

DEFINITIONS

INTRODUCTION

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DEFINITIONS

In addition to terms that may be defined in other articles of these Regulations, for the purposes of the same, the expressions listed below shall have the meaning indicated next to each of them. These terms may also be used in the plural, with the meaning attributed to them remaining unchanged.

“DotCampus”: DotCampus Roma S.r.l., with registered office in Rome, Via Faleria, 21, Tax Code and VAT no. 16793121001;

“Guest”: each student, researcher, lecturer and similar individual, including relatives, in addition to any person using the services of DotCampus and/or accessing the Facility - including through guesting and hosting formulas;

“Facility”: every university Facility managed by DotCampus in which these Regulations are in effect;

“Room”: one or more rooms assigned, upon payment, by DotCampus to the Guest through the “University Facility Contract”;

“Membership”: the educational and professional collaboration programme aimed at guests who will stay for a minimum of 3 months.

INTRODUCTION

Art. 1 - Validity and amendments

- 1) The Regulations (the “Regulations”) are an integral part of the General Terms and Conditions of the Contract between DotCampus, the Contracting Party and the Guest.
- 2) DotCampus shall have the right to amend any clause of these Regulations, advising of any changes through email.
- 3) A copy of the Regulations in force is available at reception and published on the DotCampus website: www.dotcampus.it.

Art. 2 - Rooms

- 1) The Rooms are primarily intended for students, researchers, lecturers, young workers and similar individuals, as well as for any person using the services of DotCampus.
- 2) DotCampus declines all responsibility with respect to Clients for valuables or money and anything else left in the Rooms.

Art 3 - Membership and ESG impact

- 1) DotCampus Membership is intended for those who stay at the Facility for a period of at least 3 months, and is aimed at people with a spirit of creating value, both for themselves and for others. It requires adherence to accepted standards of conduct and internal rules to safeguard the use and enjoyment of the Facility by Guests and their guests.

2) Guests who participate in Membership activities adhere to the criteria promoted through the adoption of the Code of Conduct implemented by DotCampus and to the pursuit and promotion of ESG criteria; with particular regard to the Principles for Responsible Investment n.3 (“good health and well-being”), 4 (“quality education”), 5 (“gender equality”), 12 (“responsible consumption and production”), 13 (“climate action”).

DotCampus:

- adopts a plastic-free policy;
- promotes the responsible consumption of energy resources with the possibility of activating reward systems based on the monitoring of water, electricity and paper consumption;
- promotes separate waste collection with the possibility of monitoring Guests’ waste management behaviour.

Guests agree to respect the points outlined above.

GENERAL RULES - USE OF THE ROOM

Art. 4 - Rules of conduct in communities

1) Within the Facility, the behaviour of Guests in relations with other Clients, with DotCampus personnel and with the collaborators in any capacity must respect the fundamental rules of tolerance, respect and collaboration, in order to facilitate daily coexistence.

Guests of DotCampus agree to respect - among other things - the following **ethical principles**:

- responsibility and respect for the law, meaning respect for the laws, regulations and, in general, rules in force;
- fairness, meaning respect for the rights of all parties present in the Facility;
- non-discrimination: Guests reject and repudiate any discrimination based on gender orientation, nationality, religion, personal and political opinions, age, health and economic condition;
- respect for human rights;
- community relations and environmental protection: Guests acknowledge that environmental protection is of fundamental importance in ensuring consistent and balanced growth;
- protection of the individual personality: Guests recognise the need to protect individual freedom in all its forms and repudiate all expressions of violence, especially if aimed at restricting personal freedom, as well as any phenomena involving prostitution and/or child pornography.

2) Within the framework of these general rules, Guests must comply with the provisions set forth in these Regulations, which they shall sign for acceptance during the check-in and Room handover procedures.

3) Guests are required to comply with all legal provisions, with the regulations of the Local Police force and those of Public Safety, insofar as applicable, as well as any additional provisions to these Regulations issued by DotCampus (e.g. internal circulars).

- 4) Under no circumstance may Guests transfer, not even temporarily, their official Address to the Facility.
- 5) Guests are required to:
- a) maintain behaviour marked by absolute fairness, sense of responsibility and respect towards other people and in the use of the Room and common areas of the Facility;
 - b) promptly report any contagious diseases contracted during the period of stay in the Facility; DotCampus may temporarily suspend the Guest from the use of the Room, until complete recovery, as supported by the appropriate medical certificate;
 - c) post notices, signs, or any other items only in the specifically designated spaces;
 - d) periodically check the efficiency of the equipment, furnishings and systems of the Room (with particular regard to water pipes and taps, thermostats, etc.), promptly reporting any breakdowns and/or malfunctions to DotCampus;
 - e) personally handle the hygienic standards, order and decorum of the Room and of the common areas; keep the Room clean and tidy, avoiding the presence of rubbish and dirty dishes;
 - f) turn off the lights, turn off the water and gas and lock the Room every time they leave; in the event of absences of more than 7 days, Guests are required to empty, defrost and leave the refrigerator clean;
 - g) use small electrical appliances or any type of electrical appliance only if they have been certified as compliant with European safety regulations, with use carried out in compliance with safety regulations; keep at the disposal of DotCampus certification of compliance with safety regulations of all electrical appliances used, without prejudice to the prohibition of using washing machines and/or dishwashers;
 - h) provide written notice of any prolonged absence; if the absence exceeds 7 days, room keys must be returned to reception;
 - i) allow access to personnel responsible for periodic cleaning, where required, and maintenance;
 - j) make appropriate use of the appliances and equipment present in the common areas of the Facility;
 - l) comply with the regulations set out by DotCampus for use of the educational and/or recreational infrastructure of the Facility and/or of the specific services offered by DotCampus.
- 6) Guests may not:
- a. possess weapons or narcotics, as well as noxious substances or inflammable materials, including gas cylinders;
 - b. keep animals in the Rooms and common areas of the Facility, with the exception of guide dogs for visually-impaired Clients;
 - c. disturb other Clients. In particular, after midnight and before 8:00 a.m., sounds, singing and noises of any kind that disturb tranquillity, rest and study are forbidden; during the remaining hours of the day, the use of musical instruments, radios,

televisions, stereo systems, etc. and behaviour in general must be such as not to disturb anyone;

- d. gamble or participate in games involving gambling;
- e. place bulky material in the common areas of the Facility (tables, furniture, etc.);
- f. place on the terraces or windowsills any object whose presence may compromise the decorum and hygiene of the Facility or constitute a danger to the safety of other Clients or third parties in general (e.g. clotheslines, vases, etc.);
- g. throw water, cigarette butts or other material of any kind in any part of the Facility;
- h. throw materials that could block the pipes into the drains of washbasins, toilets, etc.;
- i. modify the Rooms, including painting, moving or adapting the systems;
- j. tamper with the electrical, heating or air-conditioning system, or hazard detectors, and use multiple sockets of various types;
- k. install locking devices in the Room other than those provided; make duplicates of the key both of the Room and of the internal room, except with prior written authorisation by DotCampus;
- l. remove or introduce furniture and equipment of any kind in the common areas and inside the Rooms, except with prior written authorisation by DotCampus;
- m. move, dismantle, modify or otherwise change the furniture and any other element existing in the Facility;
- n. carry out any repair work or have a third party carry it out;
- o. throw water or other substances that may cause damage to the Rooms or constitute a danger to the safety of other Clients and/or passers-by;
- p. use stoves or burners of any kind apart from the ones specifically provided by DotCampus;
- q. throw or deposit rubbish or waste in the walkways or common areas of the Facility or in any case outside of the specific bins placed at the entrance of the Facility itself;
- r. without prejudice to the provisions of the General Contract Terms and Conditions, host people at night; receive visitors who have not left a piece of identification at reception, without prejudice to the provisions of the following articles of these Regulations;
- s. wander around the premises in a state of intoxication, wearing indecorous clothing or with an inappropriate attitude;
- t. smoke inside the Rooms and/or in the enclosed spaces of the Facility.

7) The Guest and their guests must behave in such a way to not disturb other Guests of the Facility. Non-compliant behaviour may lead to suspension or termination of membership.

8) To protect the atmosphere within the Facility, Guests are not permitted to receive or make calls in common areas and telephones must be on silent mode. Texting and calls are permitted

in designated areas of the Facility. Please ensure that guests of our Guests adhere to our phone policy.

9) The use of cameras, video cameras or other recording devices, live or otherwise, on a mobile phone or other medium, during one's stay in the Facility is not permitted. Guests are also responsible for ensuring that their own guests comply with this rule. DotCampus reserves the right to take possession of and confiscate any mobile phone, camera, video camera or other recording device and any photos, videos or other recorded images used or acquired while in the Facility.

10) Films, videos, songs, Internet calls, presentations and all other audio content must only be played through headphones and must not be audible to the other Guests present. Internet calls may only be made in designated areas.

11) DotCampus has a strict press policy. Guests will be held responsible if they or their guests publicly disclose or identify other members or guests who are in the Facility, in any print or social media, including Facebook, Twitter, Instagram and on personal blogs. Similarly, members and their guests must refrain from identifying or describing any private event or member's event taking place on the premises of the Facility.

Art 5 - Delivery of Room

1) Delivery of the Room may only take place from Monday to Sunday from

2:00 p.m. to 8:00 p.m. DotCampus is available to deliver the Room by personal appointment.

2) DotCampus will deliver to the Guest the handover report of the Room, outlining the condition of the Room itself and identifying the furnishings and equipment of the Room and their condition. Within 24 hours from delivery of the Room, the Guest may report any non-conformity with respect to what is indicated in the handover report to DotCampus in writing. In this case, DotCampus and the Guest will verify the non-conformities found together and will modify the above-mentioned handover report. Any reports made after the above deadline will not be effective, the Room and its furnishings will be considered free from defects and the Guest will be held responsible for any defects.

Art. 6 - Damage and loss

1) In the event of damage to the Facility and/or loss of property that is attributable to the Guest, the latter shall pay DotCampus a sum equal to the costs actually incurred to replace the damaged and/or missing property or for its repair or for restoration of the damage caused to the Facility. The amounts to be paid to DotCampus may be deducted from the security deposit.

2) If it is not possible to assign individual responsibility, each Guest shall be jointly and severally liable with the other Clients for damages caused to the Facility or to a part of it and to the property of which it is composed.

3) The sums referred to in paragraph 1 shall be paid within thirty days from the request made by DotCampus. If the Guest does not make payment within this period, a late payment charge of €25.00 will be applied. After the sixtieth day, DotCampus will proceed with revocation of the Room.

4) Guests must notify reception as soon as possible with regard to loss or theft of key/access card to the Room. In this case, DotCampus will replace the key/card and provide a copy to the Guest, who shall pay a fee of €15.00.

Art. 7 - Charges borne by the Guest

- 1) The Guest shall keep the room assigned to them neat (including their belongings), and see to its proper maintenance.
- 2) Guests are required to sort the waste they produce and place it in the special recycling bins.
- 3) Guests are required to periodically visit the help desk to view all the information and notices displayed on the relevant notice boards in order to be updated on all administrative and organisational communications that concern them. Use of the website is strongly recommended.
- 4) Guests are required to periodically check the presence of mail addressed to them at the reception desk of the Facility.
- 5) DotCampus may carry out inspections in the Rooms at any time, normally in the presence of the Guest.
- 6) Guests are responsible for very minor maintenance, such as changing light bulbs and unclogging sinks, shower trays and toilets. If Guests ask DotCampus to carry out such interventions, they shall pay DotCampus the sum of €5.00 as a service call fee.

Art. 8 - Guests

- 1) Guests are permitted to host their own guests in the Facility and in the assigned Room, provided that this does not cause damage or disturbance to other Clients. Guests hosting someone must notify DotCampus in advance, providing the name(s) by email to .
- 2) Guests shall be responsible for any damage caused by their guests and shall be liable for any non-compliance with these Regulations.
- 3) Guests are obliged to communicate their personal details to reception staff of the Facility, submitting valid identification which will be kept until the end of the visit.
- 4) Each Guest may accommodate no more than one guest in the Room at a time. Unless otherwise agreed, the free stay of guests shall not be required to comply with the service package subscribed to by the Client.
- 5) Reception staff may not issue overnight authorisations under any circumstance.

Art. 9 - Room release procedure

- 1) Departing Guests are required to go to the help desk to complete the check-out procedures and to return the room key/card, which must be returned no later than 10:30 a.m. on the

day of departure. Guests are required to reserve the day and time of check-out at the reception desk at least seven days in advance. The check-out procedure also involves inspection of the Room by DotCampus, the state of repair of which will be indicated in the handover report drawn up in agreement between the parties.

2) If the Guest does not comply with the above requirements, DotCampus will retain the entire amount of the security deposit paid at the moment of the delivery of the Room.

Art. 10 - Use of common areas

1) Each Facility has common areas intended for various uses by Guests and other clients of the Facility. Without prejudice to any further specific regulations on the use of each space (e.g. hours of use and booking), the following general rules shall apply.

2) The use of kitchens, where present, and laundry facilities is reserved exclusively for Guests.

3) The Guest is responsible for damage caused to property, facilities and/or furnishings in the common areas. In cases where it is not possible to identify those responsible for such damage, the costs shall be proportionally charged to all the Guests of the Facility. Similarly, should extraordinary cleaning be necessary in the common areas of the Facility due to the conduct of one or more Guests, the relative costs shall be charged to the latter and, in the event that it is not possible to identify one or more of those responsible, the cost shall be charged proportionally to each Guest of the Facility.

4) Guests may organise events of a recreational nature in special areas indicated by DotCampus, subject to a written request to DotCampus at least seven days prior to the event date. Parties in the Rooms, on the floors or in areas other than those authorised by DotCampus are therefore prohibited. The request (which can be made by email to helpdesk@dotcampus.it) must be signed by the organisers and must indicate the date and time of the event, as well as the reason for it; any external participants must indicate their presence by submitting identification at the reception desk upon entering the Facility. The organisers are responsible for the behaviour of the participants and for any damage caused to the Facility, property and equipment therein. All initiatives of a recreational nature may not extend beyond midnight.

Art. 11 - Substitution of Room

1) Without prejudice to the provisions of the General Contract Terms and Conditions, DotCampus may substitute the Room assigned to the Guest.

2) In particularly serious cases, DotCampus may replace the Room even without prior notice. A Guest transferred to another Room is required to check out, hand over the keys and pay any amounts due for utilities and any damages or losses.

3) Room substitutions will not be made at the Guest's request during the period of effectiveness of the Contract.

Art. 12 - Access to the IT network

1) Access to the IT network is possible in each Facility.

- 2) Access is subject to the use of a personal username and password. Such data are strictly personal and sharing with other Guests or parties outside of the Facility is prohibited.
- 3) The following are prohibited:
 - a) using the IT service to download or view in streaming material covered by copyright;
 - b) accessing illegal sites;
 - c) sharing or downloading files through peer-to-peer programmes (e.g. emule, torrent, etc.);
 - d) using one's device as a hotspot to provide an internet connection to third parties;
 - e) in the event of violation of the provisions pursuant to paragraphs 2 and 3, DotCampus reserves the right to suspend the internet account.

GENERAL RULES - MEMBERSHIP and ESG IMPACT

Art. 13 - ESG Criteria

Our Guests adhere to the pursuit of the goals dictated by the UN, committing to respecting the PRI (Principles for Responsible Investment), as better defined in section 3.2.

Art. 14 - Members Database

It is important for us to keep your current details and your photograph in our Members database. By becoming a DotCampus Member, you give us consent to retain your personal details, a photograph and, if applicable, your CV for use in connection with your membership. In the event of any changes to your contact or payment details, please contact us at info@dotcampus.it or the help desk.

MEASURES AND SANCTIONS

Art. 15 - Measures

- 1) Infringement of the rules contained in these Regulations may be sanctioned, depending on the seriousness of the facts, with the following measures:
 - a) fine;
 - b) written warning and associated fine;
 - c) revocation of the Room.
- 2) In the case of a fine, DotCampus shall deliver a letter of reprimand to the Guest. The Guest shall pay the fine within seven days of receiving said letter.
- 3) In the event of a written warning and related fine, DotCampus shall deliver the written warning to the Guest. Within twenty days from delivery of said letter, the Guest shall pay the fine.

4) In the event of temporary suspension or revocation of the Room, DotCampus shall deliver the relevant communication to the Guest concerned.

Art. 16 - Fine

1) Without prejudice to what is envisaged elsewhere in these Regulations, DotCampus, following a specific report, may apply a fine of €30.00 in the following cases:

- presence of animals in the rooms or common areas of the Facility, with the exception of guide dogs for the visually impaired;
- presence of bulky material in the common areas of the Facility and in the Rooms;
- presence on the terraces or windowsills of objects that pose a safety hazard for third parties;
- presence of stoves, burners or other unauthorised equipment in the Rooms;
- presence of perishable foodstuffs in the Rooms during the period when the Residences are closed;
- presence in the Rooms of furniture or equipment removed from the common areas of the Facility;
- bags of rubbish outside of the appropriate containers.

2) Repetition of one or more of the above breaches of the Regulations during the Guest's stay at the Facility shall entail the application of Article 19.

Art. 17 - Written warning and associated fine

1) Without prejudice to what is envisaged elsewhere in these Regulations, DotCampus may issue a written warning with the application of a fine of €100.00 in the following cases:

- if DotCampus, during cleaning of the Rooms, if envisaged, identifies serious hygienic deficiencies;
- disturbance to Clients and neighbours. In particular, after midnight and before 8:00 a.m., singing, sounds and noise of any kind are prohibited;
- improper behaviour towards personnel of DotCampus and its contractors and/or collaborators, as well as other Clients;
- hospitality of strangers in the Facility outside of the permitted hours and in violation of the relevant provisions;
- use in the Room of electric or gas cookers, refrigerators or other household appliances, without prior written authorisation by DotCampus;
- alterations, tampering or adaptations to the systems and/or painting of the Rooms.

Art. 18 - Use of amounts deriving from the application of fines

1) The sums received from application of the fines referred to in Articles 13 and 14 shall be used to improve the services and activities organised within the Residences for the benefit of Clients.

Art. 19 - Temporary suspension

- 1) Following repeated violations of Articles 13 and 14, DotCampus may proceed with the immediate removal of the Guest from the Facility.

Art. 20 - Immediate revocation of the Room

2) DotCampus shall immediately revoke the Room in the following cases:

- possession of weapons and drugs, even for personal use, inflammable materials, harmful substances, radioactive substances or substances in any case prohibited by law;
- non-payment of fees due for expenses and/or fines;
- assignment for use and/or subletting of the Room to outsiders;
- accommodation of strangers in the Room without prior notification to DotCampus;
- serious violations of these Regulations during the Guest's stay at the Facility;
- behaviour detrimental to public order and to the laws in force;
- assignment of or permission to use the access key to the Facility to third parties;
- failure by the Guest to report absences for a consecutive month without serious or proven reasons;
- repeated violations that cause the Guest to incur more than one written reprimand during their stay in the Facility.

3) In the event of revocation of the Room, the Guest shall not be entitled to any reimbursement of the rent paid.

Art. 21 - Use of bicycle parking spaces

1) Guests are required to park their bicycles in the designated areas. In the event of violation, DotCampus may impose a fine of €50.00.

Art. 22 - Data and privacy

DotCampus, as Data Controller, will process personal data collected directly from Guests to manage and organise the activities that are the subject of the contract of which these Regulations are an integral part and for necessary and essential processing of an operational, managerial, accounting and other nature, in accordance with the regulations in force regarding the protection of personal data (EU Regulation 2016/679 and Legislative Decree no. 196 of 30 June 2003 - Personal Data Protection Code).

Art. 23 - Access to the Room by Facility personnel

DotCampus personnel have a copy of the keys to access the Rooms.

Access to the Rooms by DotCampus staff may take place:

- a) with the Guest present:
 - for periodic checks;
 - upon request by the Guest;
- b) even with the Guest absent, with notice:

- for inspections to verify the condition of the Room and as part of the maintenance checks;
 - to carry out extraordinary inspections or checks on the systems of the Rooms;
- c) even with the Guest absent, without notice:
- to carry out urgent intervention or repairs;
 - in the event of prolonged absence or if the Room is occupied without authorisation;
- d) to carry out cleaning, where envisaged;

PRICE LIST FOR REPAIRS AND REPLACEMENTS

#	AREA	ITEM	MAX COST PER INDIVIDUAL (INCL. VAT)
1	ROOM	SERVICE CALL FEE FOR MINOR MAINTENANCE	6.50 €
1	ROOM	ELECTRONIC DOOR LOCK	78.00 €
1	ROOM	MAGNETIC DOOR BADGE	10.00 €
1	ROOM	WASHBASIN IN BATHROOM	97.50 €
1	ROOM	SHOWER HEAD (cleaning only €5)	32.50 €
1	ROOM	ARMCHAIR IN ROOM	400.00 €
1	ROOM	PAINTING OF WALL	32.50 €
1	ROOM	PAINTING OF ROOM	130.00 €
1	ROOM	PAINTING OF BATHROOM	65.00 €
1	ROOM	CEILING LIGHT	35.10 €
1	ROOM	STUDY LIGHT	13.00 €
1	ROOM	HAIRDRYER	80.00 €
1	ROOM	SHOWER STALL	195.00 €
1	ROOM	TOWEL RACK	39.00 €
1	ROOM	TOILET PAPER HOLDER	26.00 €
1	ROOM	SHELF	39.00 €
1	ROOM	WARDROBE	780.00 €
1	ROOM	DESK	400.00 €
1	ROOM	TOILET SEAT	26.00 €
1	ROOM	BED WITH SLATTED BASE AND STORAGE DRAWER	1500.00 €
1	ROOM	MATTRESS	195.00 €
1	ROOM	SHOWER HOSE	45.00 €
1	ROOM	FIRE ALARM	

		455.00 €
1 ROOM	THERMOSTAT	91.00 €
1 ROOM	HANDLE	26.00 €
1 ROOM	MIRROR	50.00 €
1 ROOM	MINI-BAR	400.00 €
1 ROOM	TOILET PAPER STAND	30.00 €
1 ROOM	PC MONITOR	200.00 €
1 ROOM	REPLACEMENT OF FLUSH PLATE	50.00 €
1 ROOM	REPLACEMENT OF DRAIN PIPE	50.00 €

The above prices include labour and may undergo variations based on market increases.

RULES OF CONDUCT IN AN EMERGENCY

Reporting an anomalous situation.

Anyone at the scene of an emergency (fire or other) should do the following:

- contact the housekeeper/help desk (contact details will be provided at check-in), indicating:
 - the nature of the event
 - location
 - premises affected by the event
 - presence of injured persons
 - their personal details.
1. Press the nearest fire alarm button (refer to the posted plans)
 2. Wait for instructions from the fire emergency and evacuation officials
 3. In case of activation of the alarm signal (intermittent sound), Clients must remain in their rooms and stay vigilant or in the common areas without panicking
 4. In the event of activation of the evacuation signal of the Facility (vocal message preceded by continuous alarm), Clients must:
 - Leave their accommodation or common area in an orderly manner, without running, shouting, panicking or causing panic.

- If in another area of the building, avoid going to their room or workplace; instead, follow the staff of the area in which they are located.
- Suspend telephone communications so as not to obstruct service connections.
- Leave the premises calmly, using the emergency stairs (refer to the posted plans) and assisting any visitors.
- Not use the lift to evacuate the floor as it may suddenly be out of service.
- Not loiter in the immediate vicinity of the external exits, but move away from the building so as not to obstruct any rescue operations, reaching the pre-established gathering point.
- Re-enter the building only when expressly authorised.

Please note: do not of your own volition request the intervention of the Fire Brigade or other external bodies, nor use fire protection devices (hydrants or fire extinguishers). This will be done by the fire and evacuation emergency services if necessary.