FORM FOR REQUESTING THE USE OF UNIVERSITY SPACES AND LOCATIONS

The undersigned

As 

of the institution/ company/ organization

Registered office: Street ______________ City/Town ______________

Country / province/ region ______________ Postal code ______________

Tax payer code: ______________ VAT Number: ______________

Name and surname of the organisation’s legal representative: ______________

Name and surname of the person in charge of the event: ______________

telephone: ______________ mobile phone: ______________

tax: ______________ e-mail: ______________

REQUESTS

permission to use the spaces / classrooms detailed below on the following days:

1 Please attach a valid identity document of the organisation’s Legal Representative
DATES CONCERNING THE EVENT AND THE ROOMS

Date(s) and time(s):

Date (dd/mm/yyyy): ______________  Time, from: ______________ to ______________

Date (dd/mm/yyyy): ______________  Time, from: ______________ to ______________

Date (dd/mm/yyyy): ______________  Time, from: ______________ to ______________

Date (dd/mm/yyyy): ______________  Time, from: ______________ to ______________

Date (dd/mm/yyyy): ______________  Time, from: ______________ to ______________

Date (dd/mm/yyyy): ______________  Time, from: ______________ to ______________

(Date-set-up: ______________________________________________________________________
Dismantling: ______________________________________________________________________)

Reasons for use: ______________________________________________________________________
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2* Indicate the event’s date(s) and time(s), including the date(s) and time(s) required for setting up and dismantling.

NB Please visit the university’s website (www.unive.it) to view the table of the equipment available and the capacity of each room (Home/About/who we are/Meeting and Event Spaces/Documents/Regulations for temporary use of University rooms and spaces/Downloadable pdf).
LOCATION(S) REQUESTED (check the appropriate boxes):

Auditorium Santa Margherita (capacity 237)

Time slot(s) requested: □ 8.00-13.30 □ 14.00-19.30 □ 20.00-23.45

Multimedia and IT equipment requested: the room is equipped with a public-address system, a video projector, a projection screen, audio and video recording equipment (specific requirements should be indicated below – for detailed information, see the chart showing the equipment available).

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Aula Magna “Silvio Trentin” (capacity 100)

Time slot(s) requested: □ 8.00-13.30 □ 14.00-19.30 □ 20.00-23.45

Multimedia and IT equipment requested: the room is equipped with a public-address system, a video projector, a projection screen, audio and video recording equipment (specific requirements should be indicated below – for detailed information, see the chart showing the equipment available).

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Aula “Mario Baratto” (capacity 70)

Time slot(s) requested: □ 8.00-13.30 □ 14.00-19.30 □ 20.00-23.45

Multimedia and IT equipment requested: the room is equipped with a public-address system, a video projector, a projection screen, audio and video recording equipment (specific requirements should be indicated below – for detailed information, see the chart showing the equipment available).

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Sala Archivio (next to Aula “Mario Baratto”; capacity 25)

**Time slot(s) requested:** ☐ 8.00-13.30 ☐ 14.00-19.30 ☐ 20.00-23.45

**Multimedia and IT equipment requested:** the room is equipped with a video projector, a projection screen and a notebook laptop computer, on request (*specific requirements should be indicated below – for detailed information, see the chart showing the equipment available*).

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Sala Marino Berengo (Ca’ Foscari, 2nd storey) (actual seats ca 40, maximum capacity is 60)

**Time slot(s) requested:** ☐ 8.00-13.30 ☐ 14.00-19.30 ☐ 20.00-23.45

**Multimedia and IT equipment requested:** a conference-style microphone system (1 “president” station and 22 delegate stations), a video projector, a projection screen, audio and video recording equipment, a laptop computer.

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Sala Giovanni Morelli - Malcanton Marcorà (capacity 100)

**Time slot(s) requested:** ☐ 8.00-13.30 ☐ 14.00-19.30 ☐ 20.00-23.45

**Multimedia and IT equipment requested:** the room is equipped with a public-address system, a double video projector, a double projection screen, audio and video recording equipment, and a laptop computer (which can be requested at reception).

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University classrooms and other spaces available for conferences and cultural events
(availability and capacity must be checked with the Venue Management Unit)

Time slot(s) requested:  ☐ 8.00-13.30  ☐ 14.00-19.30  ☐ 20.00-23.45

Multimedia and IT equipment requested (to be confirmed with the university’s Head of Multimedia)

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SERVICES

Additional services requested (feasibility to be verified in advance with the Venue Management Unit).
PROVISIONS TO FOLLOW (please read carefully)

The grantee is obliged to respect all conditions of this agreement as set forth below:

1. The general terms and conditions herein contained govern how and under what conditions the spaces and locations of Ca' Foscari University of Venice may be granted for temporary use.

2. In granting use, the University assumes the obligation to make the identified location(s), media equipment, qualified technical personnel and services available to the grantee as per the agreement made and for the time period specified. The grantee declares expressly to have seen and/or be aware of the technical and structural characteristics of the locations and of the services and that those characteristics are suited for the requested use and exonerates the University from any related responsibility.

For this purpose, the spaces and the locations that the University offers are duly published on the University website with their respective fees and the rules for governing the granting of their temporary use. The maximum capacities are shown in the reference pages. In any case, you must follow the general guidelines provided by the Venue Management Unit in conjunction with those of the Risk Management and Prevention Office, for both particular locations not described on the website of the University and all particular circumstances not described in the relevant web pages.

3. For events subject to intermediate fees, standards and regulations will comply with the observance, protection and enhancement of the university’s brand and image, as well as the correct communication/promotion of the event (according to the direction of the Events and the Communication Service).

4. The grantee guarantees that the location(s) requested shall be used exclusively for carrying out the event indicated above and will not permit use of the location(s) by third parties.

5. The fees for the temporary use of the location and any services requested will be determined based on the fee schedule in force, which the grantee declares to understand and accept.

6. The grantee pledges to pay the agreed fees by bank transfer to the University's bank account registered under Università Ca’ Foscari Venezia, IBAN: IT 81 N 05336 02020 000046602815, SWIFT/BIC for international bank transfers: BPPNIT2P326, Crédit Agricole FriulAdria S.p.a., Venezia – San Marco branch, indicating the following as the motivation: <<Granting of spaces for the event: ".......">>.

Payment must be made within five working days of the date permission to use the location(s) is granted. The grantee shall send a copy of the receipt of the bank transfer order, signed and stamped by the bank and attesting that the payment has been made, by fax to +39 041 234 8378.

7. If the fees are not paid by the deadline established in the preceding point, the agreement shall be rescinded with the exception of the University’s right to demand payment of damages if necessary.

8. The fees listed in the fee schedule do not include V.A.T. if and when due.
9. It is absolutely forbidden to paint, add colour touch-ups, cut, alter, or tamper with the facilities, the media equipment and systems or the furnishings in any way. Any provisional decoration or staging for the event that requires the temporary modification of the location’s arrangement and/or equipment must be authorized by the competent university offices in advance and carried out under the responsibility of and at the expense of the grantee. The grantee also acknowledges that the existing qualification of the space cannot be altered in any way and that, at the conclusion of the event, the location shall be restored to its original state prior to the event. The use of external sourced technical systems or equipment, either in place of or in addition to any existing infrastructure, must be authorized by the competent university offices in advance and will not result in any reduction of the fees. In all cases, the grantee is obligated to employ only equipment that meets existing legal standards and regulations; any additional structures that may be used by the grantee for the event must be self-supporting. The direct use or operation of systems or equipment that is part of the location’s infrastructure by external people is not permitted. The presence of any technical staff furnished by the grantee to support events or happenings must be approved by the competent university offices in advance. At the end of the period of use, the grantee must leave the rooms and relative spaces in the same condition in which they were received. In case of damage to the structure, elements or equipment due to incorrect usage of the location by the grantee, the expenses incurred to restore the rooms, furnishings and equipment to their original condition will be charged to the grantee in their entirety.

10. The grantee is aware that the use of the rooms, halls and spaces cannot be granted for activities or events that are not compatible with the use, function or characteristics of those locations. Those events that do not fall into the category of typical uses will be evaluated by an ad hoc committee appointed by the Rector. In any case, the grantee is aware that the University reserves the right not to grant use for events that could, in its indisputable view, compromise the reputation of the University.

11. The grantee recognises that the University, for reasons owing to causes beyond its control, can suspend or postpone granting the use of the location, possibly offering alternative spaces with the same specifications. In such an event, with the sole exception of refunding fees already paid, the grantee shall have no right to payment for damages or other compensation of any kind.

12. Being granted the right to use University rooms, halls and spaces obliges the grantee to respect and correctly use those locations, including any and all furnishings and equipment supplied.
In particular:
- The grantee must respect the conditions imposed by current regulations and laws regarding hygiene, security and safety of the environment and workers; the grantee must also respect the demands of the Office in charge of preventing university risks related to the use of spaces.
- The grantee must respect the capacity limits of each location, the specific licenses and other special obligations required by the nature of the activity to be carried out. Moreover, the grantee must be on alert that:
  - the permanent structures of the property are not changed or tampered with;
  - posters, flyers and the like shall not be affixed to doors or walls; nor shall any holes be made in wall panels, in flooring or in any part of the structure;
  - decorations, equipment, furnishings and any other elements made available for the event are not damaged or removed;
  - safety exits, fire extinguishers, fire hydrants and signs are kept visible and accessible.
In the event of a failure to comply with these regulations, the grantee will be directly responsible for any damage to people or property belonging either to the University or to third parties, exonerating the University from any responsibility for the non-compliance. The person in charge of the Venue Management Unit has the right to conduct on-site surveillance at any and all times in order to verify that the regulations outlined in the present agreement and in the Regulations for temporary use of University rooms and spaces have been respected and, if any non-compliance should be observed, to take the appropriate action. The Venue Management Unit has the right to require the grantee’s signature of the document conceding the use of locations and equipment.
The organization of catering services inside the University's spaces shall be articulated in the grant application and specifically authorized by the Venue Management Unit in accordance with the guidelines of the University’s Risk Management and Prevention Office or communicated by the Venue Management Unit in relation to the respect of the safety standards. Smoking is forbidden inside the rooms, halls and related spaces. It is also forbidden to bring in animals and dangerous or inflammable materials.
Compliance with regard to the obligation to communicate with the Police Force, or with regard to copyright laws or any other obligations laid out by current legislation and regulations regarding the type of event is exclusively the responsibility of the grantee; the University bears no responsibility for non-compliance. Should the event include the exhibition of objects subject to protection by law and therefore require special surveillance, this surveillance shall be the responsibility of and at the expense of the grantee, and the University will bear no responsibility in the event of theft or damage to said objects.

13. At the conclusion of the event, the grantee must leave the location in its original condition within the timeframe established in the agreement granting use of the location by the person in charge of the Venue Management Unit. Elapsed this time period, documentation and other materials will be disposed of and the cost of this operation debited to the grantee without any obligation or responsibility on part of the University.
14. The grantee will be held responsible for any damage caused to people or objects, any shortages and any tampering that occurred during the period of use of the location and will relieve the University of any potential claims by third parties in this respect.

15. The University cannot be held responsible for the safe-keeping of the property of third parties brought into the location as a result of the event or for damage done by anyone to said property, and the grantee will relieve the University of any possible claims by third parties in this respect.

16. Granting the temporary use of the locations is subject to the grantee’s acceptance of all of the regulations governing the use of university rooms and spaces.

17. Except in cases of force majeure or objective impediment, both external and internal users must give written notice, at least 5 days in advance, to the Enhancement of Spaces Unit of any booking cancellations. Failure to comply with these conditions will result in the entire fee being debited, calculated on the basis of current fees, regardless too of spaces granted at no cost. Any other fees incurred due to the grantee’s failure to give notice will also be covered by the grantee.

18. Additional services
   a. The fees include: the opening and closing of the spaces used; regular cleaning service; the flat-rate reimbursement for heating/air-conditioning, where necessary; electricity and the use of equipment that does not require supervision in addition to the staff on duty.
   b. Every additional service requested (not provided for in the use of the spaces) that requires supervision staff, technical staff or the emergency services of the fire brigade to do extra-hours, or involves further fees related to cleaning, mounting/dismantling, the use of particular equipment or the provision of highly qualified services, will be considered an additional fee with regard to the current fees and will be entirely covered by the grantee.

19. Please refer to the university website concerning regulations, fees, capacities and conditions etc. with the approval and acceptance of the grantee without exception.
Processing of personal data

Pursuant to Regulation (EU) 2016/679 (GDPR), establishing the General Regulation on data protection and, where applicable, to Italian Legislative Decree no. 196 of 30 June 2003 ("Personal Data Protection Code"), the parties only consent to the processing of their personal data for the implementation of all the operations and activities relevant to this agreement. The data will be stored for the entire duration of the contract/agreement and, subsequently, within the time span envisaged by the ordinary limitation period.

The processing of personal data will be performed by each party in compliance with the principles laid down in Article 5 of the GDPR. The processing will be performed automatically and/or manually, by use of methods and media in compliance with the security measures referred to in Article 32 of the GDPR, undertaken by specially authorised persons, in line with the requirements laid down in Article 29, or by appointed third parties in charge of the processing pursuant to Article 28 of the GDPR, conducting instrumental or auxiliary activities. Apart from these cases, the data will neither be disclosed to third parties nor disseminated, except in such cases as are specifically provided for by national or EU law.

The undersigned declares to have read and understood the general terms and conditions of the agreement as set forth above and agrees to them without exception.

Date (dd/mm/yyyy) ______________________________________
Signature of the grantee __________________________________

This form must be completed in all its parts, signed by the institution/company/organisation’s Legal Representative or authorised Director, or the person in charge of the event, and submitted at least 15 days prior to the event, except in exceptional and urgent cases, which will be subject to logistical availability. The form can be sent by fax to the number listed below, possibly advanced by email, together with a copy of a valid identity document belonging to the grantee:

Except in exceptional and urgent cases, a signed copy of the estimate, submitted by the University Space Management Office, concerning the spaces requested should also be sent.

Ca’ Foscari University of Venice – Venue Management Unit
Communication and Cultural and Institutional Promotion Area
Cultural Promotion Office
Dorsoduro 3246, 30123 Venezia
Tel. 0412347538/7925– Fax 0412347981 – email logistica.spazi@unive.it

The appropriate office will communicate and confirm the availability of the location(s) requested once authorisation has been given by the person in charge of the Venue Management Unit.