



Azienda Regionale
per il Diritto
Allo Studio Universitario

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Access to Guest Accommodation Regulations A.Y. 2021/2022

Approved by the Extraordinary Commissioner Resolution no. 6 of 08/07/2021

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1 - ACCESSING GUEST ACCOMMODATION SERVICE

The ESU Guest Accommodation Service is reserved for university staff (teachers, researchers, visiting professors, students, international mobility students) and other users of the university area (conference attendees, summer school students, users of the various research centres ...).

The duration of use of accommodation is as follows:

- a) **Short stay:** one to two weeks;
- b) **Long stay:** month-long or several months.

2 - APPLICATION METHOD

- Guest accommodation must be requested with a minimum notice of fifteen working days by accreditation in the online services section on the portal <https://myesupd.dirittoallostudio.it> and completing the form: **Accommodation Form Guest Lodge**;
- The request must include suitable documentation proving academic reasons for use, arrival and departure dates and any special needs;
- Telephone reservations are not accepted.

3 - CHECKING-IN TO ACCOMMODATION AND KEY DELIVERY

- All guests must show a valid identification document at check-in; **non EU citizens** must also show their "permesso di soggiorno" permit.
- For long stay accommodation: at the time of check-in, the guest must sign the room acceptance report;
- On the same day, guests must go the Accommodation Office in via Tiepolo 50 from 9.00 to 13.00 (from Monday to Friday) to sign the assignment form.
- All guests must read these regulations as well as the general regulations available on the ESU website (www.esu.pd.it/it/i-nostri-servizi/residenze) and undertake to take all due care of the assigned accommodation.
- Room keys will be available from 16.00 on the day of arrival from the concierge of the accommodation indicated in the booking confirmation.



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4 - TERMS OF PAYMENT

- **Short stay accommodation:** payment must be made in advance through the portal services available at the following link: <https://myesupd.dirittoallostudio.it> or in any case through the methods indicated in the booking confirmation;
- **Long stay accommodation:** payment of the deposit must be made in advance using the following link <https://myesupd.dirittoallostudio.it> Monthly fees must be paid in the same way by the 5th of each month;
- In exceptional circumstances, payment for accommodation may be made by debit card (Visa or Maestro) or credit card (Visa or Mastercard), money card, Poste Pay or Postamat at the Accommodation office during opening hours;
- The deposit and/or advance payment will be reimbursed only if notification of renunciation of accommodation is made within 15 days of arrival.

5 - CHECKING-OUT FROM ACCOMMODATION

- The accommodation must be vacated and the keys must be returned by 10.00 am on the last day of stay, as agreed with the Accommodation Office;
- Guests shall undertake to return accommodation in the same state in which it was received;
- **Long stay accommodation:** on leaving the accommodation, by agreement with the manager of the Residence or delegate, Guests must sign the appropriate room check-out report;
- Once the payment of fees and condition of the accommodation have been verified, the security deposit, where paid, will be returned by bank transfer to the IBAN account details indicated by the guest within 60 days from the expiry date shown on the assignment form (IBAN account details must be given during accreditation, otherwise the deposit will not be released).

6 - SERVICES

Linen:

- **Short stay accommodation:** bed linen and towels are provided; bed linen is changed every 7 days;
- **Long stay accommodation:** blanket, mattress cover, pillow cover and bedspread, two sets of bed linen and one courtesy towel are provided.

Cleaning:

- **Short stay accommodation:** midweek tidying up (without bed change);
- **Long stay accommodation:** borne by the guest.

Television:

- in the room/accommodation in some residences (Luzzatti, Copernico suite)

For guest accommodation offered as "ACCOMMODATION MADE AVAILABLE DURING THE YEAR" in halls of residence, linen and cleaning services are not provided.

7 - SANCTIONS

Guests must:

- a) behave with propriety and with a sense of responsibility and respect for others and for the premises and equipment made available by ESU
- b) keep rooms, furnishings, bathrooms, kitchens, etc. clean and tidy
- c) comply with the safety regulations and familiarise themselves with the escape routes closest to their rooms



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Guests must not:

- d) keep animals;
- e) cause disturbance at any time, especially after 11.30 pm and before 8.30 am;
- f) smoke in the accommodation or in common areas, in accordance with current legislation;
- g) keep flammable, harmful, radioactive or narcotic substances, or any other materials prohibited by law, in the accommodation or common areas;
- h) host an other person, for any reason, at night, nor any visitor who has not left an identity document at the concierge (in those Residences with reception).

8 - VISITORS

- Access to visitors is allowed from 8:30 to 1:00;
- The accommodation guest remains the guarantor, in every aspect, for the behaviour of his/her visitor/s and shall be liable for any disturbance, damage or problems caused the visitor/s;
- Outside visitors must hand in to concierge staff, where present, a form of identification.

9 - INFORMATION

- Crockery is not provided in the accommodation;
- ESU declines all responsibility in the event of theft or theft of the guest's personal belongings in the assigned spaces;
- ESU reserves the right to access accommodation in case of need, even in the absence of guests, as specified in the Residence Regulations;
- The data of users staying in the guest accommodation will be sent to the public security authority;
- The fairness and transparency of the processing of personal data is guaranteed, as well as the protection and confidentiality in accordance with the provisions of EU regulation 679/2016 (GDPR);
- For anything not expressly indicated, please refer to the general residence regulations.



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10 - RATES

ESU Padua university guest rates from 1 August 2021			
AGRIPOLIS <i>university area only - 2 places</i>			
	Monthly	Weekly	Daily
Suite - sleeps 1	€ 340,00	€ 120,00	-
COPERNICO <i>university area only - sleeps 12</i>			
	Monthly	Weekly	Daily
Suite - sleeps 1	€ 490,00	€ 210,00	-
Suite - sleeps 2	€ 750,00	€ 330,00	-
Armchair/extra bed	-	-	€ 10,00
LUZZATTI <i>university area only - sleeps 36</i>			
	Monthly	Weekly	Daily
Suite - sleeps 2	€ 620,00	€ 260,00	-
Double	€ 520,00	€ 220,00	-
Single	€ 400,00	€ 160,00	-
ACCOMMODATION COMING AVAILABLE DURING THE YEAR <i>university area only in all residences</i>			
	Monthly		
Single room accommodation	€ 50.00 surcharge on "other users" rate		
Double room accommodation	€ 30.00 surcharge on "other users" rate		
Security deposit for guests who use guest accommodation for two or more months			€ 380,00

Padova, 08/07/2021

The Extraordinary Commissioner
Avv. Giuseppe Agostini

The Director
Dr. Stefano Ferrarese