using nails, adhesive tapes, or other materials that could damage walls;
- m) write on, or permanently dirty tables or other furnishings and surfaces in rooms or common areas;
- n) add beds in the room, even if temporary;



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o) give hospitality in the room to unauthorized persons notwithstanding the provisions of Art. 8.

2. The resident student that disobeys the prohibitions written in sub-section 1 can be warned, suspended or declared expelled from the room assignment. This decision is made by Director of the Residence depending upon the seriousness of the offence.

Art. 6 – Behaviour

1. The resident student also must:

- a) communicate to the Administration about any absence longer than 24 hours and, in these cases give back the room keys;
- b) facilitate the access of the housekeepers, by keeping all personal objects in order and stored in wardrobes;
- c) contribute to maintaining the common areas in good condition when used for recreational, cultural and group activities;
- d) inform the Administration on possible maintenance problems;
- e) give timely notice of any possible illness. In the case of some communicable diseases, the Administration can temporarily suspend the room assignment until a complete recovery is made;
- f) regularly provide the room rate payment and other possible expenses.

2. The use of the kitchen area carries the responsibility for all users to clean up after themselves and remove trash. In case of violation of this obligation the Administration can suspend the use of the kitchen.

3. Dispose of trash in the containers for different recyclable materials present in the structure. General trash must be brought by students to the courtyard by 8.30 am. In every case it is forbidden to abandon trash, even if in sacks or bags, in the corridors or common areas.

4. Complaints regarding the quality of the services, or other comments and suggestions must be sent to the Administration by e-mail and not communicated verbally to the staff.

5. A resident with particular dietary needs communicate this information to the Administration by e-mail (not verbally). Administration will satisfy these requests according to ability and kind of services given to all general guests. When needs depending on health problems, these must be accompanied by proper medical documentation.

Art. 7 – Non-Transferability

1. The place to stay, the furnishings and equipments are exclusively given to the resident Ph.D. student that cannot, even if temporarily, give them to others.

Art. 8 – Administration's

1. The Administration must attend, under its total decision:

- a) to the ordinary and extraordinary maintenance of the structure;
- b) to the repair of the equipments owned by the Administration, if this need is due to wear or damage caused by normal use;



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- c) to the cleaning of the common areas (stairs, toilets and common use areas);
- d) to the weekly cleaning of the rooms;
- e) to the weekly washing of the bed linen in the room;

Art. 9 – Guests hospitality

1. The resident student can have guests provided this does not bother other students, and subject to the conditions of the Administration. Guests are required to follow all rules. The resident host is responsible for the behaviour of guests their guest.
2. The entrance and departure time for guests is determined by the Administration.
3. Permission for an overnight stay must be granted by the Administration. The guest will be registered after having shown his documentation to the reception staff.
4. The rates of the guest's stay are determined by the Administration.
5. Guests can use all common areas.

Art. 10 – Insurance

1. The residents are provided personal insurance against all kind of accidents that can occur in the structure.
2. The Administration has not responsible for loss due to theft or damage to personal items left unattended.