

# Housing Policy and Agreement

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### **Institution Residence Policies**

In addition to the policies cited in the Institution Code of Conduct, all tenants are expected to adhere to the policies cited below.

### **Welcome to your housing in Florence**

You have been assigned to a residential accommodation in Florence, operated the Institution. All accommodation options, including Institution residence are regulated by city and local condominium/building ordinances, in addition to the housing regulations. **This document will help you understand how to comply with all City of Florence legal ordinances and it contains all procedural guidelines for which tenants are responsible.** This document also provides you with information that will help you better understand how to live in an Italian accommodation and acclimate to your new home.

Tenants are provided with clean, comfortable and well-maintained shared apartments/residential accommodations in Florence. Your space will consist of a bed in either a multiple occupancy or double bedroom, a common area and shared kitchen, adequate hanging and folded storage for your clothing, a fully- equipped kitchen (refrigerator, sink, cooktop/stove and either a self-standing oven or microwave, cooking equipment and utensils, plates, glasses and dining utensils, and bathroom. You will also find an iron and ironing board, hangers and other standard equipment.

**Anyone who accepts accommodation in Institution housing accepts the responsibility of living in someone else's property and treating it as their own.** Our housing policies are designed to 1) protect our tenants, 2) protect the property, and 3) to abide by Italian laws and Institution regulations.

**While you are here you are, in many ways, an “ambassador” for your home country** and you are expected to behave accordingly. Abiding by these policies will ensure that you fulfil this role while respecting your host country, your neighbors, and host property. We enforce these regulations strictly and accommodation tenants must agree to abide by them. By signing this document, you agree to abide by these policies and acknowledge that failure to do so can result in penalties (fines and/or loss of security deposits), and can ultimately result in forfeiture of your living accommodations and all associated fees.

### **General Policy**

Tenants in Institution accommodations are expected to behave appropriately with roommates, neighbors and the community at large, in all respects. Violence or threats, sexual harassment, inappropriate behavior and loud noise are not tolerated, in accordance with **the Institution's Code of Conduct** and will result in a warning or possibly immediate eviction. Excess noise may result in a fine or immediate eviction (**consult fines on the dedicated section of this document**).

Tenants are expected to treat their Florence accommodation with respect and to leave it as they found it at departure. Tenants found in violation of this agreement may be asked to vacate the property, will not be due any refund of fees and may be responsible for administrative and legal penalties/subject to a fine.

**By accepting this Agreement**, it is the tenant's intention to forever relieve the Institution, its officers, employees, agents and volunteers, of any duty to the tenant and the tenant assumes the entire risk of any personal injury, damage, loss, harm, death, claim, medical expense and any other type of expense that might occur during or as a result of his/her use of, or presence in Institution housing.

### **Health and Safety Policy**

**It is against Institution regulations to:**

1. Tamper with fire or other safety equipment.
2. Possess flammable items, appliances or other items that may be considered a fire hazard in any way, in your accommodation.
3. Smoke in any part of the accommodation/apartment/residence or building, including balconies and common areas such as hallways and elevators.
4. Bring illegal substances into the accommodation/building.
5. Start or cause a fire in any accommodation/building. This includes fireplaces, which are forbidden to use and extremely dangerous.
6. Cause a false fire or safety alarm in any accommodation or building.
7. Possess weapons or items that resemble weapons.
8. Throw objects or any substance from, into, or onto accommodation/building windows, doors, terraces, ledges, roofs or other areas.
9. Bring unauthorized furniture into your accommodation or building or move home furniture like beds and armchairs.
10. Tamper with devices and furnishings, such as windows, shutters, cranks, stops, locks, and door closing devices.
11. Install an unauthorized lock on a bedroom, bathroom, or front door.
12. Leave accommodation windows and entry doors open when not present in the accommodation and/or failure to lock accommodation door.
13. Enter without authorization, or contribute to unauthorized entry of another individual, into the accommodation. This includes fraudulent attempts (misrepresentation, using false identification, etc.), to enter or to allow another individual to enter any accommodation.
14. Failure to present a valid passport or properly identify oneself within 12 hours when entering the accommodation or when requested to do so by any authorized Institution staff member.
15. Call the Institution Emergency Number +39 351 5081385 for anything other than a Real Emergency (fine applies - see dedicated section of the document).

### **Guest/Visitor Policies**

#### **No guests are allowed overnight or after 11PM in any accommodation.**

Hosting or attempting to host overnight guests is a violation of Italian anti-terrorism laws, as well as Institution housing rules. We are happy to provide recommendations for inexpensive nearby hotels and/or hostels for visiting friends and family members. Guests that are disruptive or involved in a policy violation of any kind may be asked to leave the residence immediately and may be banned from returning.

The right of a tenant to live in reasonable privacy takes precedence over the privilege of their roommate or residence mates to entertain a guest in their room or common spaces. A guest is any individual who is present in the accommodation at the invitation of a tenant. This definition includes students, family, and friends.

### **Administrative Policy**

**You may not:**

1. Move to another accommodation or housing facility without authorization, or change roommates.
2. Occupy a housing space assigned to another tenant.
3. Sublet a room, suite or accommodation, or allowing an individual to reside in the accommodation without authorization.
4. Fail to properly complete and comply with the check-in/out procedure.
5. Modify or paint any room in your accommodation.
6. Hang posters or other photographs using tape, nails and/or tacks that can damage walls.

**Loss of Keys** will result in a EURO 100 administrative fee\*, plus the actual cost of the replacement key.

**Replacing Locks:** In the case of a lock-out or any other situation that you have caused to require the use of a locksmith (such as inserting objects into doors, breaking doors or locks), you will be charged a) the full cost of the locksmith (this can be very expensive if the lock needs to be replaced), plus b) all costs of replacement items (locks, doors, keys). As Florentine locksmiths are notoriously expensive, please do not call one on your own.

**After Hours Lock-outs:** For lock-out calls that come in after working hours, tenants will be charged a EURO 200 administrative fee\* to open/un-lock doors plus any costs incurred for opening their door (locksmith and all related costs). Payment must be made within two working days (48 hours).

**Key Return at Check-out:** If you do not return your key at check-out the penalty is EURO 100 plus the costs of the replacement key\* (and if applicable the electronic key).

**Damages:** Tenants are responsible for any damages in their accommodation. In case the responsible party is not identified, all accommodation tenants will be charged in equal amounts for the total damage. Carefully fill out the 48h Housing check-in form upon arrival, indicating any damages you see. This form can be found in your personal area on the Institution student portal. **Always immediately notify the Institution of damages that occurs during your stay.**

**Utilities:** Act in a responsible manner with regard to the use of water, electricity and gas in your accommodation. Unreasonable utilities bills may result in additional cost to the tenants of an accommodation. Tenants have a utilities allowance of EURO 50 per person per month, which is generally adequate for normal living conditions. Utilities in Italy are very expensive, and EURO 50 presumes you will use electricity, hot water and gas much more sparingly than you would normally in your home country. All accommodation meters will be read after one month for information purposes. Tenants will be responsible for utility charges (divided equally amongst accommodation tenants) for charges exceeding EURO 50 / month / tenant. Turn off all lights when leaving your accommodation.

Tenant configuration in an accommodation: The institution reserves the right, for necessary maintenance, interpersonal relations or other reasons, to change the tenant configuration of an accommodation during the course of the academic year. Tenants may be assigned to bedrooms with empty beds if attending shorter sessions. Tenants cannot occupy the extra bed for any reasons.

*\*Please note that the final amount due is subject to change.*

**Late Payments:** Failure to make payments may result in administrative action by the Institution, which may include legal collections procedures, and/or the delayed release of academic records, or other sanctions.

### **Community Standards Policy**

**The following behavior is in violation of the Institution's Code of Conduct:**

1. Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health and/or welfare of the community.
2. Behaving in a way that causes annoyance to neighbors. Particularly due to the Italian law, noisy behavior is absolutely to be avoided during the day from 2:00pm to 4:00pm and at night starting

at 11:00pm (As noise in many accommodations can be heard clearly in adjacent apartments [above and below], tenants are specifically cautioned against slamming doors, and wearing high-heel and other hard-soled shoes while at home).

3. Hanging, displaying or leaving personal items such as clothes or food items outside of your accommodation, on balconies, or any other place that may be visually disturbing to your neighbors.
4. Use of illegal drugs and/or excessive use of alcohol.
5. Harassment or abusive behavior toward another individual or group by any means (including electronic), for any reason.
6. Physical violence (actual or threatened) against any individual or group.
7. Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person, group or oneself.
8. Vandalism or damage to personal or Institution property.
9. Theft or unauthorized use or possession of personal or Institution property.
10. Excessive noise as defined by Florence city ordinances or the Institution noise policy.
11. Failure to maintain acceptable standards of personal hygiene or room/accommodation cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member or members of the community.
12. Keeping or caring for pets or animals in the accommodation.
13. Unauthorized solicitation, recruitment for membership, subscription, polling, posting, canvassing or commercial sale of products, services or tickets in the accommodation.
14. Smoking in any part of the accommodation or building.
15. Conducting any business for profit in the accommodation.
16. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of a building.
17. Attaching or hanging any projections (including television dishes or antennas, awnings, etc.) to the outside walls or windows of the accommodation/building.
18. Gambling in the accommodation.
19. **Using internet connectivity in an illegal manner.** (Downloading and/or torrenting protected, copy written material in Italy is a criminal offense; your internet provider may terminate your accommodation's internet service as a result of such behavior. We will not be able to restart this service in the event of such an occurrence, thus affecting the ability of you and your house mates to access the internet.)

### **Cleanliness and Hygiene Policy**

**All Accommodations have been cleaned and checked before your move-in. If there are any inadequacies you must inform us within 48 hours of check-in using the provided forms. You are responsible for keeping your individual room and common spaces hygienic and clean during the term.**

1. Do not leave any kind of garbage or food inside or outside the apartment/room/residence. Garbage must be collected and bags must regularly be thrown into the property's garbage collection bins, usually located on every street.
2. Twice monthly, Institution staff may inspect your accommodation for cleanliness, as well as to ensure that excess electricity is not being consumed. We will inform you of such Health and Safety inspections at least 24 hours in advance. If we determine your accommodation is being maintained in a non-hygienic or substandard manner, the Institution may opt to a) warn the tenants or b) provide cleaning at its own initiative (for which it will bill the tenants the cost of cleaning and an administrative fee/fine).
3. Specifically, be sure to dispose of all food in your residence and clean your oven and stove (and stove-top) after use. Leaving the oven and stove dirty will ruin them and you will receive a fine and/or lose a portion or even all of your security deposit.
4. Qualified staff inspects every accommodation, ensuring that they are bedbug free before your

arrival. Therefore, if bedbugs are found in the accommodation, it is the responsibility of every tenant of the accommodation to pay for the total cost of inspection, fumigation, and/or further treatments for bedbugs of the entire accommodation. Given the highly invasive nature of bedbugs, the inspection, fumigation and/or treatments of the entire accommodation is required to properly irradiate the presence of bedbugs, regardless of the identified location of the bedbugs within a specific room and/or bed in the accommodation. The total cost of all necessary treatments is dependent on the size of the accommodation and the severity of the infestation. For a list of tips on how to avoid bedbugs, please consult with the Student Life Department.

5. For safety, sanitary, and aesthetic purposes, each tenant is responsible for the cleanliness of their room and common spaces:
  - Floor is to be clean as well as free of clutter.
  - Clothes are to be stored neatly in closets and drawers.
  - Room is to be clean and free of clutter.
  - Trash is not to be overflowing.
  - No food should be left in open containers.
  - No dirty dishes should be present.
  - Shared bathrooms are to be clean and free of clutter.

Any cleanliness violations will be noted by the staff and are to be corrected within 24 hours. Failure to correct the violations may result in referral to the Institution Student Affairs committee for disciplinary action.

### **Maintenance Policy**

The institution provides maintenance service for your accommodation and is responsible for repairing the things that are not in alignment with Institution standards. If your accommodation requires repairs, we'll fix them as soon as possible. However, you're living independently in an accommodation, and as such you're responsible for a number of items. **Here's a list of things that we're not responsible for (and that you'll need to do on your own):**

1. Changing light bulbs (unless the bulb is a halogen type and/or not a simple screw-in socket)
2. Purchasing garbage bags and other routine cleaning supplies.
3. Removing garbage bags and spoiled food on a regular basis.
4. Cleaning your dirty pots, pans and dishes.
5. Keeping your accommodation clean and tidy.
6. Purchasing toilet paper and other personal items.
7. Airing out your accommodation frequently, while you are at home.
8. Clearing your kitchen and drains and preventing blockage/back-up (we do not have garbage disposals in Italy).
9. Monitoring what goes down your toilets, never disposing of anything other than toilet paper.

**In order to report a standard maintenance issue, you must go to the troubleshooting form in your Institution student portal. We review all maintenance requests daily during our office hours, and we'll respond within 48 working hours of our receiving yours.** We can generally take care of most maintenance issues within one or two working days. Remember, though, that you're living in a country where Customer Service does not mean 24-hour availability of repair people. Nonetheless, we'll keep you informed as to the progress we're making. **NOTE: We are not responsible for maintenance reports that do not come through our online request form.**

**You are not required to be in the accommodation during maintenance work/visits.** The agencies maintain keys to all accommodations. The institution reserves the right to enter any accommodation with or without notice (for serious/emergency issues).

**Contacting us and Emergencies: You can contact us 24 hours a day via our troubleshooting form.**

If you have an emergency during office hours 8:30am – 7:30pm please contact our office at **+39 055**

**244664.** If you have an emergency outside of office hours please contact our ER number **+39 351 5081385**. Keep in mind that we work daily from 8:30am – 7:30pm weekends excluded, we will not respond to email or outside of these times.

### **EMERGENCIES**

**We are available 24 hours a day for “Real Emergencies.”**

**“Real Emergencies” are: Fire, Flood, Gas Leak, Break-in (or any time that the police are in your accommodation).**

**If you have a “Real Emergency,” take the following steps:**

1. Call the police, fire department or other relevant authority (DO THIS FIRST) by dialing 112.
2. **Call the Institution Emergency Number: +39 351 5081385**

**PLEASE NOTE:** If you are calling and it is NOT a “Real Emergency” (see above), we will treat it as an infraction of these regulations that will be subject to disciplinary action.

### **Penalties for Housing Policy Violations**

Should any tenant violate any of the housing policies established by the Institution, the person will be notified via email of the violation and a procedure will ensue to warn and/or sanction the tenant. If a tenant violates any of the aforementioned rules and regulations the following penalties will apply:

- Should this violation fall under the jurisdiction of maintenance of the accommodations, its furniture, or other physical object related to the rental of the accommodation, the violation will be handled by the Institution Administrative Staff and may result in a warning and/or a FINE (see fine table in the dedicated section of the document).
- Should the violation fall under the jurisdiction of student conduct and behavior towards other students, violence, harassment, or other such issues, the violation will be handled by the Institution Student Affairs committee and the Dean of Student Affairs.

In both cases, Student Affairs personnel will inform the other party of the violation and the sanction associated. The institution’s administrative sanction procedure is as follows:

1. For a first violation, an assessment of the violation and solutions will be discussed and documented. A warning may be issued, which can lead to the removal of partial or total housing privileges, FINES, or in extreme cases a permanent eviction. Fines and/or damage repair amounts to accommodations must be paid immediately and according to the fine chart in the dedicated section of the document.
2. In the case of additional violations, tenant(s) will receive a 2nd warning. The severity of the violation will be discussed and documented. Penalty will be determined by the severity of the violation, up to removal from the accommodation without refund of fees. Any damage, repair, or fine must be paid immediately by those responsible.
3. A third violation is grounds for immediate removal from the accommodation. The tenant(s) will be notified that any additional violations will result in their removal from the accommodation. Any damage, repair or fine must be paid immediately by those responsible.
4. Please note: Physical / verbal abuse is NEVER tolerated in Institution housing and can lead to disciplinary action in accordance with the Institution’s Code of Conduct. Any such act will result in immediate removal from housing.
5. THERE WILL BE NO REFUNDS FOR LOSS OF HOUSING/EVICTION DUE TO VIOLATIONS. The tenant will be given 48 hours to evacuate their accommodation. THERE ARE NO EXCEPTIONS. All expenses related to dismissal and/or forfeiture of housing are the sole responsibility of the tenant.

The following table summarizes the fines associated with the Institution Housing violations. Fines are levied either per person or per accommodation, during the term or after check-out, as indicated below\*\*

<u><b>VIOLATION DURING TERM</b></u>	<u><b>FINE: LEVIED DURING TERM</b></u>
Repeated warnings from building personnel of hanging items from windows/balconies or placing/leaving items in hallways (trash, shoes or any other item).	€ 100 (per accommodation per offense)
Trash not thrown out daily (accumulation of trash).	€ 100 (per accommodation per offense)
Placing living room and bedroom furniture, mattresses, sofa cushions etc. on balconies or in hallways or outside.	€ 100 (per accommodation per offense)
Modifying or tampering with routers, internet or telephone outlets and/or modems.	€ 100 (per accommodation, plus any costs incurred)
Clogging plumbing – toilets, drains or sinks with food items or items that do not belong in pipes or plumbing.	€ 100 (per accommodation, plus any costs incurred, per offense)
Non-hygienic/substandard accommodation condition: If the Institution determines, after first warning/first imposed cleaning, an accommodation is continuing to be being maintained in a non-hygienic or substandard manner.	€ 50 (per person, per accommodation, plus the cost of cleaning and administration)
Loss of a key(s) during the session.	€ 100 (per person, plus costs of replacement). After-hours lockout will incur an additional €100 charge
<u><b>VIOLATION AT DEPARTURE</b></u>	<u><b>FINE: LEVIED AFTER CHECK-OUT</b></u>
Failure to be out of the accommodation by 10 am on the designated check out day.	€ 100 (per person)
Failure to return key at check-out.	€ 100 (per person, plus costs of replacement)
Failure to clean oven (excessive grease and crumbs) and stove (stove-top), leaving them dirty with food or liquid.	€ 100 (per accommodation plus any replacement costs incurred if appliance is destroyed)
Failure to remove tape, nails and other wall attachments.	€ 100 (per room plus any replacement and/or repair costs incurred if wall(s) is damaged)
Failure to take out trash or leaving trash on the street.	€ 50 per tenant
Failure to wipe down and clean out the refrigerator (throw away all remaining food).	€ 50 per tenant
Failure to remove all food (perishable and nonperishable items).	€ 50 per tenant
Failure to wash and put away all dishes.	€ 50 per tenant
Failure to clean bathroom (bathtub, shower, and sink).	€ 50 per tenant
Failure to clear bedroom and common area of all personal items.	€ 50 per tenant
Failure to take off bed linens ( including the mattress pad, comforter, blankets and pillow) and leave them in a pile on the floor next to the bed.	€ 50 per tenant
Failure to place all furniture in original position.	€ 50 per tenant
Failure to leave a sheet of paper with your full name on your mattress so that we know which bed and room were yours.	€ 50 per tenant



Failure to clear all common areas (bathroom, kitchen, living room and any communal closets).	€ 50 per tenant
Failure to open all curtains, close all windows tightly (lock windows if possible) turn off all appliances (including air condition), lights, fans, and appliances.	€ 50 per tenant
Failure to close the front door firmly behind you (double check that the accommodation door is closed. You will be responsible for any damage/ theft if the door is not properly closed after all tenants have left. If upon leaving you have any issues with closing the door, please call at the front desk Corso Tintori 0552460916 or email sld-housing@florencecampus.org to notify us immediately).	€ 50 per tenant

Please note: Tenants are responsible for payment of all fines and for any housing damages incurred during a term. Fees for fines or damages must be paid directly at the Student Life Office within 48 hours of receiving notice. Unpaid fees will result in account holds and delay the release of official transcripts.

*\*\*The above chart lists some of the most common violations and fees, however, each tenant is subject to additional fees not listed above upon assessment by Institution authorized personnel. Please note that the costs are subject to change.*

### **Financial Policies**

All required payments under this agreement are due by the date specified and communicated by the Institution. Tenants are responsible for understanding these deadlines, and the Institution will not necessarily issue reminders. Failure to make payments may result in combined administrative action by the Institution, which may include legal collections procedures, and/or the delayed release of academic records, or other sanctions.

All tenants are obligated to leave a credit card number as a security deposit for their accommodation. The Institution does not pre-charge any deposit but will proceed to do so in case of damages and/or other violations per this document.

As noted above, tenants are responsible for living within their utilities allowance. Unless otherwise agreed, any overages will be divided amongst all accommodation tenants equally. Please be aware of your use of electricity and gas, and always turn off lights when you leave a room or the accommodation.

All damages, including that to walls, doors, furnishings and equipment, are also the tenants' responsibility and will be assessed independently of any fines levied (as shown in the chart in the dedicated section of the document). If we are unable to determine which tenant is responsible for specific damage, the damage charges will be shared by all accommodation (or bedroom, as the case may be) tenants, equally. In the event that damages exceed the security deposit, tenants will be billed for the excess amounts. Unpaid fees will result in account holds and delay the release of official transcripts.

All fine notices, for fines to be levied during the term, will be sent to the individual tenant via provided email. Fees must be paid directly at the Student Life Office within 48 hours of receiving the fine notice. For fines levied after check-out, tenants will receive notice via email and fines will then be charged to the credit card submitted upon check in. Unpaid fees will result in account holds and delay the release of official transcripts.

### **Check-out Policy**

Your accommodation must be left clean and as you found it. The below measures must be taken before you leave your accommodation.

1. Clean your room and common areas prior to departure: remove trash, clean bathroom,

kitchen and common areas (if you would like to schedule a pre-departure cleaning please contact us).

2. Empty cupboards and refrigerator, clearing of all personal items and food, and remove them from your accommodation.
3. All sheets and linens should be stripped from beds and left on beds. Towels should be left on beds as well.
4. All personal belongings must be removed from the accommodation.
5. All furniture must be left as you found it.
6. All keys must be left in the accommodation on your dining room table in an envelope with your name on it, at check-out (extra fine for lost keys or failure to return keys will apply; see fine chart in the dedicated section of the document).
7. If there are broken items or damages to the accommodation, these must be reported to the Institution.

**Failure to follow check-out procedures is considered a check-out violation and will result in a fine (as listed in the fine chart in the dedicated section of this document).**

#### **Check-in /Check-out**

Check-in and check-out dates can be consulted on the academic calendar: <https://www.fua-auf.it/academic-calendar/>

Check-outs for all tenants is by 10:00am on the designated check-out date.

#### **Housing Deposit/Damages Form**

You will need to complete a 48h Housing checking form upon arrival. You will need to provide your credit/debit card information giving the Institution authorization to charge the card for any damages that you cause to your accommodation.

Please note: your information will be kept on file and will only be charged if there are damages.

Inspections will be conducted throughout the session. The final inspection will take place the last week of the session. If any excessive damages (beyond normal wear and tear) are found, your credit/debit card will be charged. You will be notified by the Housing Department of any damages.

It is important that you always report any problems through the Institution student portal maintenance form immediately to eliminate any future disputes or issues.

Remember to treat your accommodation and roommates with respect. If you have further questions, please contact [sld-housing@florencecampus.org](mailto:sld-housing@florencecampus.org)

### **RICASOLI DORM SECTION**

Address in Florence: Via Ricasoli 21

#### **Health and Safety Inspections**

The Institution expects a certain level of cleanliness and a certain level of safety standards to be maintained in the residence. It is the responsibility of all tenants to maintain a clean and healthy living environment. To ensure that this standard is met, the Institution appointed resident assistant in cooperation with Student Life Department staff will conduct:

- Regular “walk-throughs” to make sure the common areas are kept in a safe and sanitary condition
- Daily inspections of the common areas (including common bathrooms)
- Biweekly (every two weeks) inspections of rooms and in-room bathrooms
- Monthly in-depth inspections of rooms (including bathrooms, wardrobe spaces, beds, desks, etc.)

If a problem is noted in the room/common area, tenants will be given a verbal/written request to rectify the

situation by a specific date. At that time, the room/ common area will be re-inspected. Failure to correct a documented problem may result in sanctions or removal from Institution housing.

Excessive damage or a problem that produces an unsafe/unhealthy living condition may result in, but not limited to, housing probation, professional cleaning charges or the loss of Institution housing privileges.

### **Fire Safety Policies**

Fire safety equipment is installed on each floor of the building for the protection of the tenants. This equipment is for emergency use only and the misuse of such equipment may result in the lack of protection in the event of an actual emergency.

The institution will take very strong action against tenants found in violation of any fire safety policy. Individual tenants found engaged in such behavior will be subject to severe disciplinary action up to and including expulsion from Institution housing, and/or monetary fines.

If the particular individuals involved in damage to fire safety equipment cannot be identified, all tenants of the residence will be subject to the monetary charges on a pro-rated basis.

Building Fire Alarm Activation:

- First time violation: Euro 100
- Second time violation: Euro 300
- Third time violation: Euro 500

If the Fire department visits the residence following the emergency alarm activation, additional fees might apply.

Failure to Evacuate:

- First time violation: Euro 200
- Second time violation: Euro 300
- Third time violation: Euro 500

Smoking in the Residence:

Smoking and the use of electronic smoking devices (vaping) is prohibited within the residence and any of the Institution buildings. Regardless of alarm activation, if it is determined that smoking has occurred inside the residence and adjacent areas, all tenants may be subject to the following sanctions:

First Violation

- Residence Probation - Duration based on severity of the incident and tenant's judicial history
- Fine: Euro 100
- Educational sanction/referral
- Possible referral to the Student Life Department

These are the minimal recommended sanctions for violations. Depending on the severity of the incident, tenants may also be suspended or removed from the residence and/or referred to the Dean of Students for additional sanctions outlined in the Institution's Code of Conduct Regulations.

### **Keys and IDs**

Tenants will be given a set of keys that will provide access to the residence and their room. It is the tenant's responsibility to carry their key and ID Card at all times and present ID.

Tenants must report lost/stolen keys to the Resident Assistant and Student Life Office immediately. If necessary, a locksmith will change the locks on the door within a reasonable timeframe of the tenant reporting the key lost or stolen. Please refer to specifics in this document for lost or misplaced keys and associated fees.

### **Lounge & Common Spaces Policy**

Lounges and Common Spaces are provided for the use of the tenants and their escorted guests. Tenants are responsible for keeping all areas neat and presentable. It is a violation of Institution Housing policy to remove furniture or other provided equipment from building common areas. Lounge furnishings must remain in their designated areas. If lounge furniture is missing and attempts to locate it fail, the Student Life Department reserves the option to do a residence room search. tenants who are found in possession of public area furniture will be subject to disciplinary action. Any lounge furniture not accounted for will be assessed as a group billing.

### **Institution computers in the common areas**

Tenants may access Institution owned computer terminals located in the common areas. Tenants must take care not to damage the terminals and to use them responsibly. Tenants may be held responsible for any damage.

### **Laundry and garden access**

Laundry facilities are located in the basement of the Institution residence. Tenants are allocated two coins per week. Additional coins, including coins for the dryers, may be purchased at the front desk at the price of Euro 1 per coin.

Please note that access to the laundry room and the garden is authorized only during Fedora opening hours.

### **Room Entry**

SLD and housing office reserves the right to authorize personnel to enter into any area of the residence in the absence of the tenant. The authorized personnel include, but are not limited to: professional members of the SLD and housing office, repair/maintenance/cleaning personnel. Housing and Residence staff will inspect rooms during semester breaks and other times designated by the Dean of Students. If it is believed that an immediate danger exists in a bedroom or common space, the SLD and housing office will access the room immediately. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property.

Staff may also enter into a tenant's room to eliminate disruptive noise from electronic equipment which may violate an individual's right to sleep or study. This includes, but is not limited to, unattended stereos, televisions and alarm clocks.

Police officers and Public Safety can enter into a tenant's room for purposes of investigation. This includes, but is not necessarily limited to, officers in possession of a valid search/arrest warrant, hot pursuit, a safety emergency, or when a police officer/security officer has probable cause to believe a felony, misdemeanor, or any other illegal activity is being or has been committed by the individual therein.

**Guest are allowed until 11:00pm.** Nevertheless, guests staying or planning to stay until 11:00pm **must** register in advance at the Front Desk within **7:00pm**. Registration will require a valid ID that will be photocopied and kept in the Institution records.

All tenants are requested to be aware of unescorted guests on the floor and to report their presence to the RA or Institution staff. The tenant is responsible, along with the staff, for maintaining a safe living environment. Please Note:

1. The host is responsible for ensuring that the guest(s) follows Institution rules and regulations. The host assumes the consequences for the violations committed by the guest(s).
2. The guest must be escorted by the tenant at all times.

### **Storage of personal belongings**

In entryway bathrooms, personal belongings are to be left only in the designated storage units or on installed shelves. Such belongings may not block the emergency exit doors connected to other rooms. Tenants are responsible for cleaning their own bathrooms and for requesting necessary repairs or other maintenance.

### **Quiet Hours & Courtesy Hours**

Tenants are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates and residence mates. Excessive noise and disorderly behavior will not be tolerated. Courtesy hours are in effect 24-hours a day.

In addition to courtesy hours, specific quiet hours are as follows:

- 10:00 p.m. to 9:00 a.m. on Sunday through Thursday.
- 11:00 p.m. to 9:00 a.m. on Friday and Saturday. During quiet hours, tenants are requested to refrain from congregating in the hallway or HUB areas; loud talking or laughing, pounding, running; playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and surrounding areas of the residence including, but not limited to, the HUB area and the areas immediately surrounding all residence. During midterm and final exams weeks, quiet hours will be 24-hours a day.

### **Room Change Policy and Procedures**

Tenants may not change rooms without the prior approval of the Office of SLD and Housing. Tenants requesting room changes may contact the RA who will submit the request to the SLD and Housing office. The SLD and Housing office will evaluate the request/s and might request more information on the reason for the request/s.

Any tenant changing rooms without the written approval of the SLD and Housing office may be subject to Disciplinary action and disapproval of any subsequent requests to change rooms.

- The Institution reserves the right to consolidate those tenants who are in a room that is currently housing less than the capacity of said room.
- The Institution reserves the right to make administrative room changes which are believed to be in the best interests of those involved and the Institution.
- When problems with roommates occur, tenants are encouraged to try to resolve their conflicts.

Upon approval, rooms must be inspected by the SLD and Housing office prior to the move. Tenants who are changing rooms are responsible for making arrangements to be properly checked out of their room, including room inspection by the SLD and Housing office. No room change may be instituted without following proper procedures or without the resident assistant's approval.

### **Mandatory Residence Meetings**

During the semester, certain residence meetings will be designated as "mandatory" by the Housing and SLD Office. Tenants must attend mandatory residence meetings with their Resident Assistant and/or SLD staff. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the tenant to get the information. Tenants will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that tenants attend all meetings so that they are aware of all information that is being provided for their benefit.

### **Room Decorating**

Tenants may not damage any surfaces of furniture when decorating their room. The room and furnishings may not be painted or permanently altered in any way. Nails and hooks are prohibited in the residence space. If the room or furnishings are damaged in any way, the tenant will be billed and may be subject to the Institution's Code of Conduct action. Tenants must use exclusively the board present in their bedrooms.

### **Smoking**

Smoking is prohibited in the Institution residence. This includes the following but not limited to cigarettes,

cigars, electric cigarettes, aromatic cigarettes, herbal cigars, hookahs and burning incense.

**Solicitation**

Solicitation and sales of any service or product in a is prohibited. Commercial sales will not be allowed from individual tenant rooms or other areas within the Institution residence. Tenants may not use Institution residence rooms as a place of business or for the purposes of solicitation or for any purpose other than as a residence. Advertisement, sale or solicitation of alcoholic beverages is not allowed in the residence.