

FACILITIES REGULATIONS

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Section I - GENERAL PRINCIPLES

Article 1 - Purpose

1. These Regulations set out the rules and procedures for the use of the School's premises, as well as for residential services available to users of IMT.

Article 2 - Users and use regulation

1. Users of the School or IMT are understood to be the internal and external users as defined in the "Functional Categories and Relative Rights" document, deliberated and updated by the Executive Council.
2. Access to spaces and services for user categories is defined in the above mentioned "Functional Categories and Relative Rights" document, deliberated and updated by the Executive Council.
3. Given the rules of the present regulation, facilities may be regulated in detail by Decree of the Administrative Director.
4. The use of premises and services shall be carried out respecting premises, furniture and equipment and according to the rules in paragraph 3. In case of damages due to negligent or intentional conduct, the parties responsible will be charged for the damages and may also be subject to consequences or penalties imposed by Decree of the Director, up to and including the loss of user status or expulsion from the School.
5. The use of equipment, involving an expense for the School (e.g. telephones, photocopy machines, etc.) will be based on expense control criteria and, whenever possible, according to a monitoring system which identifies the user, the reason for and the amount of the expense.
6. Each user will receive a magnetic identity badge that is to be employed for the use of premises and services, as established by the "Functional Categories and Relative Rights" document.
7. User status will last for the duration of the user's relationship with IMT.

Section II - PREMISES

Title I - General principles

Article 3 - Definition of School Premises

1. The School premises are the following:
 - a. Premises that are the property of the School;
 - b. Premises that are the property of a third party that have provided the School with concession of use.
2. Third party premises are assigned to the School through proper agreements and relevant contracts containing:
 - a. A complete list of immovable property (including furnishings and other movable property being appurtenant to the buildings);
 - b. Parties' obligations and rights;
 - c. Specification as to exclusivity or lack thereof;
 - d. The right of the School to grant use to third parties;
 - e. Charges for ordinary and extraordinary maintenance.

Article 4 - Allocation and use of premises

1. Premises may be assigned to a single user.
2. Allocation criteria take into account:
 - a. Actual space availability;
 - b. Actual presence of users within the School premises;
 - c. Function in the School;
 - d. Needs related to specific activities.

Title II - Temporary concession of premises for activities other than teaching and research

Article 5 - General rules

1. This article refers to premises belonging to the School or those that are the property of third parties and are granted for use to the School, only if the conditions of use, defined in the contract, allow concession to external users and according to the above-mentioned conditions.

2. Only the Director can authorise the concession of School premises for activities other than teaching and research.
3. Any request for use of premises must be submitted adequately in advance of the date of real use and shall adhere to Administration procedures.
4. Concession of premises is not allowed for political or religious events or for events in contrast with institutional purposes.
5. Concession of premises is defined by the relevant act of turnover and acceptance, containing a complete list of immovable properties granted for use (including furniture and other movable property appurtenant to the buildings), use rules, responsibilities and obligations or expenses to the user. A copy of the above-mentioned act will be signed by the beneficiary.

Article 6 - Free concession of premises

1. In compatibility with the School's ordinary activities, premises may be granted free of charge, with the Director's permission and on the condition that the beneficiary does not grant use of premises to others:
 - a. To host conventions, seminars, meetings and any other event organised by third institutions strictly in connection with the School's teaching, scientific and research activities;
 - b. In the case of request by the School's internal users, for cultural, trade-union purposes or purposes strictly related to the School;
 - c. To host non-profit conventions, congresses, demonstrations of high cultural, social or scientific value, organised by public and private subjects.

Article 7 - Concession of premises against payment

1. In compatibility with the School's ordinary activities, School premises may be given against payment, on the Director's authorisation, for congresses and cultural events.
2. The amount due will be fixed by the Executive Council.
3. Users will be charged for expenses related to further services, on the authorisation of the Administrative Director, who may define additional expenses for extra services, depending on specific needs.

Article 8 - Responsibility for external activities

1. Authorised users are responsible for damages incurred to premises during their use.
2. The School shall not be held responsible for damages caused to third parties by the users. The applicants shall be asked to sign a document indemnifying the School from any such responsibility. Authorised users shall strictly adhere to rules provided by these Regulations and any other specific rule defined with the delivery act, as well as those provided by law with regard to security and fire prevention.
3. Premises shall be returned in the same condition they have been consigned.

Section III - RESIDENTIAL SERVICES

Article 9 - General rules

1. The following disposition regarding access to services may be integrated with further rules by Decree of the Administrative Director, in accordance with rules established by specific agreements, in case the services are provided in cooperation with third parties.

Title I - Hospitality

Article 10 - Purpose of the service

1. In order to promote residential institutional activities, the School may provide hospitality services, also through agreements and contracts with third parties.

Article 11 - University residency

1. The School may provide accommodation in university residences.
2. Accommodation will be assigned according to these Regulations and internal administrative procedures.
3. The School reserves the right to require a user contribution for maintenance and management expenses as defined in the chart "Functional Categories and Relative Rights", deliberated and adjourned by the Executive Council.
4. Assigned accommodation may be subject to change at any time in the event of organisational changes.
5. In the case of temporary suspension regarding one or more students, the School, depending on availability in relation to institutional needs, can decide to assign lodging to other students, according to rules under article 2, for a maximum period of the same amount of time as the suspension. First year students will be given preference.

Article 12 - Accommodation in other lodgings

1. The School, also in collaboration with third parties, may assign to students (only in case that there is no available accommodation within the university residences), professors and researchers accommodation within other lodgings.
2. The School will select such lodgings according to the following criteria:
 - a. the accommodation must be located within the city centre, easily reachable from the School;
 - b. furnished with basic household items;
 - c. preference will be given to lodgings that can accommodate more than one user.
3. In the case of significant discrepancy in quality among different accommodations, assignment to different users will be based on following criteria:
 - a. Distance from the student's city of residence as notified at the time of registration;
 - b. Effective and continuous use of the accommodations.
4. Assigned accommodation may be subject to change any time in the event of organisational changes.

Article 13 - Apartment for researchers and professors

1. The School, also in collaboration with third parties, may assign apartments to professors and researchers for exclusive use, keeping in consideration duration of employee's relationship with the School, family needs (number of members) and negotiated benefits.
2. The School will privilege accommodation located within the city centre, easily reachable from the School. In the event that there is no apartment at the disposal of the School, the user will have the chance to select the accommodation.
3. The School defines a budget for this purpose and may ask the user to contribute towards expenses.

Article 14 - Guest quarter

1. The School has a guest quarter containing accommodations.
2. The assignment of accommodations is subject to Internal Administrative procedures.
3. Assigned accommodation may be subject to change at any time in the event of organisational changes.

Article 15 - Manner of use of hospitality services

1. Assigned accommodations are strictly for personal use. The user cannot alter the accommodations grant use to third parties, or use accommodation for other purposes. Users under Art. 13 may host family members and guests without any limitation.
2. Users under Art. 12 can host guests only by prior notice to the School administration. However, students may not have guests under any circumstances.
3. The user is responsible for the given space and for its furnishings. Users under Art. 13 will be responsible for gas, electricity, heat and urban waste tax.
4. The user must return the accommodations in the same condition as he or she found them.
5. The conduct set out below in clauses a) to f) inclusive, is entirely prohibited for users under Arts. 11, 12 and 14:
 - a. Placing objects of any kind on external window parapets;
 - b. Keeping pets or livestock;
 - c. Keeping or using gas and/or electric camping stoves;
 - d. Keeping arms, explosives or flammable substances and narcotics;
 - e. Causing damage, nuisance or noise which adversely affects local residents in the neighbourhood.
 - f. Any other behaviour that may contravene law, public order, good custom or that could disturb peaceful living and use of common spaces.

Article 16 - Resident responsibility

1. In assigning accommodation rules under Art. 5, Para. 5 will be applied.
2. The user shall promptly report any damages of the premises or furnishings to Administration. The resident is responsible for damages for which he or she is culpable to other people, buildings or furnishings, fixed or movable.

3. The resident shall promptly report any contagious diseases, as certified by medical personnel, that may pose a threat to others. The School may temporarily suspend the user until he or she has been officially deemed to be in complete recovery.

Article 17 - School responsibility

1. The School does not take any responsibility for loss, theft or damage to any object or person.
2. Users under Arts. 12 and 13 shall report requests for emergency or maintenance firstly to the owner or to others indicated by the School and should contact the relevant Administration office only in the event that any such problems persist.

Article 18 - Terms for hospitality service and temporary suspension for institutional reasons

1. At the end of the stay, rooms and apartments must be emptied of personal effects. Keys must be given back to the Administration. The user must communicate, by e-mail, to the Administration if he or she intends to abandon the room or the flat before the agreed date, at least 15 days in advance of his or her anticipated departure.
2. If the user intends to leave for institutional reasons, the School can temporary suspend the benefit .

Article 19 - Inspection and verification

1. The School Administration keeps copies of the keys for residences where accommodations are located and may use such keys for urgent repairs by maintenance staff, without prior notice.
2. The School reserves the right to inspect rooms, apartments, common spaces to verify adherence to these Regulations and also to verify the presence of damages. Such inspection may be carried out at any time, with the presence of the user or in the event of emergency without him/her, but always with previous communication and at the end of the assigned period.

Article 20 - Penalties for any improper use of the services

1. The following is prohibited:
 - a. Allowing other people to live in the accommodation or use the School premises;
 - b. Leaving accommodation vacant for more than 15 days without previous communication to the School or justifiable reason;
 - c. Leaving accommodation vacant for a period longer than the 50% of the period of residence;
 - d. Engaging in behaviour in contravention of law or the rights and needs of others or damaging buildings or furnishings.
2. The Director may take the following actions at any time, depending upon the seriousness of the offence:
 - a. Temporary suspension of the service;
 - b. Loss of the right to use the service.
3. If the above action is taken, the user must leave the accommodations within 7 days.
4. In the event that the student engages in behaviour under Para. 1, he or she may be barred from the School by the Director depending on seriousness of offence.

5. The School will use all the legal instruments to punish any misconduct that results in the damage of buildings or furnishings.

Title II - Canteen service

Article 21 - Service purposes

1. The School may provide canteen service through conventions with third parties.

Article 22 - Access to the canteen service

1. IMT users may access the canteen service as defined in the "Functional Categories and Relative Rights" Document, deliberated and updated by the Executive Council.
2. Access to this service is restricted by a booking system.
3. Accessing the canteen service without booking or at a time other than that booked is prohibited; the user shall cancel the booking if he/she does not intend to use the service.
4. External users are admitted to the canteen service only as far this does not infringe upon the service for IMT users.

Article 23 - Inefficiency

1. To report inefficiency and or to make suggestions, users may contact the School canteen referent.
2. Timetable and use modality of the service are included in the implementation rules defined by Decree of the Administrative Director.

Article 24 - Penalties for any improper use of the service

1. The service may be suspended by the Director in the event that the user engages in behaviour in contravention of the law, the rights and needs of others or the rules established in these Regulations.
2. Any student who breaches the above rules may be barred from the School by the Director, depending on the seriousness of the offence.
3. The School will use all the legal instruments to punish any misconduct that results in the damage of buildings or furnishings.