

# Regulations for the use of the Guesthouse of the Istituto Zooprofilattico Sperimentale dell'Abruzzo e del Molise "G. Caporale" - Teramo -

(approved by decision from the Director General n. 520 of 18<sup>th</sup> September 2017)

The Guesthouse service is granted by the *Istituto Zooprofilattico Sperimentale dell'Abruzzo e del Molise "G. Caporale"* (IZSAM) located in Teramo, and it is aimed at accommodating researchers, collaborators and trainees who are temporarily attending the Institute.

## Art. 1

These regulations govern the Guesthouse service provided by the Institute.

## Art. 2

Responsible for the Guesthouse service is Ms. Carla Pompei (*Unità Gestione del Patrimonio*).

## Art. 3

The Guesthouse consists of three apartments located in Teramo and described below:

- 1) An apartment in Via Rivera, Teramo, on the first floor of a building located within the headquarters of the Institute, including 3 bedrooms, 3 shared bathrooms, a shared kitchen, a dining room and a living room with TV.  
Two rooms have two queen-size beds; the other one has one queen-size bed.  
The rooms are numbered from 1 to 3.
- 2) 2 apartments in Via Giuseppe Caporale, Colleaterrato Alto, Teramo on the first floor of a building owned by IZSAM. The apartments, numbered from 1 to 2, have an independent entrance and consist of the following spaces:
  - a. Apartment n°1: 3 bedrooms, 2 shared bathrooms, a shared room with a kitchen area, a dining table and a TV. Two bedrooms have a single bed, while the third one has a double bed. The bedrooms are numbered from 1 to 3.
  - b. Apartment n°2: 2 bedrooms with two single beds, 2 shared bathrooms, a shared room with a kitchen area and a dining table. The bedrooms are numbered from 1 to 2.

## Art. 4

1. First of all, the use of the Guesthouse is allowed, upon payment, with the prior consent of the Director General or of another person entrusted, to researchers/trainers attending the Institute or participating to conferences and seminars, national and international meetings, under the payment of fees under the terms of Article 9 (see below).
2. Secondly, the accommodation – if available - can be used, always upon payment, by employees and/or collaborators of the Institute, and, among these,

as a priority, by the staff temporarily without dwelling because of earthquakes; even in this case, general conditions under the terms of Article 9 (see below) are applied.

#### Art. 5

1. For using the Guesthouse, visitors or the head of the IZSAM hosting Department/Laboratory, should send – at least 3 days before the date of arrival - a request for authorisation to the Director General. The authorisation - together with a specific form available on the IZSAM Intranet - has to be sent to one of the following email addresses: [c.pompei@izs.it](mailto:c.pompei@izs.it); [patrimonio@izs.it](mailto:patrimonio@izs.it).

The reservation can be canceled at least 1 day before the arrival date, following the same procedures foreseen for the booking.

2. Rooms, if available, can be used for a maximum period of 30 consecutive days, unless otherwise specified by the Director General or another person entrusted.

3. For stays exceeding 30 days, authorised by the Director General or by the person entrusted, the Institute will send a communication to the relevant offices according to the current legislation.

#### Art. 6

The keys of the apartments shall be picked up and returned to the Reception of IZSAM Headquarters, located in Via Iracinto, Teramo and opened 24 hours/day.

#### Art. 7

1. During the period of stay, guests are responsible for any damage in the premises including furniture and equipment. Guests are required to promptly report to the contact person of the Institute or, alternatively, to the Reception, any damage. In case of damage caused to third parties or to the rooms, plants or furniture, users will have to refund the Institute. The due amount will be determined by the *Agenzia delle Manutenzioni e Servizi Esecutivi* of the Institute or by appointed technicians.

2. Inside the Guesthouse is not allowed:

- a) Smoking;
- b) Using gas or electric stoves other than those supplied;
- c) The entrance of unauthorised people;
- d) Any kind of behaviour prohibited by laws and not conform to community life. The behaviour of every single guest has to observe the fundamental standards of tolerance and respect in order to guarantee a peaceful coexistence with the other guests.
- e) Playing music, singing and producing any kind of disturbing noise, especially from 11.00 pm to 8.00 am and from 2.00 pm to 3.30 pm.

3. The Institute does not bear any responsibility for thefts of valuables kept in the rooms assigned and for any possible damage to persons or goods arising from the inappropriate use of the Guesthouse with its equipment and furniture.

4. Guests are requested to keep the rooms tidy in order to facilitate the work of the cleaning staff.

## Art. 8

The following services are provided in the guesthouse:

- a) cleaning of the apartment as well as linen change (to be requested to the *Unità Gestione del Patrimonio* that will inform the Head of *Reparto Logistica, Beni e Servizi* and upon payment of € 20.00); the payment due for the service of linen change and cleaning shall be made at the *Servizio di Cassa Economale* of the Institute at the time of the request;
- b) Wi-Fi internet connection;
- c) kitchen;
- d) TV.

## Art. 9

1. The costs per person of the overnight stay, including the services under the terms of the Article 8 (from b to d) above mentioned, are detailed below:

A) Apartment in Via Rivera

BEDROOM	DAY	WEEK	FORTNIGHT	MONTH
Single	23,00 €	100,00 €	170,00 €	300,00 €
Double	18,00 €	80,00 €	130,00 €	200,00 €
Double for single use	27,00 €	130,00 €	190,00 €	330,00 €

B) Apartments in Colleaterrato, Via Giuseppe Caporale:

BEDROOM	DAY	WEEK	FORTNIGHT	MONTH
Double	10,00 €	45,00 €	70,00 €	120,00 €
Double for single use	15,00 €	80,00 €	120,00 €	200,00 €

2. No breakfast is provided.
3. Users are requested to pay in advance the fees by bank transfer, deposit on postal account or in cash at the *Reparto Contabilità e Bilancio* of the Institute that will issue a receipt. The *Unità Gestione del Patrimonio*, responsible for the management of the guesthouse service, will notify, from time to time to the *Reparto Contabilità e Bilancio*, the data of the guests for issuing the proof of payment.

## Art. 10

In conformity with the current legislation, guests will be requested to provide an identity document. Personal data will be collected and used for administrative and accounting procedures related to the use of the Guesthouse, according to the Legislative Decree n° 196/2003 and subsequent amendments (Code concerning personal data protection).

## Art. 11

At the end of the stay, guests are requested to leave the premises free and tidy and to check out before 11:00 am. Keys shall be left to the Reception of the IZSAM headquarters in Via Iracinto, opened 24 hours/day.

**Art. 12**

Please refer to the current laws, rules and regulations for what is not specifically mentioned in these regulations.

**Art. 13**

Any dispute that may arise concerning the application of these regulations will be submitted to the Court of Justice of Teramo.

**Art. 14**

1. The present Regulations enters into force from the date of its publication on the website of the Institute.
2. From the entry into force of these Regulations, all the previous ones have to be repealed.