

# **INFN - Laboratori Nazionali Del Sud**

## **LNS On Site Guesthouse Regulations v\_2017\_01\_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.

With regard to employees and associated personnel of any INFN Section (including INFN scholarship holders), the related local INFN administration will provide LNS with the reimbursement of the corresponding fee (by diversion of the budget allocation from the Central Administration).

About other personnel (not INFN employees or associated or scholarship holders), LNS administration will issue regular receipt to the guests for the use of lodgings, after the payment.

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

### **3. Access to the facility**

Reservations are submitted by filling in a proper form available from the LNS web site.

The reservation forms must be forwarded, by 15 days before the date of arrival, to the specific office: [guesthouse@lns.infn.it](mailto: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);
- type of collaboration with INFN (employment contract, scholarship, research activity...);
- visit duration;
- justification;
- LNS 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](mailto: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 2<sup>nd</sup> 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, after justification, to be sent by 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:  
different use of lodgings from how it is provided for according to these regulations; .

- . violation of any regulation as foreseen by the use of LNS lodgings;
- . cancellation or early departure by the beneficiary

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

## **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 prior noticed, to the persons authorized by the Director of the LNS, 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, electrical 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 LNS buildings or in case of any missing object, except for any eventual legal or guardianship action started in the relevant qualified offices, a 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 carry an identity document, valid in accordance with Italian law, to be exhibited at the guard (reception) of LNS, to complete the formalities provided for 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 Foresteria Service.

## 13. Facilities and housekeeping

A self-service kitchen is available for residents who are required to tidy it up after use. Daily housekeeping is available from 11:30am to 01:30pm (Monday-Friday) and from 10:00am to 12:00pm (Saturday). Guests are requested to free their rooms to ease activities.

## 14. Return of the lodge upon departure

At the end of the period of stay, local 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 Reception.

## 15. References

For any need contact Mrs Virginia Potenza, tel. + 39 095.542301  
mobile + 39 3286176416 , email [guesthouse@lns.infn.it](mailto:guesthouse@lns.infn.it).

In an emergency, contact the Guardiania, 9 internal, external +39 095 542111 or +39 095 542899