

REGULATIONS ON AREAS AND RESIDENTIAL SERVICES

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GENERAL PRINCIPLES

Article 1 - Purpose

These regulations (hereinafter, "Regulations") govern the free or paid concession of the areas of the IMT School for Advanced Studies Lucca (hereinafter, "IMT" or "School"), as well as the residential services that it makes available for its users.

Article 2 - Users and rules of use

1. For IMT users we intend internal and external users according to the table attached to the Regulations defining the attributions of access to services by functional categories (Annex A).
2. The rules governing use of the IMT areas and services may also be governed by implementing rules laid down by the Administrative Director, without prejudice to the specific regulation regulations. In particular, if the areas and services are made available to the School and its users following specific agreements and/or contracts with third parties, the implementing rules will consider what is defined in the agreements with said parties.
3. The use of the areas and services referred to in the Regulations must take place in compliance with the structures, furnishings and equipment and in compliance with the rules of use referred to in paragraph 2. In the case of damage attributable to malicious or negligent conduct, the responsible persons are called to compensate damages and may lose the right to use the good or service with a motivated provision of the Administrative Director, without prejudice to any further consequences or sanctions, until the loss of user status and in the case of student expulsion.
4. The use of instruments that involve an expense to be borne by IMT (e.g. telephones, photocopiers, etc.), must be carried out according to criteria for containing expenditure and, where possible and advantageous, according to a monitoring system that identifies the user, the motivations and the amount of the expense.
5. Each internal user is given a magnetic identification card (badge) that they are required to use, for the use of areas and services, as established in these Regulations or by further provisions.
6. The badge is a strictly personal and absolutely non-transferable document. The user must look after it carefully, promptly denouncing any loss to the competent administrative office and then obtain a duplicate, at a cost of € 5.00, even in the event of damage that is not due to normal wear and tear.
7. The duration of the user status is equal to the duration of the relationship between the user and IMT and is terminated with the end of the relationship.

Article 3 - Definition of areas available to IMT

1. The areas that IMT can use are various:
 - a. areas owned by the School;
 - b. areas owned by third parties granted in use to the School free of charge or rented by the School.

2. The areas owned by third parties (Fondazione Cassa di Risparmio di Lucca – FCRLU and Fondazione Lucchese per l’Alta Formazione e la Ricerca – FLAFR) granted to IMT through free and exclusive loan contracts provide for:
 - a. the precise identification of immovable property granted in use (including furniture and other movable
 - b. property pertaining to buildings);
 - c. the obligations and rights of
 - d. the parties;
 - e. the routine and non-routine maintenance costs and the persons in charge of it.

3. IMT has the right however to grant the aforementioned areas to third parties, also requesting a contribution to the expenses as foreseen by Article 7 of the Regulations.

Article 4 - Access to the IMT premises

1. Users access the premises of the School by using the identification magnetic card as referred to in Article 2, paragraph 5 of the Regulations.

2. Occasional guesthouse and, in any case, those who do not have badges, are required to enter the premises of the School through the manned entrances, for the appropriate identification by the reception staff.

CLASSROOMS, LABORATORIES, AREAS FOR SEMINARS AND CONFERENCE

Chapter I - General principles

Article 5 - Assignment and intended use

1. Classrooms, laboratories and areas for seminars and conferences are normally intended for IMT institutional activities. The use of these areas is defined by the educational calendar or through the booking procedures of the internal users of the School.

Article 6 - Discipline of the laboratories

1. Laboratory means a room equipped for a specific activity, technical or scientific, of experimental or even productive nature.

2. With a specific provision, the IMT Director regulates access to the laboratories of the School in cases in which the security of the data and equipment contained therein needs to be protected. This provision may call for further limitations to the categories permitted and the identification mode of those who enter and exit, with the annotation of the relative hours.

3. The Director, with the appropriate provision, may allow the use of the laboratories also to public or private bodies for research and teaching purposes, prior to the stipulation of special agreements.

Chapter II - Concession of classrooms and areas for seminars and conferences to third parties

Article 7 - Concession method to third parties

1. Compatibly with the normal performance of the institutional activities, the classrooms and areas may also be granted to third parties, with the appropriate provision of the IMT Director, without prejudice to the limitations imposed on the structures used, but not owned by the School.
2. The concession to third parties can take place free of charge to host seminars, conventions, meetings, research activities and events:
 - a. organized in collaboration with the School;
 - b. of institutional interest for the School and strictly connected to the IMT teaching, scientific, research or administrative activities;
 - c. organized by FCRLU, FLAFR and by interested entities of the region;
 - d. in the cases provided for by agreements, contracts or agreements stipulated by the School or by the discretion of the Director.
3. In all other cases, the IMT areas are granted to third parties, upon payment, based on the contribution mechanism attached to the Regulations and approved by the Board of Directors (Annex B).
4. The IMT Director may revoke the concession of the area for supervised, exceptional, and motivated institutional needs of the School or relative to security and public order. It will be the Administration's responsibility to inform the organizers without delay.

Article 8 - Common rules

1. The request for areas must be presented well in advance of the effective date of use, and in any case with a notice of no less than 15 days, following the procedures established by the IMT Administration.
2. The concession of areas available to IMT for events and promoted initiatives is excluded:
 - a. from political parties, political movements or organizations howsoever called, with the exclusive purpose of propaganda or proselytism;
 - b. from religious confessions or associations and confessional movements for purposes of worship or proselytism
 - c. by parties, associations or groups that are in conflict with the fundamental principles established by the Italian Constitution, or that propagate or support discriminatory ideas or practices based on gender, sexual orientation, citizenship or belonging to ethnic groups, on the language, on religious beliefs about political opinions or personal or social conditions.
3. The third-party user cannot in their turn, grant the use of the assigned areas.
4. The concession of the areas is specified by the relative concession deed (Annex C), containing the precise identification of the immovable property granted in use (including furniture and other movable property pertaining to buildings), as well as the rules of use and the regime of responsibilities. A copy of the document is countersigned for acceptance by the user..

5. The concession of areas does not in itself entail the granting of the right to use the School's name, logo or trademarks. In the event these distinctive signs are present in the area granted to third parties, they will be suitably rendered invisible by the third party to whom the space is granted.

Article 9 - Liability for using areas managed by IMT

1. The parties authorized to use the areas are liable for any damage caused to property and persons in carrying out their activity.
2. The applicant is required to issue IMT a specific liability waiver regarding the liability for damages to third parties (Annex C). The School is exonerated from any liability connected to these activities.
3. Authorized parties must comply promptly with the provisions of the Regulations, as well as any requirements that will be provided during authorization; the current regulations on accident prevention and fire prevention must however be respected.
4. The premises must be returned in the condition in which they were made available.

RESIDENTIAL SERVICES

Article 10 - General rules

1. The following provisions regarding access to services and their use may be supplemented by further implementing regulations arranged by the Administrative Director. In particular, if such services are provided by IMT following specific agreements with third parties, the implementing rules will consider the provisions of the aforementioned agreements and any regulations of use.

Chapter I - Hospitality

Article 11 - Purpose of the service

1. To favour institutional activities of a residential nature, IMT provides hospitality services designed to welcome its users, also through the stipulation of agreements and contracts with third parties.

Article 12 - University residence

1. The university residence of the School is located within the Campus San Francesco and is mainly composed of fully furnished double rooms with bathroom and some rooms for the disabled.
2. IMT provides free beds for students entitled to the legal duration of the Program (3 years) in the rooms of the aforementioned residence. The use of beds is excluded during periods of study and research off-site according to the provisions of article 17, paragraph 2 of these Regulations.
3. For the criteria and procedures for the allocation of beds in the university residence, the provisions of the Regulations, competition notices and specific managerial decrees apply.
4. The assigned sleeping accommodation may change at any time in the event of organizational needs arising. Moving the students from the room assigned to them is allowed by prior agreement among the occupants by making a written request to the competent administrative office which, having assessed the feasibility of the

transfer, will indicate to the applicants the modalities and its timing.

5. Foreign EU students, having to fulfil the obligation of registration in the register of the population residing in the Municipality of Lucca pursuant to Article 9 of Legislative Decree n. 30/2007, will be able to indicate to the Registry Office to reside at the "Campus San Francesco" registered residence, in Lucca in Piazza S. Francesco, 19.
6. The School grants free hospitality within the rooms of the residence for an annual stay of a maximum of 15 days, even non-consecutive to the students who have completed the third year of the PhD Program and who are waiting to discuss their PhD thesis (so-called PhD students). Those who, after completing the third year of the course, will discuss their PhD thesis in the first session scheduled by the academic calendar, may continue to use their beds free of charge until the date of the aforementioned session. The Administration will evaluate any other needs that will be presented by the interested parties, taking into account the availability of beds in the residence, with particular attention to the needs of foreign students.
7. For students who wish to use the university residence, the School requests a lodging contribution for the operating and administration costs of the service, equal to the fee reserved for internal users (Annex B).

Article 13 - Guesthouse and applicable rules

1. The guesthouse, also located in Campus San Francesco, consists of fully furnished single rooms with bathroom, studio and two-room flats.
2. IMT provides beds for guesthouse use for the authorized categories.
3. Allocation of the beds in the guesthouse is defined by specific administrative procedures.
4. The assigned sleeping accommodation may change at any time in the event of organizational needs arising.
5. Resident professors and researchers (Assistant Professors and Post-Doctoral Fellows) and non-residents (Visiting Professors and Visiting Research Fellows), administrative technical staff and other categories of users indicated in Annex A of this Regulation are allowed to use the lodgings, by paying the price reserved for the internal user (Annex B), subject to any provisions issued by the Administration.
6. The School accommodates the Lecturers, Teaching Assistants, Advisor, Co-Advisors, guests (Guest), external speakers and members of the various commissions in the guesthouse lodgings for stays limited only to the days of activity and to the days immediately preceding and following, as a priority. If there is no availability of accommodation in the campus guesthouse, the School will acknowledge the related expense reimbursements to the aforementioned categories of users.
7. Event and seminar speakers are granted lodgings free of charge, up to a maximum of 7 days, for stays limited only to the days of activity and to the day immediately prior to the start of the activity, as well as the one immediately following the end of the activity.
8. In the event of lack of availability of beds in the guesthouse, the Administration will identify a preference criterion among the various aforementioned working categories. The School does not participate in any manner in the payment of leasing fees of the flats of the professors, researchers, etc.

Article 14 – Ways of using the hospitality services

1. The assignment of the sleeping accommodation to students in the university residence is strictly personal. The assignee can only use it for the use it was assigned for and cannot let others use it. Students cannot host third parties even on a temporary basis.
2. The assignee of the sleeping accommodation in the residence or in the guesthouse is personally responsible for what occurs in the areas provided for their exclusive use, including all the equipment and furniture.
3. The assignee receives the room assigned to them with the obligation to return it in the condition they received it, apart from natural wear and tear.
4. Inside the IMT residence and guesthouse, it is strictly forbidden to:
 - occupy the external windowsills with objects of any nature;
 - introduce animals of any kind;
 - introduce and use gas or electric camping stoves;
 - hold weapons of any kind, explosive or flammable and narcotic substances;
 - make loud noises;
 - obstruct emergency exits and escape routes in any way;
 - smoke in rooms and in common areas;
 - any other conduct contrary to the law, public order, public decency or that in any case prevents the peaceful coexistence and fruition of the common areas.

Article 15 - Responsibilities of the assignee

1. Upon receiving a room, each student must check the condition and sign a receipt report, which indicates the furniture provided, the state of it and of the lodgings.
2. The assignee must promptly report any detected faults or anomalies in the facilities, systems and furniture. The assignee is obliged to pay compensation for damages caused to third parties or to environments, systems or furniture, due to causes ascribable to him.
3. The sleeping accommodation assignee is required to report contagious diseases certified by medical staff that involve risks for normal cohabitation. In the presence of certain diseases, IMT can temporarily suspend the use of the bed/lodgings until the complete recovery, which must be certified

Article 16 - Exclusion from responsibility

1. IMT is in no way responsible for what the assignee deposits in the lodgings made available to them and is not liable for damages to property or persons not attributable to them, nor for the theft of any object, money or anything else in the lodgings.

Article 17 - Hospitality service termination or temporary interruption for off-site stays for institutional reasons

1. At the end of the stay, the sleeping accommodations must be returned free from any personal belongings. If a student leaves the sleeping accommodation before the scheduled period, the student must inform the Administration at least 15 days before doing so.
2. In the hypothesis of the student temporarily leaving for institutional reasons, IMT may temporarily revoke the sleeping accommodation limited to the duration of the off-site stay. The student must leave the lodgings free from any personal belongings if the off-site stay lasts longer than 3 months and notify the relevant administrative office of their departure well in advance.

Article 18 - Checks and verifications

1. IMT has a copy of the keys/badges to access the rooms where the beds are located. For unavoidable checks on systems or urgent and/or non-routine repairs or maintenance, access is allowed to the assigned staff even in the absence of the user and without notice.
2. IMT has the right to check inside the rooms, flats and common areas during the presence of the assignee, in their absence, upon prior notification in the event of an urgency, and at the end of the assignment period, to check the assignees have complied with the Regulations and to verify the presence and extent of any damages.

Article 19 - Sanctions for the improper use of the service

1. It is forbidden:
 - a. To let strangers use sleeping accommodation/lodgings;
 - b. to host strangers inside IMT premises if they have not been identified by the gatehouse staff and for a limited time;
 - c. to leave the sleeping accommodation unused for no longer than 15 continuous days, without valid reasons and without having given written notice to the relevant administrative office, which evaluates the reasons given;
 - d. to behave in any manner that is against the laws in force, does not abide with the rules of civil cohabitation or that causes damage to facilities and furniture.
2. This conduct is sanctioned by a provision of the Director who may order, depending on the seriousness of the facts found:
 - a. the temporary suspension of the service;
 - b. the total revocation of the service.
3. In the event of the above, the assignee must leave the sleeping accommodation/lodgings within 7 days.

4. In the event that the aforementioned sanctioned conduct is implemented by the students of the School, the Director can evaluate in the most serious cases to provide expulsion from IMT.
5. IMT pursues, in accordance with the law, any conduct whatsoever that may cause damage to facilities and to furniture due to the fault or malice of one or more users.

Chapter II - Canteen

Article 20 - Purpose of the service

1. To promote institutional activities of a residential nature, IMT, as part of its availability or by means of special agreements with third parties, provides a canteen service.

Article 21 - Access to the canteen service

1. IMT users are entitled to the canteen service as defined in the table attached to Regulations (Annex A).
2. Access to the service is generally subject to the mandatory reservation system
3. Access to the service without reservation or in a different time slot than the one reserved is not permitted, and it is the user's responsibility to cancel the reservation according to the procedures in force in anticipation of the lack of use.
4. In case of availability of the service and that IMT users are not compromised in any way, users outside the School are also allowed, upon specific agreements.

Article 22 - Disruptions

1. For reports of any disruptions and comments, users can contact the canteen service representative of the relevant administrative office.
2. The opening hours and methods of use of the canteen service are communicated to the users according to the procedures established by the Administrative Department and may also be contained in specifically defined implementing rules that integrate the Regulations.

Article 23 - Sanctions in the event of improper use of the service.

1. In the event that the user does not comply with the normal rules of civil coexistence or is responsible for conduct contrary to the laws in force and does not respect the rules for the use of the service established in the Regulations and in the implementing rules, the Administrative Director may arrange the suspension or revocation of the service through preparing a decree.
2. In the event that the aforementioned sanctioned conduct is implemented by the students of the School, the Director can evaluate in the most serious cases to provide expulsion from IMT.
3. IMT pursues, in accordance with the law, any conduct whatsoever that may cause damage to facilities and to furniture due to the fault or malice of one or more users.

Chapter III - Campus life

Article 24 - Use of common areas

1. Students can use all the common areas located inside the campus, such as the classrooms, study rooms, kitchenette, Turkish bath, coffee area, recreation room with TV, sofas and tables, etc., as long as they comply with their use.
2. The furnishings and equipment present in the common areas must not be moved, except for temporary ones inherent to their use. The students undertake to keep the aforementioned premises and the equipment therein in order.

Article 25 - Authorized parties

1. It is permitted to organize parties in the campus premises, subject to authorization by the School's Administrative Director. In the case of external guests, please refer to the access modalities pursuant to Article 4, paragraph 2 of these Regulations.
2. The organizing students must present, at least 15 days before the date scheduled for the party, a written request containing the date, place and number of participants, which must be limited to that permitted by the safety regulations of the identified place.
3. The organizing students are the main interlocutors of the School about the running of the party and will be held responsible for the conduct of the participants and any damage caused to the school's property and equipment, as well as the restoration of the premises used (cleaning, tidying, separate collection waste, etc.).
4. IMT will implement all measures to guarantee security and ensure the smooth running of the party, including the surveillance service and payment of the SIAE contribution, if music is present.

Article 26 - Bicycle parking

1. The school provides students with special racks, which are also covered, and a space for the internal parking of bicycles. The aforementioned spaces are unattended, and the School declines any liability in case of theft or damage of the aforementioned goods. In any case, the custody of bicycles outside the aforementioned dedicated spaces is always prohibited.
2. No parking areas are provided for cars and motorcycles.

Article 27 - Laundry

1. Resident students can use a laundry area in the basement of the campus that is equipped with token washer-driers and places to hang the laundry out.
2. No laundry can be hung out of room windows.

Article 28 - Room cleaning

1. The cleaning staff has free access to the students' rooms to carry out the service in the manner foreseen by the School (room and bathroom cleaned twice a week with the bed made and one linen change).
2. In the cases in which a student does not want to be disturbed, they can leave a special message affixed to the door of the room; for hygienic reasons, the assignees of the room have the duty to allow the staff to

clean the room at least once a week.

3. To facilitate correct room cleaning by the staff assigned to the service, the student will have to leave the room as tidy as possible.
4. The School provides all the linen in the rooms: bed linen and towels, blankets and bedspreads.

OFFICES

Article 29 - Assignment of the offices

1. The rooms used for offices can be assigned to the internal staff and external collaborators of IMT, for any reason.
2. The use of work equipment (PCs, telephones, printers, etc.) is strictly reserved for School activities.
3. The assignment criteria of the offices considers:
 - a. the actual availability of areas;
 - b. the actual presence of the assignee in IMT, also with reference to participation in institutional events (Welcome Day, Inauguration of the Academic Year, Graduation Ceremony and Researchers' Night and other events);
 - c. the seniority of the assignee's role;
 - d. the scientific level of the assignee, the teaching commitment and number of supervised students;
 - e. the ability of the assignee to attract investments for the School;
 - f. the needs related to specific activities.
4. The assignments will have the same duration as the period the assignee collaborates with the School and will therefore expire when the latter is concluded. If the assignee resigns, the assignment will expire upon receipt of a formal communication of it by the Administration.
5. The duration of the assignment may not coincide with the actual presence of the assignee in IMT; in this case, the Administration will assign a workstation when it is informed of the assignee's presence on the premises, directly by the person concerned or by the Director of the relevant Research Area.
6. The Administrative Department will proceed with assigning the offices pursuant to the provisions of the Regulations and in Annex A.
7. It is forbidden to introduce furniture of any kind and keep bicycles, unless previously authorized by the Administration.

Article 30 - Representative office

1. The Director pro tempore, identifies the room of representation for his/her entire mandate, in addition to the one connected to the professor status.

TRANSITIONAL AND FINAL REGULATION

Article 31 - Transitional and final rules

1. These Regulations come into force the day after they have been issued and replace the previous ones on areas and residential services. Current procedures will comply with the provisions of the Regulations.
2. For any matter not covered by the Regulations, the provisions of law in force will apply.
3. Any other rule or provision conflicting with the provisions of the Regulations is to be considered repealed.
4. The Administrative Department may issue detailed provisions or clarifications when additional regulatory and legislative measures occur.
5. The Annexes to the Regulations are updated with provisions of the Administrative Department when necessary.

Annex A
Regulations on Areas and Residential Services

BENEFIT						
Working categories	Lodging	Canteen service	Individual office	Shared office	Workstation common areas	
PhD students and students	PhD Student	Free of charge	Free of charge	No	No	Yes
	PhD candidate	Free for a yearly stay up to 15 days, also non-continuous	Free of charge	No	No	Yes
	Student	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	No	Yes
Resident professors	Full Professor	To be paid with price reserved for internal users	Free of charge	Yes	No	No
	Associate Professor	To be paid with price reserved for internal users	Free of charge	Yes	No	No
	Fixed term Full professor	To be paid with price reserved for internal users	Free of charge	Yes	No	No
	Tenured Assistant Professor	To be paid with price reserved for internal users	Free of charge	Yes	No	No
	Assistant Professor	To be paid with price reserved for internal users	Free of charge	Yes, for RTD-B researchers	Yes, for RTD-A researchers	No
	Post-Doctoral Fellow	To be paid with price reserved for internal users	Free of charge	No	Yes	No

Annex A
Regulations on Areas and Residential Services

BENEFIT						
Working categories	Lodgings	Canteen service	Individual office	Shared office	Workstation common	
Non-resident professors and researchers	Visiting Professor	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	Yes	No
	Lecturer	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to reimbursement	No	No	No
	Teaching Assistant	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to reimbursement	No	No	No
Administration staff	Administrative Director	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	Yes	No	No
	Executive	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	Yes	No	No
	Fixed term and temporary administrative technical staff	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	Yes	Yes	No
	Supply Staff	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	Yes	No
	Expert	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	Yes	No
	External Staff	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	Yes	No
	Trainee	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	Yes	No

Annex A
Regulations on Areas and Residential Services

Working	Lodgings	Canteen service	Individual office	Shared office	Workstation common	
Other categories	Speaker	Free of charge up to 7 days	Free of charge limited only to the days of	No	No	No
	Research Collaborator	To be paid with price reserved for internal users	Free of charge	No	No	Yes
	Research Project Fellowship Holder	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	No	Yes
	Advisor	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to reimbursement for expenses	No	No	No
	Co-Advisor	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to	No	No	No
	External Supervisor – theses in co-supervision, European PhD, ...)	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to	No	No	No
	Guest Scholar	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	No	Yes
	Visiting Student	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	No	Yes
	Library public user	No	Full price	No	No	No
	Former student	To be paid with price reserved for internal users	Reduced price of €5.50 a meal.	No	No	No

Annex A
Regulations on Areas and Residential Services

BENEFIT						
Working categories	Lodgings	Canteen service	Individual office	Shared office	Workstation common areas	
Other categories	Guest	Free of charge	Free of charge	No	No	No
Committees	Selection Committee	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to reimbursement for expenses	No	No	No
	Evaluation Committee	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to reimbursement for expenses	No	No	No
	Graduation Committee	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to reimbursement for expenses	No	No	No
	Tender Committee	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to reimbursement for expenses	No	No	No
	Other Committee	See Art. 13, paragraph 8, subject to reimbursement for expenses	See Art. 13, paragraph 8, subject to reimbursement	No	No	No

Annex B
Regulations on Areas and Residential Services

Tariff* for using the rooms/classrooms for congresses, conferences, seminars etc.								
Room type	Room location	Room capacity	Contribution companies and individuals		Contribution public or affiliated bodies		Contribution internal users	
			Half-day	Daily	Half-day	Daily	Half-day	Daily
Conference room	Former Boccherini - Admin. office	50 seats	€ 250	€ 500	€ 187	€ 375	€ 125	€ 250
Meeting room	Former Boccherini - Admin. office	12 seats	€ 150	€ 250	€ 112	€ 187	€ 75	€ 125
Auditorium Cappella Guinigi	Campus San Francesco	120 auditorium seats + 5	€ 400	€ 700	€ 300	€ 525	€ 200	€ 350
Sala della botte	Campus San Francesco	14 seats	€ 200	€ 400	€ 150	€ 300	€ 100	€ 200
Sagrestia	Campus San Francesco	30 seats	€ 300	€ 500	€ 225	€ 375	€ 150	€ 250
Refettorio (catering area)	Campus San Francesco	150 seats	€ 300	€ 500	€ 225	€ 375	€ 150	€ 250
Classroom 1	Campus San Francesco	24 seats + teacher	€ 200	€ 300	€ 150	€ 225	€ 100	€ 150
Classroom 2	Campus San Francesco	24 seats + teacher	€ 200	€ 300	€ 150	€ 225	€ 100	€ 150

Annex B
Regulations on Areas and Residential Services

Price list* for using the lodging in the San Francesco lodgings					
Room type	Room location	Room capacity	Contribution external users	Contribution internal users	Notes
Single room with bathroom	Campus San Francesco	one guest	€ 50	€ 25	Internal users can stay for no longer than 3 continuous months in the lodgings. Internal users will have a 20% discount on the foreseen price for a stay of one continuous month.
Single use double room with bathroom	Campus San Francesco	one guest	€ 66	€ 33	
Double room with bathroom	Campus San Francesco	2 guests	€ 80	€ 40	
1st and 2nd floor studio and two-room flats	Campus San Francesco	up to 2/3 guests	€ 90	€ 45	
Ground floor two-room flat	Campus San Francesco	up to 4 guests	€ 110	€ 55	

* 22% VAT for using the areas and 10% for using the lodgings, if due.



Annex C

Concession deed of IMT areas to third parties

I the undersigned_ name _____ surname _____ born in _____
on _____ , resident in _____
role _____ Organisation _____ with headquarters in
_____ (road) _____ n. _____ tax code _____
tel: _____

DECLARES:

1. to receive in use the following IMT Alti Studi Lucca area (including furniture and other movable property pertaining to it):

- Conference Room c/o San Ponziano, 6
- Meeting Room c/o San Ponziano, 6
- Classroom/and n. _____c/o San Francesco
- Auditorium Cappella Guinigi c/o San Francesco
- Sala della botte c/o San Francesco
- Sagrestia c/o San Francesco
- Cripta c/o Biblioteca San Ponziano
- Other area (specify): _____

for the day/days of _____
from _____ to _____ to carry out the following activity:

in which approximately n. _____ will participate.

2. to also require the use of the following support material:

- video-projector;
- pc;
- microphone system;
- other (specify) _____

- 3. to guarantee the integrity and correctness of the use of the areas, premises and equipment required, committing to reimbursing IMT for any damage caused;
- 4. to assume any liability for any damage caused to property or incidents that may affect guests, collaborators and any third party whose presence in the property depends on the hosted initiative, relieving IMT of any burden in this regard;
- 5. to also assume responsibility for the custody of own assets or of third parties brought into the premises;
- 6. to comply with current regulations on accident prevention and fire prevention;
- 7. to return the premises in the condition in which they were made available;
- 8. to acknowledge that this declaration does not in any way constitute a lease or sublease.

Lucca, ___/___/___

Yours faithfully
