

Guesthouse regulations and rates A.Y. 2025/2026

Approved by Director's Decree no. 249 of 27/08/2025

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1 - ACCESS TO GUEST ACCOMMODATION

The ESU guest accommodation service is reserved for university staff (lecturers, researchers, visiting professors) and other users affiliated with the university (conference participants, summer school students, etc.) **who are international, with priority given to guests invited by the University of Padua and coming from non-EU countries.**

The length of stay is divided into the following types:

- a) **Short:** a stay of one or two weeks;
- b) **Long:** involves a monthly stay **of up to a maximum of 6 months.**

2 - HOW TO APPLY

The procedures for checking availability and requesting accommodation are indicated on the page <https://www.esu.pd.it/residenza/>.

If availability is confirmed, you will be asked to fill in an online form, after registering in the online services section of the portal <https://myesupd.dirittoallostudio.it> and filling in the appropriate **GUEST HOUSE** form.

The request must include appropriate documentation proving the academic reasons for use, the check-in and check-out dates and any special requirements.

Telephone bookings are not accepted.

3 - CHECK-IN AND KEY COLLECTION

- All guests must present a valid ID at reception upon check-in.
- For long-term stays: upon check-in, guests must sign the appropriate room handover report;
- All guests must read these regulations and, for anything not covered herein, the "General Regulations for University Residences" for the relevant academic year, available on the ESU website (<https://www.esu.pd.it/residenza/>), and undertake to use the accommodation assigned to them in a proper manner.
- Room keys are handed over at the relevant reception desk, indicated in the booking confirmation, within the time slots indicated in the confirmation itself.
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4 - PAYMENT METHODS

- **For short-term accommodation:** payments must be made in advance via the <https://myesupd.dirittoallostudio.it> portal in the PagoPa section.
- **For long-term accommodation:** the deposit must be paid in advance via the <https://myesupd.dirittoallostudio.it> portal in the PagoPa section. Monthly fees must be paid in the same way by the 5th of each month.
- In exceptional cases, payment for the stay may be made by bank transfer according to the instructions provided by the Accommodation Office.
- The security deposit and/or advance payment will only be refunded if the cancellation of the bed is communicated within 15 days of arrival.

5 - CHECK-OUT

- The accommodation must be left vacant and clean, and the keys must be returned by 10 a.m. on the last day of stay, according to the procedures agreed with the Accommodation Office.
- **Guests are required to return the accommodation in the same condition in which they received it;**
- **For long-term stays:** upon leaving the accommodation, the guest must sign the appropriate room release form, subject to agreement with the Residence manager or their representative.
- The security deposit, if paid, will be refunded, after verification of payment of fees and the integrity and cleanliness of the accommodation, to the IBAN indicated by the guest within 60 days of the end of the assignment (the IBAN must be provided, otherwise the deposit will not be released).

6 - SERVICES OFFERED

Linen: bed linen (mattress cover, pillow, pillowcase, sheet set, blanket and bedspread) and a courtesy towel are provided.

Cleaning: at the guest's expense. A cleaning service is available on request (room £35.00 - suite £50.00).

For the guest accommodation service offered in student residences as 'PLACES AVAILABLE DURING THE YEAR', linen and cleaning services are not provided.

7 - PENALTIES

Guests are required to:

- behave in a manner that is fair, responsible and respectful towards others and in the use of the premises and equipment provided by ESU,
- keep the premises, furnishings, bathrooms, kitchens, etc. clean and tidy;
- comply with safety regulations and familiarise themselves with the emergency exits closest to their room.

The following is not permitted:

- keep animals;
- causing disturbance at any time: in particular, after 11.30 p.m. and before 8.30 a.m.;
- smoking inside rooms and in all common areas, in accordance with current legislation;
- keeping flammable materials, harmful substances, radioactive substances, drugs, or anything else prohibited by law in rooms and common areas;
- hosting people, for any reason, during the night; welcoming visitors who have not left an identity document at the concierge desk (in residences with a reception).**

8 - VISITORS

- Visitors are permitted access from 8:30 a.m. to 1:00 a.m.;
- The assigned guest remains responsible, in every respect, for the behaviour of their visitors and is liable, including financially, for any disturbances, damage or problems caused by them;
- External visitors are required to present identification to the concierge staff, where present.

9 - INFORMATION

- **Crockery is not provided in the guest rooms;**
- ESU declines all responsibility in the event of theft or removal of guests' personal belongings from the assigned spaces;
- ESU reserves the right to access the rooms in case of necessity, even in the absence of guests, as specified in the 'General Regulations for University Residences' of the relevant academic year;
- The details of users staying in the guest quarters will be sent to the public security authorities;
- The fairness and transparency of the processing of personal data as well as the protection and confidentiality of such data are guaranteed in accordance with the provisions of EU Regulation 679/2016 (GDPR);
- For anything not expressly indicated, please refer to the "General Regulations for University Residences" of the relevant academic year.

10 - RATES

ESU guesthouse rates from 1 October 2025

AGRIPOLIS

university area only - 2 places

	Monthly	Weekly	Daily
Suite - 1 bed	€ 435.00	€185.00	-

COPERNICO

university area only - 12 beds

	Monthly	Weekly	Daily
Suite - 1 bed	€610.00	€ 260	-
Suite - 2 beds	€900.00	€375.00	-
Additional camp bed	-	-	€ 30

LUZZATTI

university area only - 36 places

	Monthly	Weekly	Daily
Suite - sleeps 2	€760.00	€ 320	-
Double	€ 640	€265.00	-
Single	€500.00	€ 215	-

VILLA LIBERTY

university area only - 9 places

	Monthly	Weekly	Daily
Single	€415.00	€175.00	€60.00
Double	€600.00	€ 250	€ 85

RESIDENCE PLACES AVAILABLE DURING THE YEAR

only university area in all residences

	Monthly
Single room	Surcharge of €50.00 on the "Non-eligible" rate
Place in a double room	Surcharge of €30.00 on the "Not eligible" rate

**Security deposit for guests staying in the
guest accommodation for two or more months**

£400.00

Padua, 27/08/2025

The Director
Dr. Gabriele Verza