

Regulations governing the temporary use of university rooms and spaces

Article 1 – Object

1. These regulations govern the temporary use by public or private subjects of the spaces and rooms of Ca' Foscari University of Venice, hereinafter referred to as University.
2. The University may grant the use of its spaces and rooms both to internal structures and external public or private subjects, assuring that priority is given to the university activities.

Article 2 – Spaces and rooms available

1. The spaces and rooms available at the University are advertised on the university website along with the fees and conditions for temporary use.
2. The spaces and rooms are granted to external subjects with authorisation from the Teaching Space Management Office, which handles the administrative procedures for granting the temporary use of university spaces and rooms.

Article 3 – Conditions for granting university spaces and rooms

1. University spaces and rooms are granted according to the fees and guidelines set by the Board of Governors by order of the Rector, for the following temporary uses:
 - institutional activities promoted and organised by university organisations or structures;
 - institutional activities co-promoted by university structures;
 - activities promoted and organised by public or private subjects.
2. The following are subject to the same regulations as institutional activities, with special reduced fees:
 - cultural activities promoted and organised by student associations within the university;
 - staff meetings and cultural activities of interest to the staff, promoted and organized by the Workplace Trade Union (RSU) and Ca' Foscari Leisure and Culture Club (CRC).
3. The fee structure applied to internal structures is also applied to Ca' Foscari University Foundation.
4. In particular cases, where the initiative for which spaces are requested is of particular interest to the University or is deemed useful for the University's external relationships, the Rector may grant use of the spaces at no cost. For the same reasons, the Rector may grant the spaces at a flat rate, as an exception to the ordinary fees.

5. To book the spaces, the public or private subjects must submit the appropriate application to the Teaching Space Management Office according to the conditions and deadlines stated and advertised by the office itself. The application must clearly state the contents and type of the initiative, the contact and any organisational office, the spaces/rooms requested, the day and time of use, the necessary equipment and technical services, as well as administrative data (address, VAT number, tax code...), according to the appropriate form.
6. The application must be submitted to the Teaching Space Management Office at least 15 days prior to the event, except for exceptional and urgent cases, subject to logistical availability and there being sufficient time being to prepare any equipment and related services required.
7. The University may suspend or postpone use of the spaces due to circumstances beyond its control, potentially offering an alternative space with the same specifications.
8. Payment of university fees by external subjects is in advance and must be made at least 7 days before the event, other than in exceptional cases previously agreed upon with the Teaching Space Management Office.
9. In case of non-payment of a sum owed by an external subject, the University will not grant any further use of spaces to the same subject and reserves the right to take legal action to recover the amount owed.
10. When charging fees to internal users the University will issue a debit note.

Article 4 – Conditions for use of the university spaces and rooms

1. The granting of University spaces and rooms requires the correct use of those rooms by the grantee, including any furnishings and equipment supplied, according to the law.

In particular the grantee must respect:

- the conditions imposed by current regulations and laws regarding hygiene and the security and safety of the environment and workers;
- the limits on the capacity of each single space as communicated and advertised by the Teaching Space Management Office, the specific licenses and other special obligations regarding the type of activity.

2. Moreover, the grantee must assure that:

- the permanent fixtures of the building are not changed or tampered with;
- posters, flyers or the like are not hung on doors or walls; nor shall any holes be made in panels, flooring or the structure in general;
- furnishing, equipment, fittings or any other elements made available for the event are not damaged or taken;
- safety exits, fire extinguishers, fire hydrants and signs are kept free, clear and visible.

3. Smoking is forbidden inside the rooms and connected spaces. It is also forbidden to bring in animals and dangerous or flammable materials.

4. Any preparation that requires temporary modification of the arrangement of the room must be authorised in advance and carried out under the supervision of and at the expense of the grantee.
5. Should these regulations not be complied with, the grantee will be directly responsible for any damage.
6. The Teaching Space Management Office has the right to conduct on-site surveillance in order to verify that the regulations are respected and, should any non-compliance be found out, to take the appropriate action.
7. The Teaching Space Management Office has the right to require the signing of a release document for the spaces and equipment.
8. The provision of catering services within the rooms must be expressly stated in the application and specifically authorised by the Teaching Space Management Office, in accordance with the indications provided by the Risk Prevention and Protection Service concerning the observance of safety regulations.
9. The direct sale of goods and services to the public is forbidden; promotional activity is permitted subject to authorisation from the Teaching Space Management Office.
10. Fulfilment of obligations regarding communication with the Police Force, or concerning copyrights or other obligations as provided for by legislation in force regarding the type of event is the complete responsibility of the grantee, relieving the University of any responsibility for non-compliance.
11. Should the event include the exhibition of objects subject to protection by law, the special necessary supervision shall be the responsibility of and at the expense of the grantee, relieving the University of any responsibility for theft or damage to said objects.

Article 5 – Conditions for use of the equipment

1. The use of systems or equipment available within the university rooms by external subjects is not permitted; the presence of any technical staff provided by the grantee to support events must be requested and approved by the Teaching Space Management Office in advance. At the end of the period of use, the grantee must leave the rooms and spaces in the same condition or working order in which they were received. In case of damage to the structure, objects or equipment due to incorrect usage of the space by the grantee, the expenses incurred to restore the rooms and equipment to their original condition will be charged to the grantee.
2. The use of systems or equipment belonging to third parties or the grantee, either as a replacement or in addition to any existing infrastructure, will not result in any reduction of the fees and must be authorized by the Teaching Space Management Office in advance. In any case, the grantee is only permitted to use equipment that meets existing legal standards. Any additional structures used by the grantee must be self-standing.

Article 6 – Notice of cancellation

1. Except for cases of force majeure or objective impediment, both external and internal users must give written notice, at least 5 days in advance, to the Teaching Space Management Office of any booking

cancellations. Failure to comply with these conditions will result in the entire fee being debited, calculated on the basis of current fees, regardless too of spaces granted at no cost. Any supplementary fee incurred due to failure to give notice will also be debited from the grantee.

Article 7 – Additional services

- 1.** The fees include: the opening and closing of the spaces used; regular cleaning service; the flat-rate reimbursement for heating/air-conditioning, where necessary; electricity and the use of equipment that does not require supervision in addition to the staff on duty.
- 2.** Every additional service requested (not provided for in use of the spaces) that requires supervision staff or technical staff to do extra hours, such as emergency services of the fire brigade, or incurs further cleaning, mounting/dismantling fees, the use of particular equipment or the provision of highly qualified services will be considered an additional fee with regard to the current fees and will be exclusively at the expense of the grantee.

Article 8 – Effective date

- 1.** These regulations will come into effect the day following their publication, except for bookings approved and paid for before that date, for which the fees already agreed upon with the grantee will still apply