

# GENERAL REGULATION

# Boarding School 2020-2021





# Table of contents

FOREWORD Errore. Il segnalibro	non e definito.
Article 1 - Validity and Amendments	3
Article 2 - Accommodations	3
GENERAL REGULATION – ASSIGNMENT AND REVOCATION OF	
ACCOMMODATIONS	
Article 3 – Common Code of Conduct	4
Article 4 – Check-in Procedure	7
Article 5 – Documentation Required at the Check-in	7
Article 6 – Security Deposit	8
Article 7 – Guest's duties	8
Article 8 – WINS Management Duties	9
Article 9 – Access to Accommodations by Visitors During the Day	9
Article 10 – Authorization to Visitor's Overnight Stay	10
Article 11 – Access to Accommodations by WINS Management	10
Article 12 – Check-out Procedure	11
Article 13 – Use of the Accommodations	11
Article 14 – Relocation of Guests	12
Article 15 – Access to the Internet	12
DISCIPLINARY MEASURES AND SANCTIONS	12
Article 16 – Disciplinary Measures	12
Article 17 – Pecuniary Sanction	13
Article 18 - Written formal notice and pecuniary sanctions	13
Article 19 – Use of Money from Pecuniary Sanctions	14
Article 20 – Temporary Suspension	14
Article 21 – Immediate Revocation of the Accommodation	14
Article 22 – Guests' Privacy	15
MAINTENANCE AND REPAIR RATES	16
STEPS TO BE TAKEN IN THE EVENT OF EMERGENCY	17
WINS SRI BOARDING SCHOOL REGULATION DELIVERY FORM	18



#### **PREMISE**

# Article 1 - Validity and Amendments

This General Regulation (herein the "General Regulation" or the "Boarding School General Regulation") is an integral part of the Agreement (herein the "Accommodation Agreement") between World International School s.r.l., referred to in short as WINS s.r.l. a single-member company, (herein "WINS") and the users of the services offered by WINS within the Dormitory (herein the "Guest" or the "Guests").

WINS also runs a school with a course of study for the International Baccalaureate offered to Students from 3 to 18 years of age, within an adjacent building connected to the Dormitory (herein the "**School**").

WINS will also be entitled to amend all and each Clause of this General Regulation by giving written notice to the Guests. 5 (five) days after the forwarding of such notice, the new Clauses will be deemed as fully accepted by the Guests. A copy of the Boarding School General Regulation in force will be on display in a showcase at the entrance of the Boarding School and available on the WINS website: https://worldinternationalschool.com//.

#### **Article 2 - Accommodations**

- 1. The accommodations are meant for students, scholars, teachers and whoever is involved in courses and educational activities, resident student's parents and their third-degree relatives, provided such accommodation is available, as well as anyone who has subscribed a special agreement with the school according to the terms expressly included in such an agreement, to which reference is made as an integration to this Boarding School Regulations.
- 2. The purpose of the accommodation service is to allow our guests, specifically students (both minors and adults) 8 to 19 years of age, to take advantage of the educational services provided by WINS within the frame of an elegant and distinguished international environment tailored to any age needs, where students are offered the chance of building their own identity in complete safety and full comfort.
- 3. Accommodations are tailored to suit a variety of needs to include logistics and basic requirements, and to favor a regular attendance to classes for all students, as well as their participation to extra-curricular educational activities.



# GENERAL REGULATION – ASSIGNMENT AND REVOCATION OF ACCOMMODATIONS

#### Article 3 - Common Code of Conduct

- 1. Within the premises of the WINS dormitory, the behavior of each guest in relation to one another shall comply with the basic rules of tolerance, respect and collaboration to favor cohabitation.
- 2. All Guests shall comply with the provisions stated in the Regulation which shall be subscribed for acceptance at the date of arrival to the Dormitory (*check-in*) by whoever exercises parental authority on minors; joint subscription of such Regulation is required for students of age.
- 3. Guests and subscribers of the Regulation will be jointly responsible for any infringement of the rules below and, as such, they shall have full liability for whatever might happen as a result of such infringements.
- 4. All Guests shall behave in an appropriate manner and show due respect to other people's dignity; full compliance is required with all and each rule and regulation set by the State Police, City Police, as applicable, as well as any internal regulations, both ordinary and extraordinary (circular letters) issued by WINS Management (Manager in charge Mrs. Lara Pazzi) during their stay at the premises. All Guests will be duly handed a written copy of such Regulation and a copy of the same will be on display in the dedicated showcase at the entrance of the Boarding School as well as on the School website.
- 5. Guests are not allowed to change their primary residence to WINS premises, even on a temporary basis
- 6. Guests, under specific written authorization from WINS, are allowed to bring the following appliances into the accommodation: small refrigerator, playstation and television. The aforementioned appliances must be accompanied by all the documentation required by law, ie, by way of example and not limited to, EC declaration of conformity, use and maintenance booklet, technical file and CE marking; the aforementioned documentation must be made available to WINS staff for periodic checks and inspections. The appliances must not obstruct the escape routes and circulation routes inside the accommodation, which must always be easily usable even in an emergency.
- 7. Upon written communication to WINS, the use of small household appliances is also permitted,



including: hair phones, razors, etc. All related mandatory documentation must always be available in accordance with that is, by way of example and not limited to, the EC declaration of conformity, use and maintenance manual, technical file and CE marking; the aforementioned documentation must be made available to WINS staff for periodic checks and inspections.

- 8. With reference to the use of the appliances referred to in points 6 and 7 above, Guests assume any and all liability, civil, criminal and compensation for any damage to property and people caused or attributable to the use of the aforementioned appliances, exonerating and holding WINS harmless for all purposes of the law from any and all liability in relation to the same, renouncing from now on to advance against Wins, for any reason, claims for damages or compensation.
- 9. All Guests shall strictly comply with the following Dormitory rules, i.e.:
  - a) To behave in an appropriate manner to one another, and to WINS staff and partners; proper behavior is also required when taking advantage of any service offered and the Dormitory facility, both in terms of tools provided to each Guest and of common areas and structures;
  - b) To timely report any contagious diseases developed during their stay on the School premises; WINS Management is entitled to temporarily suspend the use of the accommodation assigned until full recovery, which shall be certified by a medical certificate;
  - c) To refrain from displaying notices, messages or similar in places other than those specifically dedicated to such purpose;
  - d) To report on a regular basis on the status of equipment and furnishing made available to them by WINS, as well as on the status of internal supply systems (specifically, water taps, thermostats, etc.) and to timely report any malfunctioning to WINS Management;
  - e) To strictly comply with hygiene and health standards, and with the rules of public policy and decorum, both within the accommodation assigned and in common areas (e.g., good housekeeping of rooms, furnishing and bathrooms);
  - f) To switch off lights, close any tap, and lock the door when leaving the room;
  - g) To inform WINS in writing when leaving the premises, even if for one day, only;
  - h) To inform the Management in writing when leaving the premises for a prolonged period of time; should such period exceed (7) days' time, room keys shall be returned to WINS Management;
  - i) To allow access to the premises to the staff in charge of routine and extraordinary cleaning and maintenance operations;
  - i) To use any equipment and tool located within the Dormitory common areas in a proper way.

### 10. Guests are NOT allowed to perform any of the following actions:

a) Keeping weapons, illicit drugs, flammable or poisonous material within the premises, to include gas bottles;



- b) Disturbing the other Guests, specifically between 10:00 p.m. and 07:00 a.m. on weekdays and between 11:00 p.m. and 09:00 a.m. on non-work days. No singing and playing any musical instrument are allowed which may create disturbance to routine activities of Guests. Use of musical instruments, radios, TV sets, HI-FI or similar is allowed any other time of the day, provided this is in compliance with the rules of appropriate behavior and, as such, not likely to cause any discomfort to the other WINS' Guests;
- Keeping pets, either within the Dormitory premises or in the surrounding areas, to include the School premises and the outdoor areas, with the exception of guide dogs for the visually impaired Guests;
- d) Being involved in or practicing gambling;
- e) Placing any type of bulky materials within the common areas and the rooms;
- f) Placing on terraces or on windowsills any object which may result potentially harmful for the safety of Guests and passers-by or be detrimental to the hygiene and decorum rules;
- g) Pouring water, throwing away cigarette butts or other wastes, any type, within the Dormitory premises;
- h) Throwing into water ducts, washbasins, toilettes, etc. anything which might clog piping;
- k) Changing, modifying, painting, moving or making alteration in any way to systems, furnishing, and equipment of the premises;
- 1) Using lifts, unless strictly necessary for temporary or permanent physical disability;
- m) Tampering the electrical, heating, and conditioning systems and hazard detectors, as well as using multiple outlets of any type, other than those in compliance with the EU standards;
- n) Installing room door locking devices other than those already existing;
- o) Copying the original key/s delivered, unless duly authorized in writing by WINS;
- p) Removing/introducing any type of furniture items and equipment from/into common areas or rooms, unless duly authorized;
- q) Moving, dismantling, or damaging in any way the room furnishing;
- r) Maintaining or having maintained any system on their own initiative within the rooms;
- s) Pouring water or throwing away any other waste which may be likely to put people's safety at risk or to damage the premises;
- t) Using any kind of stoves or cookers other than those provided by WINS;
- u) Throwing away or leaving wastes on balconies or within the common areas, or outside the waste bins provided for the separate collection and located at the entrance of the Dormitory;
- v) Accommodating unauthorized visitors. Access to the Dormitory will be allowed only to visitors duly authorized by WINS Management; authorized visitors shall leave their ID documents to the Dormitory Security Staff.



- w) Wearing inappropriate clothes, or showing inappropriate behavior, e.g. being in a state of alcoholic euphoria or under the influence of narcotic substances, the consumption of which is strictly forbidden;
- x) Smoking inside the Dormitory. Smoking is forbidden inside all the premises and inside the School, to include outdoor areas under WINS responsibility. Electronic cigarettes are also forbidden as they are likely to trigger the fire alarms installed within the Dormitory.
- y) Removing any pieces of furniture, furnishing items, and equipment from the rooms, also temporarily. to include, as an example, bed linen, etc.

#### Article 4 - Check-in Procedure

- 1. Rooms will be delivered Monday to Friday, 10:00 a.m. to 04:00 p.m., only. However, WINS is available for room delivery on appointment duly taken in advance to facilitate the check-in procedure.
- 2. At check-in, Guests are required to sign the following documentation for acceptance:
  - a) The Accommodation Agreement, the terms of which are an integral part to this Regulation;
  - b) A Delivery Report for the accommodation, where the state of the room, of the furnishing and equipment are described. Following an inspection of the accommodation, any discrepancy to the content of the Delivery Report shall be reported to WINS Management in writing. Corrective measures will be taken to rectify such discrepancies and to duly amend the Delivery Report. Complaints delivered after the due date mentioned above will not be dealt with;
  - c) This Regulation, as per Article 3 (subpar. 2 & 3).
- 3. All the furnishing and equipment provided inside each room and within the common areas are under the responsibility of the Guests for all the time of their stay.
- 4. The Dormitory management is not responsible for any valuable goods or money left unattended inside the premises. The Dormitory is provided with safes or locker with electronic locking; each Guest is therefore responsible for their personal belongings, and WINS cannot be held liable for any loss suffered.
- 5. By signing the Accommodation Agreement and this Regulation, Guests accept full responsibility for proper use of their accommodations and for correct housekeeping. At Check-out, whatever delivered to Guests for use during their stay, shall be returned without showing any sign of alteration or damage. Failure to do so will result in refunding WINS any damage suffered, with the exception of the normal wear due to proper use.

#### Article 5 – Documentation Required at the Check-in



- 1. At check-in, Guests are required to submit the following documentation to WINS Management:
  - a) A valid ID document (Identity Card, Residence Permit, Passport, etc.);
  - b) Receipt of the payment of the non-interest-bearing security deposit;
  - c) Receipt of the payment of the first annual instalment of the Boarding School (herein also referred to as "Boarding Fee").
- 2. Failure to submit the documentation required will result in the denial of the Accommodation.
- 3. At the end of the successful check-in procedure as specified in para. 1 above, WINS Management will deliver the room key. Should such key be damaged or lost, Guests will be charged with the fee to replace the key as specified in the Annex "Maintenance and Repair Rates" attached to this Regulation

# Article 6 – Security Deposit

- 1. At the delivery of the Accommodation, Guests are required to pay a non-interest-bearing security deposit amounting to € 1,000.00 (One thousand/00).
- 2. The a.m. non-interest bearing security deposit, will be withheld by WINS for the whole validity of the Accommodation Agreement as a warranty in case of damages or non-compliance attributable to the Guests and duly ascertained through a joint survey on the spot. The amount specified above will be paid back by WINS to Guests at the expiry date of the Accommodation Agreement within 5 days after receiving the bank data for the money transfer, as specified at *check-out* by filling a dedicated form to be duly signed and handed to WINS Management.
- 3. Under no circumstances the security deposit will cover or be considered as an integration to the payment of the Boarding Fee.
- 4. Guests are required to pay the full amount of the Boarding Fee before leaving, as specified in the Accommodation Agreement; failure to do so will result in withholding the security deposit.

## Article 7 - Guest's duties

- 1. Guests shall comply with the rules of good housekeeping (to include their own personal belongings). Separate collection of waste shall be complied with, and no garbage shall be left inside the rooms.
- 2. Guests shall periodically check all notices and bulletins on display in the showcases of the security & doorkeeping premises, to be constantly updated on administrative and logistics news. All the correspondence addressed to guests and forwarded at the security & doorkeeping premises shall also be checked on a regular basis: the security & doorkeeping service at the entrance of the Dormitory is active 24/7
- 3. Guests are required to report to WINS Management the type and number plate of visitor's vehicles to



- be parked inside the WINS campus. However, WINS does not accept any liability for possible damages or theft of vehicles parked inside the premises.
- 4. WINS is entitled to inspect any location within their premises by giving prior notice to their Guests and asking for their attendance. Should any non-conformity to the Regulation be found by WINS, WINS Management is entitled to take the necessary remedial actions at the Guest's charge, as specified below.
- 5. In case of Force Majeure events or for safety purposes, inspection can be carried out without giving prior notice to Guests; inspections will however be notified to guests as soon as such an event has occurred.
- 6. Should any extraordinary event occur as a consequence of a Guest's misbehavior (e.g. repainting or maintaining of premises and equipment), the Guest will be charged with the full costs of remedial works.

## Article 8 - WINS Management Duties

WINS Management agrees to deliver all the following services:

- a) Security & Doorkeeping 24/7;
- b) All the services specified in the Accommodation Agreement;
- c) Monitoring of people's access and attendance, for Dormitory security purposes;
- d) Routine cleaning of common areas;
- e) Maintenance of WINS premises;
- f) Maintenance of the general equipment and systems;
- g) Availability of a laundry service to be used by Guests at their charge;
- h) Internet/Wi-Fi connection to be accessed and shared by Guests.

# Article 9 – Access to Accommodations by Visitors During the Day

- 1. Guests are allowed to host their parents and relatives, up to the third degree, in their rooms at the Dormitory, provided these visitors are duly authorized in writing by WINS and no harm, disturbances or damages will result for the other Guests.
- 2. No entry is allowed to unauthorized people from 07:00 p.m. onwards; hosting people beyond 00:00 hrs. is admitted only if duly authorized in writing by WINS. Authorization to be asked for during the regular office opening hours. Visitors will be hosted in rooms available and against the payment of a fee.



- 3. Guests will be held jointly responsible to their visitors for any damage suffered by the premises and for any non-compliance with this Regulation.
- 4. Visitors shall show and deliver their valid ID papers to the Security staff of the Dormitory. ID papers will be withheld by Security until visitor's check-out.
- 5. Failure to deliver any ID papers to Security by Visitors will be considered as an act of sublease and, as such, is strictly forbidden.

# Article 10 – Authorization to Visitor's Overnight Stay

- 1. Any request for visitor's overnight stay (max no. 1 visitor) to be duly authorized in writing by WINS Management. Bookings to be made during regular office opening hours for max. 3 days and against the payment of a fee. Authorization will be issued pending rooms availability.
- 2. It is strictly forbidden to host visitors other than in the terms expressly stated in this Regulation.
- 3. Any unauthorized stay will be considered as an act of sublease.
- 4. Visitors' stay may exceed 3 days, pending a written authorization issued by WINS management, for valid and certified reasons, only.
- 5. The Security staff is not entitled to release any authorization to overnight stay.
- In case of serious and good reasons, the Security staff may, upon request by Guest, contact WINS
  Management on the phone, out of work hours, to get the authorization to the overnight stay of
  visitors.
- 7. WINS Management is pleased to offer their Visitors a preferential rate of € 60.00 per night, breakfast not included.
- 8. Guests are responsible for any damage caused by their visitors as well as for any non-compliance with this Regulation.

### Article 11 - Access to Accommodations by WINS Management

- WINS Management has a copy of each room key. WINS is entitled to enter any room as specified below:
  - a) When Guests are present:
    - For routine checks:
    - Against request by Guests;
  - b) When Guests are not present, with prior notice:
    - For inspection of the room condition, both at the beginning and at the end of the stay, or for



maintenance purposes;

- For extraordinary inspections or maintenance operation of the room systems and equipment;
- c) When Guests are not present, even without prior notice:
  - For urgent maintenance operations;
  - In case of prolonged absence of guests or when the accommodation is unduly occupied.

#### Article 12 - Check-out Procedure

- 1. Guests are required to comply with this *check-out* procedure at WINS Office; room keys shall be returned at the latest by 10:00 a.m. of the day of departure.
- 2. Guests shall book the day and time of their *check-out* by giving at least 3-days prior notice of their departure.
- The check-out procedure will be completed only against inspection of the room condition by WINS staff.
- 4. When leaving the rooms or at the expiry date of the Accommodation Agreement, a delivery report shall be signed by Guests and keys shall be returned. Such procedure will be carried out by a joint inspection with representatives of WINS Management duly appointed.
- 5. Any damage or claim in connection with the Delivery Report as per Art. 4 will be charged to Guests by withholding the security deposit; WINS reserves the right to enforce a complaint to cover any exceeding amount for the damages suffered.
- 6. Failure by Guests to comply with above requirements will result in withholding the whole security deposit delivered to WINS at the check-in (see. Article 6).

#### Article 13 – Use of the Accommodations

- 1. It is forbidden to Guests to give parties within the accommodations; parties given at locations other than the Dormitory shall be duly authorized by WINS Management in advance and in writing.
- 2 Any visitors taking part to parties authorized by WINS Management shall leave their valid ID document at the Security and Doorkeeping office of the Dormitory.
- 3. Organizers of such authorized parties are responsible for the behavior of participants and for any possible damage suffered by WINS facilities and furnishing. All parties shall end at 11:30 p.m.. Parties may exceed said time only on holidays and pending a written authorization by WINS.
- 4. Each party shall be under the responsibility of an adult to attend the event and to act as an interface with the minors.
- 5. All parties shall be duly reported to the internal Security Staff which is responsible to ensure the



internal surveillance service. In case the Security Staff cannot perform such surveillance due to WINS logistics hindrances, no such event will be authorized.

### Article 14 - Relocation of Guests

- 1. WINS Management is entitled to relocate their Guests for logistics reasons (e.g., extraordinary or urgent maintenance operation) by giving at least a 2-day prior notice.
- 2 In case of particularly serious circumstances, WINS Management is entitled to relocate Guests even without giving prior notice.
- 3. Relocated Guests shall comply with the *check-out* procedure, return the room keys, and pay for the sums pending due to possible damages or losses suffered by WINS.
- 4. No relocation will take place over the year upon request by the Guests, unless safety concerns for the disabled Guests require to do so.

#### Article 15 – Access to the Internet

- 1. Access to the Internet from the Dormitory is allowed mainly for educational purposes.
- Access to the Internet may occur using the User Name and Password assigned to each Guest. Such data are considered strictly personal and cannot be used by other Guests.
- 3. Following actions are strictly forbidden:
  - a) Using the Internet to download or to stream and view anything covered by copyright;
  - b) Having access to illegal websites;
  - c) Sharing or downloading files through any peer to peer program (e.g., emule, torrent, etc.);
  - d) Using their own device as a hotspot to allow other Guests or visitors to have access to the Internet.
  - e) Failure to comply with this Art. 15, will result in WINS decision to deny access to the Internet.

# DISCIPLINARY MEASURES AND SANCTIONS Article 16 – Disciplinary Measures

- 1. Failure to comply with the requirements of this Regulation may result in Disciplinary Measures and Sanctions applied according to the seriousness of the infringement, as stated below:
  - a) Pecuniary sanction;
  - b) Written formal notice and pecuniary sanction;
  - c) Temporary suspension;
  - d) Revocation of the accommodation.
- 2. Pecuniary sanctions will be accompanied by a Claim Report forwarded by WINS by registered letter



signed for delivery, or by hand-delivered letter.

- 3. Within 5 days from such notification, Guests shall pay the sum specified in the sanction.
- 4. In case of written formal notice and associated pecuniary sanction, WINS will hand-deliver such notice or, should the Guest be absent, will forward the same by registered letter signed for delivery to the address or domicile stated at check-in. Guests shall pay the amount due as a pecuniary sanction within 5 days from notice reception.
- 5. In case of temporary suspension or revocation of the use of accommodation, WINS management will hand-deliver a registered letter to the Guest involved or, should the same be absent, will forward the same by registered letter signed for delivery to the address or domicile stated at the check-in.

# Article 17 - Pecuniary Sanction

- 1. WINS is entitled to apply a pecuniary sanction amounting to € 50.00 (fifty/00) in the following cases:
  - Presence of pets either inside the rooms or the common areas, with the exception of guide dogs for the visually impaired;
  - Presence of bulky material (bicycles, camp beds, etc.) either inside the rooms or the common areas;
  - Presence on balconies or windowsills of objects potentially harmful to Guests and passers-by;
  - Presence of electric or gas cookers;
  - Presence of perishable goods;
  - Presence inside the room of furniture or equipment removed from the common areas;
  - Garbage bags dropped outside the waste bins.
- 2. Should all and each of the above breaches to this Regulation occur repeatedly, Article 18 will apply.

#### Article 18 - Written formal notice and pecuniary sanctions

- A written formal notice can be forwarded to Guests by WINS following a specific request from the Management or from Security Staff, with the application of a pecuniary sanction amounting to € 50.00 (fifty/00) in the following cases:
  - Negligence in complying with good housekeeping standards within the accommodation;
  - Nuisance to the Guest sharing the accommodation and/or to the other Guests;
  - Inappropriate behavior to WINS staff and the other Guests;
  - Hospitality to visitors breaching what stated in this Regulations;



- Alteration or tampering of systems and equipment, undue painting and coating of the accommodations.

## Article 19 – Use of Money from Pecuniary Sanctions

1. The money paid for pecuniary sanctions as per Articles 17 e 18, will be used for improvement of services and activities to be carried out within the Dormitory in favor of Guests.

## Article 20 – Temporary Suspension

- 1. As a consequence of the breaches mentioned in Articles 18 and 19, the School is entitled to immediately remove the Guest involved for a period of time adequate to such breach.
- 2. WINS is also entitled to remove a Guest or anyone connected to him/her as a precautionary measure where the motives envisaged for the revocation of the accommodation exist, as stated in the following Article 21.

#### Article 21 – Immediate Revocation of the Accommodation

- 1. WINS Management is entitled to immediately revoke the accommodation in the following occurrences:
  - a) Presence of weapons and illicit drugs, also for personal use, within the premises of the Dormitory;
  - b) Non-payment of the Boarding Fee, either partial or for the full amount, and non-payment of amounts due to expenditures and/or sanctions to the Guest after 3 notifications forwarded as a reminder;
  - c) Allowing third parties to use/sublocation of the accommodation assigned to a Guest, or any other vacant accommodation, even if temporary and for free;
  - d) Presence of visitors in the accommodation assigned, without specific authorization by WINS Management;
  - e) Serious breaches to this Regulations during the stay of a Guest, or repeated breaches resulting in several written notices issued during the stay of a Guest;
  - f) Behaviors contrary to the public policy and laws in force;
  - g) Delivering the accommodation key to third parties or allowing third parties to use it without written authorization by WINS Management;
  - h) Presence of flammable material, poisonous stuff, radioactive material, illicit drugs or whatever



expressly forbidden by law;

- i) Failure to communicate any absence which might exceed one consecutive month, without providing a valid justification.
- 2 In the occurrence of a revocation of the accommodation, guests will not be entitled to:
  - a) Enroll in any further accommodation assignment for the next academic years;
  - b) Receive back the money already paid in advance for the Boarding Fee.

# Article 22 - Guests' Privacy

- 1. For the intent and purposes of the Italian Law Decree no. 196/2003, the so called "Data Protection Law", Guests' personal data placed at the disposal of WORLD INTERNATIONAL SCHOOL, herein called WINS S.R.L. in short, are aimed at processing information both through electronic and automatic devices, as envisaged to fulfill the obligation by law.
- 2. All data gathered by WINS staff in charge will be forwarded to the local Public Security as per Law 191/1978. For security purposes and to protect both the users and the estate, a surveillance system is active to check all access areas to the premises. The recorded images will be temporarily filed by means of devices ensuring both security and privacy, in full compliance with the *Privacy* Law. Such data will be dealt with as envisaged by Article 7 of the Law Decree 196/2003 to safeguard all and each Guests' rights.
- 3. WORLD INTERNATIONAL SCHOOL, herein called WINS S.R.L. in short, is the owner of such data and the person in charge of the same is Mr. Paolo Pietro Formiga. All and each image and recording may be handed over to the Judicial Authority or to the Police Forces upon request. By signing the Accommodation Agreement, Guests agree to file their personal data into an electronic data bank, or other data bank system owned by WINS, for the purpose of carrying out their business activities.



# MAINTENANCE AND REPAIR RATES

Prices listed below are not inclusive of labour and may be subject to changes to adjust to market terms and conditions.

ROOM DOOR ELECTRONIC LOCK	€ 265.00
SMART CARD	€ 18.00
SHOWER CURTAIN	€ 20.00
BATHROOM WASHBASIN	€ 250.00
SHOWER HEAD	€ 110.00
ROOM CHAIR	€ 150.00
PAINTING OF A WALL	€ 300.00
PAINTING OF THE ROOM	€ 750.00
PAINTING OF THE BATHROOM	€ 175.00
CEILING LIGHT	€ 150.00
SHOWER BOX	€ 520.00
TOWEL RACK	€ 60.00
TOILET PAPER HOLDER	€ 50.00
TOILET BRUSH	€ 30.00
SHELF	€ 140.00
WALL SOAP DISH	€ 50.00
WARDROBE	€ 580,00
TABLE TOP	€ 180.00
TOILET SEAT	€ 70.00
CHEST OF DRAWERS FOR DESK	€ 220.00
DESK CHAIR	€ 150.00
SLATED BED BASE	€ 600.00
MATRESS	€ 400.00
SHOWER - FLEXIBLE HOSE	€ 70.00
FIRE ALARM	€ 150.00
THERMOSTAT	€ 300.00
ANTENNA CABLE	€ 90.00
HANDGRIP	€ 60.00
MIRROR	€ 150.00
CURTAIN	€ 800
BEDSPREAD	€ 120.00
DUVET	€ 200.00
SHEETS	€ 70.00



# STEPS TO BE TAKEN IN THE EVENT OF EMERGENCY

Steps to be taken in the event of emergency by all Guests shall comply with the plan issued by the Person in Charge of Prevention and Protection Services (RSPP) and duly on display inside WINS dedicated showcase.



Copy for the Guest

# WINS SRL BOARDING SCHOOL REGULATION DELIVERY FORM

I, the und	ersigned	and	, as
		exercising the	
the C			
	born on (date of birth)		, in (place of
birth)	, Tax Code	, hereby declare to ha	ive been delivered the
Boarding F	Regulation as of	, to have duly read such Regulation, a	and to approve in full
all and eacl	h Terms and Obligations stated tl	nerein.	
Date and P	lace of Issue		
		Signature	