

## GUESTHOUSE REGULATION

Dear guest,

we are pleased to welcome you at the guesthouse of the Hydrobiological Station “Umberto d’Ancona”. In order for you, and whomever will come after you, to find here a safe and pleasant accommodation, we ask you to follow a few rules of conduct:

1. The sleeping accommodation must be booked at least 24 hours in advance of the arrival date (if you are a student, it must be booked by the supervising Professor responsible for the activity).

The booking must be done through e-mail at the address [stazione.idrobiologica@unipd.it](mailto:stazione.idrobiologica@unipd.it), and must enclose the following information and documents:

a. **Italian citizens and other EU countries citizens:**

- i. copy of an identification document,
- ii. statement of the reason and duration of the staying (specifying check-in and check-out dates),
- iii. contact details (e-mail address and mobile number),
- iv. copy of the payment receipt of the insurance policy (if not already covered by the University insurance  
[\[https://unipd.pagoatenei.cineca.it/frontoffice/modellopagamento?id=110&lang=it\]](https://unipd.pagoatenei.cineca.it/frontoffice/modellopagamento?id=110&lang=it) or other equivalent accident policies),
- v. in case of arrival or departure on saturday/sunday or outside working hours (9 a.m. to 5 p.m.): declaration of the take-over of welcoming or departure by the reference professor.

b. **Non-EU citizens:**

- i. copy of an identification document,
- ii. copy of the residence permit,
- iii. if holder of a paper passport, photo of the page showing the stamp of the last entrance in the Schengen area,
- iv. “HOSPITALITY COMMUNICATION” form, filled in all its sections,
- v. statement of the reason and duration of the staying (specifying check-in and check-out dates),
- vi. contact details (e-mail address and mobile number),
- vii. copy of the payment receipt of the insurance policy (if not already covered by the University insurance  
[\[https://unipd.pagoatenei.cineca.it/frontoffice/modellopagamento?id=110&lang=en\]](https://unipd.pagoatenei.cineca.it/frontoffice/modellopagamento?id=110&lang=en) or other equivalent accident policies),
- viii. in case of arrival or departure on saturday/sunday or outside working hours (9 a.m. to 5 p.m.): declaration of the take-over of welcoming or departure by the reference professor.

2. Your arrival and departure must be notified to the staff.
3. The access to the guesthouse is not permitted to external guests who are not registered.
4. **Every guest is required to sign and fill in all its parts the dedicated paper register that can be found at the entrance of the guesthouse.**
5. The guesthouse does not normally provide bed linens, blankets, pillow cases and towels.

Any possible need of bed linens and towels must be notified at the time of booking, must be authorized by the professor in charge and will result in the guest having to refund the laundry expenses.

6. It is not possible to connect to the electrical system any personal appliance like kettles, electric heaters and hairdryers. Only electric shavers, electric toothbrushes, mobile phone chargers, laptops or similar are permitted.
7. For your own wellness, and that of the other guests:
  - a. animals are not allowed in all the guesthouse premises,
  - b. you are asked to keep a correct behaviour and be respectful of the needs of others. Do not create confusion, and respect resting times,
  - c. smoking it's forbidden both inside and outside the guesthouse premises. Electronic cigarettes are equally included in the interdiction,
  - d. keep the spaces you occupy tidy: this will make it easier for the dedicated staff to clean the premises. Store your personal belongings in your room, including your toiletries,
  - e. keep the kitchen clean and tidy: once you finish dining wash the dishes you were using or place them properly in the dishwasher. In order to avoid water and energy wastes launch the dishwasher only once it's completely full,
  - f. it is not allowed to fry or grill inside the guesthouse premises.
8. The temperature of the rooms is regulated by the dedicated staff every change of season:
  - a. do not modify the preset temperatures: their regulation is based on the indications of our University,
  - b. in case of failure or malfunctioning, we ask you to promptly report the problem,
  - c. if heating or air-conditioning is on in the rooms, do not forget opened windows for more than 5 minutes after airing the premises.
9. For any issue regarding the electrical system, plumbing, internet or possible breakage of objects located in the guesthouse, we ask you to always contact the staff, and not to take personal initiatives on technical matters.
10. Should you break something by mistake, report it to the staff: remember that guests are responsible for damages caused to people or properties, and a prompt warning could reduce the costs of intervention or repairing.
11. During your staying: a) in case of long absence from the guesthouse all windows and shutters must be kept closed b) in case of overnight staying in other accommodation, promptly report your absence to the staff.
12. It is forbidden the use of internet for illegal purposes (e.g. film downloading or streaming); the data traffic is monitored, and every violation will be promptly detected.

**In case of disregard of the indications included in this regulation or of indications made by the University staff, you will be forced to leave the guesthouse.**