
RULES FOR THE USE OF CENTRO STUDI ALPINI OF THE UNIVERSITY OF TUSCIA

GENERAL RULES

This document sets out the rules for the use of the facilities, equipment and instruments of the Centro Studi Alpino (hereinafter referred to as the Centre).

Those who use the facilities, equipment and instruments of the Centre undertake to comply with the rules laid down in the Statute and the General Regulations of the University of Tuscia, as well as these rules and the rules for the contribution expenses. They also undertake to pay the utmost attention and to take all necessary measures and precautions in order not to damage in any way what is used.

In the case of use of the facilities and equipment by groups of several people, the person who obtains authorization to use the Centre and its equipment, is responsible for the proper use of the same, and undertakes to ensure compliance with these rules to persons accompanied by him/her.

Damage to structures, equipment and instruments caused by inexperience or negligence or by failure to comply with these rules are compensated, in accordance with the law, by those who caused them and if not identified, by the person responsible for obtaining permission to use the Centre.

The Head of the Centre, in agreement with the head of the group, has the right to preclude the accommodation and use of the Centre's equipment to all those who do not comply with these rules.

Upon arrival at the Centre, the Head of the Centre will decide on the allocation of the bedrooms and the key will be handed over.

All guests of the Centre must make the correct and complete registration of their personal details in the register at the secretariat and collect the sheet relating to the delivery of the bedroom assigned.

Students cannot be given the keys to the Centre's entrance doors.

STANDARDS TO REDUCE ELECTRICITY CONSUMPTION

In the morning, before leaving the Centre, as well as the night before retiring, make sure that the lights on the stairs, hallways and landings are off because they are not as timed as those of the common services and should be off after use. The lights are automatically switched on/off (photocell) only in the wardrobe (including services), in the common services or for disabled people and in the external side entrance. The staircase lights are switched on/off all together by activating any switch in the stairwell (from the ground floor to the attic floor). Even from the rooms it is possible, perhaps inadvertently, to turn on the lights of the landings, so in the evening it is necessary to check that they do not stay on. Take particular care not to leave the lights of the main hall and other common rooms (kitchen, dining room, classrooms, etc..) on.

RULES FOR THE MAINTENANCE OF THE ROOMS IN GOOD CONDITION

Be careful when opening and closing the blinds (use only the appropriate cords) and opening/closing the windows only if the blinds are well open. Take great care when opening the windows: handle on the right → full opening; handle on top → vasistas opening; handle on the bottom → closing. Handle with caution, holding the glass in a vertical and closed position before moving from the vasistas to the complete opening or from this to the vasistas position.

During the absence in the room, leave the window closed or vasistas, never leave it completely open; close the window completely in case of wind rain.

To get on the upper bed, use only the ladder and be careful not to damage the uprights and crossbeams or stain the walls. In rooms with bathrooms without windows, the fan is activated by turning on the light from the external switch; the internal one, near the mirror, does not turn on the fan.

Smoking and the use of candles, lighters or matches in the bedrooms is prohibited.

It is forbidden to throw paper towels or other unsuitable material into the toilets.

The telephone in the rooms is only enabled for internal calls and for receiving external calls (which must however pass through the switchboard). For further explanations, ask the Head of the Centre or consult the appropriate instructions.

RULES FOR THE USE OF THE KITCHEN

The use of the kitchen must be authorised in advance by the person in charge of the Centre. In the case of student using the Centre for their own stage, the use of the kitchen is not permitted. The use of the kitchen may be prohibited, but the use of the refrigerator only may be authorised for special purposes such as maintaining personal medicines at a low temperature. It is always forbidden to use the refrigerator to keep non-edible products (e.g. laboratory chemicals). At the end of your stay, all your food must be removed from the refrigerator, even if it is

not yet expired. Long-term food products (coffee, sugar, etc.) whose packaging has already been opened, can be left in the pantry as long as the date of opening of the package is indicated.

At the end of each breakfast/lunch or dinner, everything that has been used (dishes, glasses, pots, etc.) must be thoroughly washed, dried and stored in the appropriate place.

RULES FOR THE USE OF SHARED PREMISES

In the premises of the Centre is allowed to wear only shoes for rest. It is forbidden to climb stairs and/or enter the bedrooms with dirty shoes or clothing. Every time you return from excursions or work in the woods or arboretum, these must be left in the appropriate stores.

It is not allowed to move to other rooms any furniture or equipment of the Centre unless explicitly authorized by the manager of the Centre.

It is forbidden to make annoying noises inside the Centre, especially at night, i.e. from 21.00 to 06.00 in the morning. In particular, the doors must be carefully accompanied to avoid annoying noises.

Leave the room key in the key holder on the left of the entrance door when leaving the Centre;

It is forbidden to use the emergency exit unless there is a real and immediate danger.

The bell of the main door and the intercom (white device) are present on each floor and in the secretariat and work for the automatic opening of the door by pressing the button. Do not use the lift in case of fire.

Separate the waste produced, using the appropriate containers located on the ground floor of the warehouse room. Small yellow containers are also available on the landings for disposal of clean paper.

Report any faults or breakages found in common rooms or premises to the person in charge of the Centre promptly, filling the appropriate form;

When using any equipment (computer, video recorder, video projector, etc.) always read the relevant instructions in the vicinity of the equipment.

In case of stay just outside the door of the Centre, the cigarette butts must be thrown in the appropriate ashtray near the stairs leading to the square.

The ALPINE STUDI CENTRE is "PLASTIC FREE" – STRICTLY OBSERVE THE RELATIVE RULES

Rules operative from 01/01/2019