

Regulations for Guest Accommodation

Issued by Rectoral Decree no. 18254 of 9 July 2018

ART. 1 – PURPOSE

IULM University has some accommodation facilities available for Italian and foreign Students, Teachers, Researchers and Professionals, to facilitate their stay for teaching and university research purposes.

These Regulations govern the accommodation service provided by IULM University in its university Residences in Via Santander and Cascina Moncucco.

Guests are required to observe and respect these Regulations, and also comply with articles 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 of the *Regulations for the IULM University Residences: Via Santander and Cascina Moncucco*.

ART. 2 – BENEFICIARIES OF THE SERVICE

The guest accommodation service is intended for:

- **Students** resident outside the city regularly enrolled at IULM University, the Scuola Superiore per Mediatori Linguistici Carlo Bo, the IULM Scuola di Comunicazione, the Scuola Politecnica di Design or other Universities; visiting students residing in Milan for the purposes of study, internships, participation in conferences and congresses on university issues;
- **Teachers, Researchers and Professionals** from Italy and abroad who, at the invitation of IULM University teaching staff, need to stay in Milan for study courses, seminars, congresses or research activities.

IULM University reserves the right to consider authorising the use of the accommodation for accompanying guests. In any case the accommodation shall not be made available to unaccompanied minors under 18 years of age.

ART. 3 – NUMBER OF PLACES AVAILABLE AND SERVICES OFFERED

RESIDENCE IN VIA SANTANDER

Via Santander, 5 - 20143 Milano – MM2 Romolo.

10 beds (5 double rooms).

The rooms have a private bathroom, air conditioning, television, telephone (for incoming and internal calls only) and wi-fi.

The Residence provides the following services and facilities:

- 2 shared kitchens with fridge
- coin-operated launderette

- multi-purpose room
- TV room
- Study room
- PC room
- wireless internet connection
- air conditioning
- 24-hour concierge service
- bed linen and bathroom towels provided

The service includes weekly change of bed linen, twice-weekly room cleaning and daily cleaning of the common areas.

RESIDENCE IN CASCINA MONCUCCO

Via Moncucco, 29/31 - 20142 Milano – MM2 Romolo.

20 beds (8 double rooms, 2 of which suitable for disabled guests, and 4 single rooms).

The rooms have a private bathroom, mini-fridge, air conditioning, telephone (for incoming and internal calls only) and wi-fi.

The Residence provides the following services and facilities:

- 3 shared kitchens
- coin-operated launderette
- coffee corner
- multi-purpose room
- wireless internet connection
- air conditioning
- 24-hour concierge service
- bed linen and bathroom towels provided

The service includes weekly change of bed linen, twice-weekly room cleaning and daily cleaning of the common areas.

ART. 4 – BOOKING PROCEDURES FOR STUDENTS

The accommodation may be booked for a minimum stay of 3 nights and a maximum stay of 1 month.

Requests for bookings must be sent at least 7 days prior to the start date for the stay exclusively using the online form available on the university website www.iulm.it, in the section *Diritto allo studio - Servizio Foresteria*. It is compulsory to provide the following information regarding the guest:

- Name, surname and sex
- Date and place of birth
- Nationality and tax code (*codice fiscale*) (if applicable)
- Home address
- Reason for stay (enrolment/university course attendance /congress /other)
- Period of stay (from __/__/__ to __/__/__)

- Telephone number and e-mail address
- Details of valid ID document.

Confirmation of the booking is subject to availability and will be communicated by e-mail. Telephone bookings will not be accepted.

The Residence Management Offices are not authorised to accept bookings.

In order to confirm the booking, students must make advance payment of the sums corresponding to the number of days/month requested (see *Table 1*).

ART. 5 – PAYMENT PROCEDURES FOR STUDENTS

Students must make their payment using one of the following methods:

1. bank transfer
2. online credit card payment

Important:

1. Payment in cash will not be accepted
2. No refunds will be made for cancellation or early departure.

Once the payment of the sum due has been checked, students will receive an e-mail confirming the booking.

ART. 6 – GUEST ACCOMMODATION RATES FOR STUDENTS

The rates have been established by the IULM University Board of Governors and are valid for the Residences in Via Santander and Cascina Moncucco.

The prices are individual rates per single guest and include management costs, provision of bed linen, cleaning services and internet connection.

Table 1

GUEST ACCOMMODATION RATES FOR STUDENTS		
<i>Flat rate in € per single guest</i>	Double room	Double room for single use
3 nights	€ 90.00	€ 120.00
7 nights	€ 150.00	€ 200.00
1 month	€ 500.00	€ 700.00

ART. 7 – BOOKING PROCEDURES FOR TEACHERS, RESEARCHERS AND PROFESSIONALS

The booking request must be made by the Teacher/Department/Office of IULM University with which the guest has a working relationship, usually at least 7 days prior to the start date for the stay, exclusively using the online form available on the university website www.iulm.it, in the section *Diritto allo studio - Servizio Foresteria*. The following details must be provided:

- Name and phone number of point of contact (person or university office) making the booking
- Personal details of guest for whom the booking is requested (surname and name, place and date of birth, nationality, tax code [*codice fiscale*] if applicable, home address, telephone number and e-mail address)
- Number of nights requested (date of arrival and date of departure)
- Method of payment (to be made by the guest and/or the University)
- Details of guest's valid ID document.

Confirmation of the booking is subject to availability and will be communicated by e-mail. Telephone bookings will not be accepted.

The Residence Management Offices are not authorised to accept bookings.

ART. 8 – PAYMENT PROCEDURES FOR TEACHERS, RESEARCHERS AND PROFESSIONALS

Payment must be made using the following methods:

A) if payment is made by the guest – one of the following methods:

1. bank transfer
2. online credit card payment

Once the payment for the sum due has been checked, guests will receive an e-mail confirming the booking.

B) if payment is made by IULM University:

the university point of contact making the booking must send the duly authorised Purchase Requisition Form (*modello RDA*) to the *Ufficio Tasse, Contributi e Diritto allo studio* (foresteria@iulm.it); an e-mail will subsequently be sent to confirm the booking.

Important:

1. Payment in cash will not be accepted
2. No refunds will be made for cancellation or early departure.

Notification of any variations in the booking must be sent in advance by e-mail to foresteria@iulm.it: early/postponed arrival, early/postponed departure, cancellation, request for double room instead of single room (or vice versa) and requests for extra nights.

ART. 9 – GUEST ACCOMMODATION RATES FOR TEACHERS, RESEARCHERS AND PROFESSIONALS

The rates have been established by the IULM University Board of Governors and are valid for the Residences in Via Santander and Cascina Moncucco.

The prices are individual rates per single guest and include management costs, provision of bed linen, cleaning services and internet connection.

Table 2

GUEST ACCOMMODATION RATES FOR TEACHERS, RESEARCHERS AND PROFESSIONALS	
<i>Single rate in € per single guest</i>	<i>Single/double room and double room for single use</i>
1 night	€ 50.00
<i>Flat rate in € per single guest</i>	<i>Single/double room and double room for single use</i>
15 nights	€ 600.00
1 month	€ 750.00

ART. 10 – GENERAL RULES

CHECK-IN

On the day of arrival guests must check in at the reception of the assigned residence with a valid ID document.

The room keys can be collected from 12 noon to 6 p.m.

Arrivals at other times must be agreed in advance by contacting the Reception of the Residence directly.

CHECK-OUT

Guests must leave their rooms by 11 a.m. on the day of departure.

RULES FOR CONDUCT

IULM University declines all responsibility for thefts or loss of valuables.

For all matters not provided for in these Regulations, guests (Students, Teachers, Researchers or Professionals) are required to comply with the *Regulations for the IULM University Residences: Via Santander and Cascina Moncucco* and in particular the following articles:

Art. 4 – Rules for conduct in the community

Art. 5 – Damage and losses

Art. 6 – Obligations of the assignees

Art. 7 – Access to accommodation for non-residents

Art. 14 – Use of common areas

PERIODS OF CLOSURE

The Residences are closed in August.

CONTACTS

For information regarding the Residences and services please contact:

Reception Residenza di Via Santander

Tel.: 02-8180061

E-mail: residence.santander@iulm.it

Reception Residenza Cascina Moncucco

Tel.: 02-89141.4100

E-mail: residenza.moncucco@iulm.it

For bookings, variations and cancellations please contact:

Università IULM

Ufficio Tasse, Contributi e Diritto allo Studio

Tel.: 02-89141.2635-2810

E-mail: foresteria@iulm.it

Office hours: Monday to Friday 9:30 a.m. – 12:30 p.m. and 2:00 p.m. – 4:30 p.m.