# INFN - Laboratori Nazionali Del Sud

## Guesthouse's Internal Regulation 2018-11 VP.eng

1. **Object**

LNS provides accommodation at its on-site guesthouse, located in Catania, via S. Sofia 62.

2. **Guidelines for beneficiaries**

LNS lodgings are available for: employees, associated personnel, scholarship holders (internal and external), researchers and students attending LNS for a period of time in which accommodation is supposed to be provided by INFN upon previous agreements, beneficiaries of the fund for visiting researchers (MAE and UE projects), external collaborators, consultants, workshops attendants, researchers within the institutional activities of INFN.

So for how concernd the personel not INFN employee or associated or scolarship's holders, LNS's guest house service will issue a fiscal receipt, after the payment, for the use of lodgings.

All guests must be compliance with the LNS access regulation (www.lns.infn.it/ visitor info).

**3. Access to the facility**

Reservations are submitted by filling the form available from the LNS website.
The reservation forms must be forwarded 15 days before the date of arrival, by @mail to guesthouse@lns.infn.it
In any reservation form, the following information are requested:

- applicant's personal data (name, surname, nationality, place of residence, place and date of birth);
- kind of collaboration with INFN (employment contract, scholarship, research activity…);
- visit duration;
- Specification of activity;
- Local contact person.

Every applicant have to fill the form, even in case of double room request.

## 4. **Reservation priority**

Usually and based on availability, lodgings allocation is established according to the following order:

- guests refunded by EU, by Spese Soggiorno Ospiti Ricercatori and by Transnational Access to LNL-LNS (ENSAR2);
- scholarship holders residing out of town or at a distance of >50 km (only for the time needed to find a new accommodation, by 2-3 weeks);
- participants at experimental shifts;
- other potential users (conference attendants, employees or associated personnel of any other INFN Section or Laboratory, etc.).

## 5. **Payments**

a) Online POS: http://www.lns.infn.it/PagoOnline/index.html

b) Bank transfer:

IBAN IT 60 S 02008 39105 000102577672 SWIFT BIC UNCRITM1385

c) Local POS by debit or credit cards

If you use the online POS or the bank transfer, you must send a copy of the payment sheet to: guesthouse@lns.infn.it.

The payment is made through the local POS, during office hours, from Monday to Friday, at the Foresteria service office, currently located in room 204 b, on the 2nd floor of the administrative building (Mrs Potenza Virginia, tel. +39 095.542301 - + 39 3286176416)
The payment must be made no later than one day before, leaving the accommodation for departure (check-out).
In case of an overnight stay, payment must be made in advance (before check-in), using one of the methods referred to in points a) POS online or b) bank transfer.
***It is excluding payment by cash, in any currency.***

## 6. **Duration and extention of stay**

The accommodation at LNS's guesthouse cannot last longer than three months.

However, in exceptional cases, the LNS Direction may allow to extend the duration of three more months, the request have to be sent fifteen days before the expected day of departure.

## 7. **Allocation**

The housings are awarded after an assessment by the competent office (in point 3) of LNS.

8. **Loss of the right**

Allocation of lodgings expires in the following cases:

1. different use of lodgings from how it is provided for according to these regulations; .
2. violation of any regulation as foreseen by the use of LNS lodgings;
3. cancellation or early departure by the beneficiary

However, you have to pay all amounts, due for services or penalties accrued under

9. **Code of conduct**

Residents are required to:

a. use carefully any goods and equipment of INFN property;
b. inform authorized personnel in case of breakdowns or malfunctioning of plants;
c. allow access to the persons authorized to provide for the continued efficiency of equipment and installations as well as the cleaning of the rooms and common areas;
d. observe regulations for public order and good behavior;
e. avoid noisy activities and any type of interference with the activities of the LNS or which could disturb other guests;
f. observe security regulations and the code of Environmental Management System.

10. **Responsibilities and prohibitions**

Residents are required to employ the assigned lodgings and on site furniture according to regulations and they are responsible for any related accident. Residents cannot transfer to anybody the right to use the assigned lodgings.

Weapons of any kind, explosives, highly combustible materials, illegal drugs, electric heating appliances, gas stoves and animals are prohibited.

LNS declines any responsibility for damages towards people or things resulting from the improper use of the lodgings assigned.

LNS are not responsible for accidents of third parties, thefts, or damages towards people or things that may happen for natural disasters or because of any other event that is not related to LNS.

In case of damages towards theLNS buildings or in case of any missing object, except for any eventual legal or guardianship action started in the qualified offices, corresponding sum to the missing or broken object will be charged.

11. **Daily fares**

- single room, with toilet € 25,00
- double room, with toilet € 20,00 per person
  For guests refunded by Spese Soggiorno Ospiti Ricercatori/Transnational Access to LNL/LNS
- single room, with toilet € 15,00
- double room, with toilet € 10,00 per person

12. **Rules of access: check-in (from 3pm to midnight) check-out (before noon)**
    The assignee must present an identity document, valid in accordance with Italian law, to be exhibited at the guard build (reception) of the LNS, to complete the identification and acceptance (check-in) as well as pick up the key assigned room.
    Not having and not exhibiting the identification document it will cause the impossibility to have housing.
    Any changes of permanence should be promptly communicated to the Guesthouse Service.

13. **Facilities and housekeeping**

A self-service kitchen is available for residents who need to tidy up after use. Daily cleaning is available from 11:30 to 13:30 (Monday to Friday) and from 10:00 to 12:00 (Saturday) guests are asked to leave their rooms to facilitate the activity.

14. **Return of the lodge upon departure**

At the end of the period of stay, room and facilities will have to be returned in the condition in which they were delivered except for routine use, clean and clear of any personal effect, within the time specified in article 12.

The assignee, in order to regularize their position towards the LNS, will have to pay the amount due to the LNS's Guesthouse Service and return all the keys, to the LNS's guard.

15. **References**

Mrs Virginia Potenza, tel. + 39 095.542301 mobile + 39 3286176416 , email guesthouse@lns.infn.it.
Guardian, internal number 899 , external number +39 095 542111 or +39 095 542899