

REGULATIONS S. MARIA DEL ROSARIO RESIDENCE AND APARTMENTS

The Regulations of the La Vincenziana Foundation's Colleges represent the normative expression of the Educational Project's objectives, to which they refer and of which they are an integral part. It includes a common section for all Colleges and specificities of the S. Maria del Rosario residence and apartments.

1- COMMUNITY LIFE

A) Life in the Residence and apartments is based on the loyal sharing of the objectives expressed in the Educational Project, promoted in harmony with the diocesan university pastoral care, and requires a consistent lifestyle. For this reason, dialogue with the Management, participation in the Residence and apartments assemblies, and community activities are an essential requirement for staying in the Residence and apartments. Absence from activities must be justified to the Management.

B) Applicants wishing to be admitted to the S. Maria del Rosario Residence and apartments must complete an admission application and undergo an interview with the Management to assess:

for those seeking initial admission to the Residence and apartments:

- a good predisposition for community life;
- an adequate disposition for university studies, based on high school grades and assessment records from the last years of upper secondary school;
- for those seeking readmission:
 - sharing of the objectives proposed in the Educational Project;
 - active participation and involvement in the life of the Residence and apartments;
 - compliance with the Regulations in all aspects;
 - a satisfactory academic record, based on exams taken and grades obtained.

A) Admission is conditional upon signing:

1. the Educational Project
2. the Regulations in all their clauses
3. safety protocols to limit the spread of coronavirus
4. the "welcome contract.

The stay in the Residence and apartments must not exceed 6 years. The age should not be less than 18 years and not more than 25 years. Exceptions to these quantitative limits are admitted at the Management's unquestionable discretion.

D) Commitment to study and active participation in university life are essential components of the Residence and apartments. Therefore, every User commits to maintaining an atmosphere conducive to study, both in common areas and in the assigned room.

E) To achieve the objectives set out in the Educational Project, interviews with the Management are normally scheduled during the year. The progress of studies will be verified by presenting university documents. In their first interview at the Residence and apartments, each student presents their Personal Educational Project.

F) To support the work of the Chaplain, students are invited to personal meetings with him. Loyalty to the founding spirit of the Residence and apartments is required.

G) Behavior and attire must be consistent with the objectives of the Residence and apartments and respectful of everyone's needs.

H) Readmission for the following year is decided by the Management and will depend on:

- verification of the implementation of the agreed personal educational project (study plan and quality of participation in community life...);
- satisfactory academic results and active participation in the life of the Residence and apartments. The progress of studies will be verified by presenting university documents.

I) The Management, within the educational choices of the Residence and apartments and to protect them, may, at its unquestionable discretion, adopt disciplinary measures in the form of verbal warning, written admonition, temporary or definitive removal during the year.

2 - SAFETY

Upon admission, the User must inform themselves, through the displayed indications, of the procedures to follow in case of emergency and fire prevention. Specific training activities and evacuation drills for fire safety are planned annually. All Users are required to participate.

A) To know at all times who is present in the Residence and apartments, it is essential that the User:

- use the door opener badge at each entry and exit (Residence only);
- if planning to spend the night outside the Residence and apartments, leave a written notice with the Management, indicating the contact address where they can be reached and the expected return date; if needing to postpone the return date, communicate this by phone;
- For the residence: all entries and exits made via badge are tracked; the data will be available to the Management;
- if welcoming relatives or friends in the Residence and apartments, report both their entry and exit to the Management, where they will remain;

B) The User personally uses the room assigned to them, cannot exchange it with other guests, and must return it in good condition. They are responsible for their room and the furnishings within. Any additional furnishings must be authorized by the Management. In particular, electrical appliances and socket duplications must be safe (CE or IMQ marked) and used exclusively following the manufacturer's instructions. Hanging posters or similar items on the walls is not allowed. At the end of the contract and during the summer holidays, the room must be cleared of all personal effects and returned empty, in order as received, except in special situations.

C) Any User who causes damage or a fault must promptly report it to the Management. The User is personally responsible (or jointly with the roommate) for damages to their room or common areas and must provide compensation, without prejudice to the Management's right to take disciplinary action.

D) For the proper functioning of the service, Users are required to report any anomalies, faults in the systems, movement of unknown persons, and to facilitate the staff in the performance of their duties. Any requests or remarks must be addressed to the Management.

E) It is forbidden in the room to:

- keep refrigerators;
- use any type of cooker, irons, food warmers, gas, electric, kerosene heaters, or similar;
- keep flammable liquids or substances like alcohol or fuels, even in small quantities;
- use electrical appliances over 1000 Watts;
- keep televisions;
- store, hang, or place on the external window sills, bags, and various objects. It is also forbidden within the Residence and apartments to bring:
- any type of animal;
- spirits;
- narcotic substances and/or those prohibited by current legislation.

The Management reserves the right to verify compliance with these provisions and any additional safety rules that will be communicated through specific notices.

F) In compliance with Article 51 of Law No. 3/2003, for reasons of common safety and health, smoking inside the Residence and apartments is prohibited.

G) For service, security, and maintenance needs, the Management has a second key to each room, and the Residence and apartments staff, in cases of necessity and urgency, may enter the rooms. Therefore, the installation of locks other than the existing one is not allowed. The Foundation is not responsible for objects or money that the User keeps in the room.

H) Parking vehicles or mopeds inside the Foundation's structures or their appurtenances is prohibited. In any case, the Foundation is not responsible for damages caused by third parties (theft, fire, vandalism, etc.) to vehicles, mopeds, bicycles that may,

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temporarily, be parked or stationed inside its structures or appurtenances.

J) In case of illness, the User must notify the Management (or their substitute) who, in agreement with the interested party, will assess the possible call of health operators and inform the family. If, based on medical findings, the User's illness may prejudice the community, the Management will arrange for their return home, or to places prepared by the ATS. In this case, readmission to the Residence and apartments will occur upon presentation of a medical certificate attesting to recovery and/or restoration of suitability for community life. Users staying in the Residence and apartments for a long time are invited to choose a general practitioner in the city of Milan. In any case, the User must carry their health card. In case of a health emergency (injuries), the User must notify the Management, which will take the necessary measures. A first aid kit for minor injuries is available in the Residence and apartments, whose custody and use are delegated to the Management. To protect the health of students, the Residence and apartments staff are prohibited from administering any medication (analgesics, painkillers, etc.). In addition to the above, the already mentioned Acru Vademecum and Safety Protocols drafted following the COVID-19 pandemic apply.

3 – SCHEDULES AND SERVICES

A) RESIDENCE AND APARTMENTS SCHEDULES

The night closing time of the Residence and apartments is set at 24:00. Returning after this time is possible, using the badge provided to each guest (in the apartments, the key). The Management reserves the right to check evening return times to evaluate a balanced distribution of time for study, community life, entertainment, and rest.

B) From 23:00 to 07:45, absolute silence is mandatory in every environment of the Residence and apartments. At any time of the day, a behavior entirely respectful of each User's study and rest needs in the Residence and apartments is required.

C) Catering

Only for the Residence: each User using the dining room is assigned a locker with a key and space in the refrigerator. Before leaving the Residence and apartments, at the end of the contract, they must return the correctly identified key. Failure to comply with this rule will result in a €20.00 deduction from the security deposit. Each User, at the end of each meal, is required to clean the spaces used and their dishes/utensils, storing them in their locker: for the hygienic protection of all Users, in case of non-compliance with this rule, the Management may order the closure of the kitchen until restored. At each closure of the Residence and apartments (for Christmas, Easter holidays, and summer vacations), to allow cleaning operations, the refrigerators must be emptied. This operation must be carried out by 21:00 on the day before the closure of the Residence and apartments. At the summer closure at the end of the academic year, the lockers and refrigerators must be completely emptied before leaving the Residence and apartments: in case of non-compliance, the Management will replace the User, withholding €50.00 from the security deposit.

D) Internet Access

The Residence and apartments offer Users the opportunity to connect to the Internet via wireless network: this is justified by the study needs of the guests, who can use it solely for this purpose, thereby excluding any distorted, morally incorrect, or legally disrespectful use.

E) Laundry

The laundry is an additional service available in the Residence (in apartments, located in the bathrooms). The laundry is equipped with machines that must be used following the established rules of use. In the Residence, an iron is provided for ironing personal clothing, to be used and left in the laundry room. For hygiene and safety reasons, it is not permitted to wash, hang clothes, or iron inside the room or in areas other than the laundry room.

F) Relatives and Friends

Relatives and friends of the Users are welcome in the Residence and apartments. The inviting User is responsible for their behavior and acts as a guarantor; it is their duty to inform them about the type of environment they are in and to acquaint them with these regulations. They shall not access the floors unless expressly authorized by the Management, or their substitute, and may move in the common areas. In the evening, they must leave the Residence and apartments before the closing operations begin. This is subject to the Acru Vademecum and Safety Protocols established following the COVID-19 pandemic.

G) Notice Boards

There are notice boards at various points in the Residence and apartments. To post anything on these boards, the signature of the person displaying the item and authorization from the Management are mandatory.

H) Cleaning

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To facilitate cleaning operations and for public hygiene reasons, on the scheduled days and/or upon request from the cleaning staff, the User must vacate their room from 08:30 onwards. The room must be kept tidy and orderly; adhesive tape is not to be used on the walls in the room or common areas.

I) Waste Separation

In the Residence and apartments, waste separation is practiced. The rotation of the waste bags is managed by the staff, while Users are responsible for sorting their waste correctly. On each floor, there is a container for paper and cardboard, as well as one for plastics, cans, and metal tins. Everyone is expected to actively cooperate, as these procedures are mandated by the regulations of the City of Milan, which impose penalties on violators.

L) Administrative Matters

Users must contact the Management of the Residence and apartments for all administrative procedures. As the end of the contract approaches, they must communicate their intention to leave the Residence and apartments at least three days before their actual departure, fulfilling all the bureaucratic requirements that will be requested.

M) Room Handover Report

Upon the User's arrival, the assigned room will be handed over, and the User will sign a handover report in the presence of the Residence and apartments staff, noting any deficiencies. At the end of the contract, the room must be left tidy, free of any personal belongings, and in the same state of preservation as it was at the handover. Before leaving the Residence and apartments, a handover report will be signed in the presence of the Residence and apartments staff. If any damages are noted, these will be charged and deducted from the security deposit. Failure to complete the exit handover report implies the User's de facto waiver of any disputes and acceptance of any potential charges for damages. Should any materials or personal items not belonging to the Residence and apartments be found, they will be disposed of, with the user bearing the related costs.

I, the undersigned, _____ declare that I have read these regulations and accept them in their entirety, as indicated by my signature below.

Milan, _____ Signature for acceptance _____