

REGULATIONS OF THE UNIVERSITY RESIDENCE
CENTER OF GEOTECHNOLOGIES - UNIVERSITY OF SIENA

Article 1 - University Residence of the CGT and Valdarno University Campus

1. The University Residence (hereinafter “Residence”) is the residential building of the Center of Geotechnologies of Siena University (hereinafter “CGT”), designated to accommodate individuals engaged in institutional activities aimed at conducting, organizing, and promoting scientific research, teaching, cultural and professional training, as well as scientific and technological innovation, third mission activities, and knowledge transfer.
2. The Valdarno University Campus consists of the Residence and the main CGT headquarter that are located in via Vetri Vecchi n. 34, 52027 San Giovanni Valdarno, Arezzo, Italy.
3. The Residence consists of 27 apartments, totalling 114 bed places, intended to host the individuals (hereinafter referred to as allottees) mentioned in paragraph 1 of this article, according to the procedures specified in these regulations, with public access expressly excluded.
4. The Residence is managed by the CGT as university housing and for other uses linked to and compatible with institutional activities, as described in paragraph 1 of this article, excluding any commercial or profit-making purposes. The CGT may charge the allottees fees or reimbursements to cover the costs of managing the building, as well as to maintain financial and economic balance in its usage, according to the procedures outlined in these regulations.
5. The amounts for fees and reimbursements referred to in the previous paragraph are described in Attachment A (Rates) to these regulations, which are updated annually by resolution of the CGT Board of Directors.

Article 2 - Types of Accommodations, equipment and common areas

1. The Residence is composed by three types of apartments: one-bedroom apartment (type 1), two-bedrooms apartment (type 2), three-bedrooms apartment (type 3); all bedrooms are doubles.
2. The apartments are equipped with a kitchen-living room, veranda, one or two bathrooms (depending on the type); some of them also have a storage room.
3. The apartments are furnished and equipped with appliances (washing machine, dishwasher, television, refrigerator, and microwave oven).

4. The allottees, according to the procedures provided in these regulations, may request the following linen for the duration of their stay: blanket, duvet, pillow and pillowcase, mattress protector, single bed sheet set, towels.
5. Shared areas in each apartment include the kitchen-living room, bathroom(s), veranda, and storage room (if present).
6. Shared areas of the Residence include sidewalks, flower beds, stairs, and corridors.
7. Allottees of the accommodation spot may request a double room for individual use, which is granted based on availability and the CGT needs.

Article 3 - Criteria and procedures for allocating bed-places

1. Accommodation is primarily assigned to students enrolled at the University of Siena.
2. When requests exceed available spots, the CGT Board of Directors, with a reasoned resolution, allocates bed-places prioritizing students.
3. The accommodation, furniture, and equipment are exclusively allocated to the allottees who cannot transfer them to third parties, even temporarily.

Article 4 - Allocation of bed-places in "Guest Accommodation" mode

1. For stays of up to 30 days, accommodation is allocated in "Guest Accommodation" mode according to the rates provided in Attachment A.

Article 5 - Procedures for delivery and return of the accommodation

1. Accommodation is delivered on weekdays, from 9:00 AM to 12:00 PM. Separate times may be arranged by prior request via email to collegiocgt@unisi.it.
2. Upon receiving the keys, the allottee receives the requested linen as outlined in Article 2, paragraph 4, and signs the form in Attachment B, containing an inventory of the furniture and equipment in the assigned room and common areas of the apartment; any damage or defects must be noted at the time of delivery. If it is not possible to verify the inventory at the time of key handover, the allottee may report discrepancies, damage, or defects within 12 hours by emailing to collegiocgt@unisi.it.
3. The CGT will replace any items in the apartment that are unsuitable for their intended use, as noted during the delivery of the accommodation or later during the stay.
4. The CGT is not responsible for theft or damage to the allottee's valuables or personal belongings located in the assigned room or apartment.
5. At the end of the stay, the allottee must leave the apartment free of all personal items and return the keys and any provided materials. The return must take place on weekdays from 9:00 AM to 12:00 PM. Separate times may be arranged by prior request via email to collegiocgt@unisi.it.

6. The allottee may request, on an exceptional basis, a change of apartment by contacting the CGT President via email to collegiocgt@unisi.it. The request will be granted based on availability, the needs of the CGT, and the payment of a €50 contribution.

Article 6 - General rules of conduct

1. For the use of the Residence facilities and for community life within them, all allottees, including any guests and those using the accommodation in Guest Accommodation mode, must comply with – in addition to legal provisions and the rules specified in these regulations – the fundamental rules of good coexistence, courtesy, and mutual respect.
2. These regulations and their attachments, including the “Rules of conduct, prohibitions, and obligations of the allottees” (Attachment C), are published on the following website <https://geotecnologie.unisi.it/>.
3. The allottee takes responsibility for the accommodation and its furnishings, regardless of the length of stay, and he/she is responsible for their proper upkeep; the allottee is required to use them in accordance with their normal use and the instructions provided by the CGT, under penalty of compensating for any caused damages.
4. When multiple allottees share the same apartment, joint liability for damages falls on all occupants unless there is a clear assumption of responsibility or evident proof of individual responsibility.
5. In the event of damage to structures or property in the shared areas of the Residence or the assigned apartment, if it is not possible to identify the responsible party, all those who had access to the damaged property are considered jointly responsible.
6. The allottee may, with prior authorization by the CGT President, receive relatives or guests, provided they do not disturb other allottees and are following these regulations. The allottee is responsible for any damage caused by their relatives or guests.
7. In the case of overnight stays at the Residence by a guest, as referred to in paragraph 6, the allottee must submit a request using the form available on the website <https://geotecnologie.unisi.it/>. This request and the related attachments must be sent to collegiocgt@unisi.it at least one day before the guest's arrival.
8. Authorized guests, with the CGT President's approval, may stay for free for a maximum of 2 days. If accommodation is still required beyond this period, the rules of these regulations and their attachments will be applied.

Article 7 - Cleanliness, hygiene and decorum

1. The allottee must personally maintain order, cleanliness, hygiene, and decorum in the assigned apartment, both in the personal room and in the shared areas, throughout the stay and at the end of the stay.

2. At the end of the stay, the allottee must return the apartment keys and he/she must launder and iron any provided materials (blanket, duvet, pillow and pillowcase, mattress protector, single bed sheet set, towels).
3. If the allottee does not perform the final cleaning of the apartment and/or he/she does not launder and iron the provided materials, the CGT will retain the corresponding amounts from the security deposit (see Article 12).

Article 8 - Maintenance

1. The CGT is responsible for:
 - Ordinary maintenance of the Residence building;
 - Repair or replacement of CGT-owned equipment, provided such need arises from normal wear or malfunction due to standard use.
2. Allottees are required to promptly report to the CGT (via e-mail to collegiocgt@unisi.it) any malfunctions or defects in the equipment provided, as well as in the systems and equipment of the Residence.
3. The CGT holds a copy of the keys to the apartments and each room within them.
4. CGT staff has the authority to conduct periodic inspections to verify the condition of the apartments, both in terms of maintenance and safety, as well as cleanliness and preservation, also for the purpose of applying the provisions of Article 5, paragraphs 3-6 of these regulations.
5. The inspections mentioned above are carried out in the presence of at least one of the allottees.
6. For essential system inspections or urgent repairs, or in the case of prolonged and/or repeated absences of the allottees, access to the apartments and rooms is allowed to CGT-authorized personnel even in the absence of the allottees.

Article 9 - Organization of events at the CGT

1. Allottees may organize social events in the apartments or shared areas of the Residence, subject to the CGT President's authorization.
2. Requests must be submitted by completing the appropriate form available on the website <https://geotecnologie.unisi.it/> and sending it, properly filled, to collegiocgt@unisi.it at least four business days before the event.
3. Events must be conducted in a way that does not disrupt the regular activities of the CGT and the Residence and they must not disturb the other allottees as per Article 659 of the Italian Penal Code.
4. The event organizer is held responsible for any disturbances or inconveniences caused to the activities or other allottees present at the CGT and/or Residence.

5. The event organizer must also ensure the cleaning and restoration of the apartments and shared areas used for the event and return any equipment/materials borrowed from the CGT for the event.
6. In case of non-compliance, the responsible parties will be subject to the sanctions provided for in these regulations under Article 10 and he/she will be charged for any cleaning and/or damages incurred.

Article 10 - Warnings and revocation of accommodation

1. Allottees who violate the provisions of these regulations, or who commit acts detrimental to the proper functioning of the Residence, are subject to the following sanctions issued by the CGT President: a) warning; b) revocation of the accommodation.
2. A warning consists of a written notice of non-compliance with these regulations, which may also be sent via email. Three written warnings automatically result in the revocation of accommodation.
3. The revocation of the accommodation benefit is ordered by a reasoned decision of the CGT President in cases of violations of the behavioural obligations that have caused serious material and/or reputational damage to the Residence, the CGT, or third parties.

Article 11 - Additional accommodation allottees

1. In addition to the individuals mentioned in Article 3, paragraph 1, the residential services may also be assigned, upon request, to the following individuals:
 - Students enrolled in first, second, and third-level courses at universities that have agreements or partnerships with the University of Siena;
 - Students or recent graduates undertaking curricular or extracurricular internships at the CGT;
 - Recipients of scholarships or research grants promoted by the CGT;
 - Research fellows carrying out their activities at the CGT;
 - CGT faculty and researchers;
 - Emergency prevention, firefighting, first aid, and emergency management personnel at the CGT;
 - Visiting professors and students from institutions collaborating with the University of Siena;
 - Authorized external visitors by the CGT President;
 - Members and collaborators of the Joint Research Laboratory for Applied Geotechnologies to the Environment (LCG);
 - Students enrolled in courses organized by the Masaccio Foundation;

- External participants in training activities, research projects, third-party services, conferences, and congresses organized by the University of Siena or institutions with agreements with the University of Siena;
- Relatives or acquaintances of the allottees, as provided for in these regulations;
- Additional individuals not included in the preceding categories may be allocated accommodation with a reasoned authorization from the Board of Directors, always in compliance with Article 1.

Article 12 - Accommodation request procedures

1. The request for an accommodation spot, prepared according to the form available on the website <https://geotecnologie.unisi.it/>, must be completed in all parts, signed by the applicant, and accompanied by the required attachments, particularly a copy of an identity document and the fiscal code.
2. Non-EU applicants must also provide a copy of their residence permit and passport; in these cases, the CGT will communicate the assignment to the Public Security Authority within 48 hours of the assignment, in accordance with current regulations.
3. The request and attached documents must be sent via email to collegiocgt@unisi.it at least seven days before the specified arrival date.

Article 13 - Security deposit, fees, and reimbursements

1. To cover the costs of managing the building, as well as to ensure financial and economic balance, the CGT may charge users fees or reimbursements, the amounts and payment methods of which are specified in Attachment A (Rates).
2. All allottees, except those using the accommodation in "Guest Accommodation" mode, must pay a security deposit, the amounts of which are defined in Attachment A (Rates).
3. Upon the return of the keys and any provided materials, the CGT will refund the security deposit by bank transfer to the allottee's account, withholding any amounts corresponding to items not returned by the allottee.

Article 14 - Final provisions

1. For any matters not expressly covered by these regulations, reference is made to the applicable laws in force.