

Use of University Rooms and Spaces

Regulations issued with R.D. n. 1203 of 22/12/2012, modified with R.D n. 396 (08/05/2025). In force from 13/06/2025.

Article 1 – Object

1. These regulations govern the temporary use by public or private subjects of the spaces and rooms of Ca'Foscari University of Venice, hereinafter referred to as University.
2. The University may grant the use of its spaces and rooms both to internal structures and external public or private subjects, assuring that priority is given to the university activities.

Article 2 – Spaces and rooms available

1. The spaces and rooms available at the University are advertised on the university website along with the rates and conditions for temporary use.
2. The spaces and rooms are granted to external subjects with authorisation from the Cultural Promotion Office - Space Valorisation Sector, which handles the administrative procedures for granting the temporary use of university spaces and rooms.

Article 3 – Conditions for granting university spaces and rooms

1. University spaces and rooms are granted according to the rates and guidelines set by the Board of Governors by order of the Rector, for the following temporary uses:
 - a. institutional activities promoted and organised by university organisations or structures;
 - b. institutional activities co-promoted by university structures;
 - c. Activities promoted and organised by public or private subjects. The activities may be cultural, recreational, scientific, educational or training-related, conference-based, or competitive in nature, and must in any case align with the aims of the University.
2. The following are subject to the same regulations as institutional activities, with special reduced rates:
 - a. cultural activities promoted and organised by student associations within the university;
 - b. staff meetings and cultural activities of interest to the staff, promoted and organized by the Unitary Trade Union Representation (RSU) and Ca' Foscari Recreational and Cultural Club (CRC).
3. Rates applied to internal staff and offices also apply to Ca' Foscari University Foundation.
4. In particular cases, where the initiative for which spaces are requested is of particular interest to the University or is deemed useful for the University's external relationships, the Rector may grant use of the spaces at no cost. For the same reasons, the Rector may grant the spaces at a flat rate, as an exception to the ordinary rates.
5. To book the spaces, the public or private subjects must submit the appropriate application to the Teaching Space Management Office according to the conditions and deadlines stated and

advertised by the office itself. The application must clearly state the contents and type of the initiative, the contact and any organisational office, the spaces/rooms requested, the day and time of use, the necessary equipment and technical services, as well as administrative data (address, VAT number, tax code...), according to the appropriate form.

6. The application must be submitted to the Teaching Space Management Office at least 15 days prior to the event, except for exceptional and urgent cases, subject to logistical availability and there being sufficient time being to prepare any equipment and related services required.
7. The University may suspend or postpone the granting of spaces due to unforeseen circumstances of force majeure, and may, where possible, offer alternative spaces of equivalent quality. Should the suspension, postponement, or offer of an alternative space by the University be incompatible with the needs of the grantee, the latter shall have the right to withdraw from the agreement and obtain a refund of any amount already paid. This refund shall release the University from all further obligations towards the grantee, who shall not be entitled to any additional payment for any reason whatsoever (including reimbursement of expenses, compensation, or damages).
8. Payment of university rates by external subjects is in advance and must be made at least 7 days before the event, other than in exceptional cases previously agreed upon with the Teaching Space Management Office.
9. In case of non-payment of a sum owed by an external subject, the University will not grant any further use of spaces to the same subject and reserves the right to take legal action to recover the amount owed.
10. When charging rates to internal users, the University will issue a debit note.

Article 4 – Conditions for use of the university spaces and rooms

1. The granting of University spaces and rooms requires the correct use of those rooms by the grantee, including any furnishings and equipment supplied, according to the law.
In particular, the grantee must respect:
 - a. the conditions imposed by current regulations and laws regarding hygiene and the security and safety of the environment and workers;
 - b. the limits on the capacity of each single space as communicated and advertised by the Teaching Space Management Office, the specific licenses and other special obligations regarding the type of activity.
2. Moreover, the grantee must assure that:
 - a. the permanent fixtures of the building are not changed or tampered with;
 - b. posters, flyers or the like are not hung on doors or walls; nor shall any holes be made in panels, flooring or the structure in general;
 - c. furnishing, equipment, fittings or any other elements made available for the event are not damaged or taken;
 - d. safety exits, fire extinguishers, fire hydrants and signs are kept free, clear and visible.
3. Smoking is strictly prohibited inside the rooms and all connected spaces. It is also forbidden to bring in animals and dangerous or flammable materials.

4. Any preparation that requires temporary modification of the arrangement of the room must be authorised in advance and carried out under the supervision of and at the expense of the grantee.
5. Should these regulations not be complied with, the grantee will be directly responsible for any damage.
6. The Teaching Space Management Office has the right to conduct on-site surveillance to verify that the regulations are respected and, should any non-compliance be found out, to take the appropriate action.
7. The Teaching Space Management Office has the right to require the signing of a release document for the spaces and equipment.
8. The provision of catering services within the premises must be explicitly stated in the application for use and specifically authorised by the relevant Office, in accordance with the safety requirements set out by the University's Risk Prevention and Protection Service. Authorisation will be subject to the availability and type of space, as well as the compatibility of the catering service with the activities taking place at the venue in question.
9. The direct sale of goods and services to the public is forbidden; promotional activity is permitted subject to authorisation from the Teaching Space Management Office.
10. Fulfilment of obligations regarding communication with the Police Force, or concerning copyrights or other obligations as provided for by legislation in force regarding the type of event, is the complete responsibility of the grantee, relieving the University of any responsibility for non-compliance.
11. Should the event include the exhibition of objects subject to protection by law, the special necessary supervision shall be the responsibility of and at the expense of the grantee, relieving the University of any responsibility for theft or damage to said objects.

Article 5 – Conditions for use of the equipment

1. The use of university rooms' systems or equipment by external subjects is not permitted. The presence of technical staff provided by the grantee to support events must be requested and approved by the Teaching Space Management Office in advance. At the end of the period of use, the grantee must leave the rooms and spaces in the same condition or working order in which they were received. In case of damage to the structure, objects or equipment due to incorrect usage of the space by the grantee, the expenses incurred to restore the rooms and equipment to their original condition will be charged to the grantee.
2. The use of systems or equipment belonging to third parties or the grantee, either as a replacement or in addition to any existing infrastructure, will not result in any reduction of the rates and must be authorised by the Teaching Space Management Office in advance. In any case, the grantee can only use equipment that meets existing legal standards. Any additional structures used by the grantee must be self-standing.

Article 6 – Notice of cancellation

Except for cases of force majeure or objective impediment, both external and internal users must give written notice, at least 5 days in advance, to the Teaching Space Management Office of any booking cancellations. Failure to comply with these conditions will result in the entire fee being debited, calculated based on current rates, regardless of any spaces granted at no cost. Any supplementary fee incurred due to failure to give notice will also be debited from the grantee.

Article 7 – Additional services

1. The rates include: the opening and closing of the spaces used; regular cleaning services; 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.
2. Every additional service requested (not provided for in use of the spaces) that requires supervision staff or technical staff to do extra hours, such as emergency services of the fire brigade, or incurs further cleaning, assembling/dismantling fees, the use of particular equipment or the provision of highly qualified services will be considered an additional fee with regard to the current rates and will be exclusively at the expense of the grantee.

Article 8 – Rate Schedule

The Rate schedule is attached to these Regulations and may be updated periodically in accordance with the procedures set out in Article 10 below.

Article 9 – Gender Equality

1. Ca' Foscari University of Venice guarantees gender equality.
2. All positions, professions and titles referred to in these Regulations and expressed in the masculine form [in the original Italian version of this document] shall be understood as also referring to the corresponding feminine form.

Article 10 – Effective date

These Regulations will come into force on the seventh day following the publication on the University's official online noticeboard. However, for paid-for concessions granted before that date, the rates already agreed with the concessionaire will apply.

These Regulations are approved by an absolute majority of the members of the University's Board of Governors and may be updated in response to:

- new legislation;
- the introduction of new practices aimed at enhancing the effectiveness, efficiency, or transparency of administrative operations.

Any amendments to the annexe of these Regulations shall not constitute alterations to the Regulations themselves and shall be enacted by a decision of the General Director.