

# RULES

1. At check-in time guests will be given a copy of the keys to access in the residence and the apartment assigned. Guests are responsible for the same and will be required to return them to the reception at the time of check-out.
2. Keys that are lost or left in the room, thus preventing access to the assigned room, must be duplicated. The cost of duplication will be charged to the guest.
3. Check-in is from 2:00pm onward, and check-out by 10.00 am. Any extension must be requested at least five days prior to the end of the guests' permanence. The manager will evaluate whether the request can be granted.
4. Cleaning services and linen changes will be made once a week and at each change of guests. These services will be provided according to the schedule indicated by the management.
5. The maintenance staff, housekeeping and supervision are allowed to access the rooms to provide the services in accordance with their jobs.
6. Guest are kindly requested to keep music, voices, television or other noise to a minimum so as not to disturb the peace of the other guests.
7. It is absolutely forbidden to:
  - a) remove any object from the apartments, or to introduce additional furniture;
  - b) bring people into the apartment who are not officially registered at the Reception;
  - c) bring into the apartment, without prior written permission, plants or animals of any species and size;
  - d) bring objects or products into the apartment which are flammable, explosive, corrosive or that which might put people in danger or risk damaging the apartment and its furniture;
  - e) throw objects and substances in the WC, bidet, shower and sinks in the bathroom or the kitchen;
  - f) hang linen outside the windows or balconies; for this purpose a laundry room is available on the top floor;
  - g) use the elevator in case of fire;
  - h) children cannot to use elevator without an adult accompanying them;
8. Guests should promptly advise the Reception staff when repairs are needed.
9. Management is not responsible for unattended valuables, theft or damaged belongings incurred by guests.
10. Although not specifically indicated in this Regulation, all rules are made with reference to the laws in force within Italian jurisdiction.

NAME AND SURNAME:.....

CHECK-IN DATE: .....

CHECK-OUT DATE:.....

SIGNATURE : .....