



Ca' Foscari University of Venice

Venue Management Unit

REQUEST FORM FOR THE GRANTING OF SPACE FOR ENTERTAINMENT/USE AND FOR OTHER UNIVERSITY SPACES

The undersigned _____

As _____

of the Entity/Facility/Company _____

Registered office: Street _____ City/Town _____

Country/Province/Region _____ Postal code _____

Tax code: _____ VAT no.: _____

Name and surname of the Legal Representative of the Entity/Facility/Company¹:

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

telephone: _____ mobile phone: _____

fax: _____ e-mail: _____

REQUESTS

Permission to use the spaces / classrooms detailed below on the following days

¹ Please attach a valid identity document of the Legal Representative of the entity.

INFORMATION REGARDING THE EVENT AND THE SPACES

Dates and times to be occupied:

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 _____

(Set-up: _____)

Dismantling: _____)²

Reason for use: _____

² Indicate dates and times of set-up and dismantling.

Note: Please see the technical data sheets and maximum capacities of each room required on the University website following the path Home>About\ Meeting and event spaces\Documents\ Regulations for temporary use of University rooms and spaces\ downloadable pdf within the website www.unive.it

LOCATION(S) REQUESTED (*check the appropriate boxes*)

Auditorium Santa Margherita (total no. of seats 237)

Time slot(s) requested: 8:00am-1:30pm 2:00pm-7:30pm 8:00pm – 11:45pm

Services and multimedia equipment: the room is equipped with (amplification system, video projector, projection screen, digital audio and video recording equipment) (*specific requirements should be indicated below – for detailed information, see the chart showing the equipment available*)

Aula Magna “Silvio Trentin” (total no. of seats 100)

Time slot(s) requested: 8:00am-1:30pm 2:00pm-7:30pm 8:00pm – 11:45pm

Services and multimedia equipment: the room is equipped with (amplification system, video projector, projection screen, digital audio and video recording equipment) (*specific requirements should be indicated below – for detailed information, see the chart showing the equipment available*)

Aula “Mario Baratto” (total no. of seats 70)

Time slot(s) requested: 8:00am-1:30pm 2:00pm-7:30pm 8:00pm – 11:45pm

Services and multimedia equipment: the room is equipped with (amplification system, video projector, projection screen, digital audio and video recording equipment) (*specific requirements should be indicated below – for detailed information, see the chart showing the equipment available*)

Sala Archivio (adjacent to Aula “Mario Baratto”; total no. of seats 25)

Time slot(s) requested: 8:00am-1:30pm 2:00pm-7:30pm 8:00pm – 11:45pm

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

Sala Marino Berengo (Ca’ Foscari 1st floor) (approximately 40 actual seats, total maximum seating capacity of 60 people)

Time slot(s) requested: 8:00am-1:30pm 2:00pm-7:30pm 8:00pm – 11:45pm

Services and multimedia equipment: "conference" microphone system (1 president station- and 22 delegate- stations), video projector, projection screen, audio and video recording equipment, a laptop computer_____

Sala Giovanni Morelli - Malcanton Marcorà (total no. of seats 100)

Time slot(s) requested: 8:00am-1:30pm 2:00pm-7:30pm 8:00pm – 11:45pm

Services and multimedia equipment: the room is equipped with amplification system, double video projector, double projection screen, DVD player/recorder, and a laptop computer (to be requested at the reception)

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: 8:00am-1:30pm 2:00pm-7:30pm 8:00pm – 11:45pm

Services and multimedia equipment *(to be checked with the University Head of the Multimedia Unit)*

SERVICES

Additional services requested (feasibility to be verified in advance with the Venue Management Unit).

REGULATIONS TO FOLLOW (please read carefully)

The grantee undertakes to comply with the general terms and conditions set out below:

1. These general terms and conditions herein contained regulate the terms and conditions of concession of the spaces of Ca' Foscari University of Venice for temporary use.
 2. With the granting of use, the University assumes the obligation to make the identified location(s), multimedia equipment, qualified technical personnel and services available to the grantee, as per the agreement made and for the indicated period. The grantee expressly declares to have read and/or to be aware of the technical and structural characteristics of the locations and services and that they are suitable for the required use, exempting the University from any responsibility in this regard for this purpose. To this end, the spaces and premises that the University makes available are duly advertised on the University website together with the fees and the terms and conditions for temporary use of the same. The maximum capacities are indicated on the reference pages. In any case, it is necessary to comply with the general guidelines provided by the Venue Management Unit together in conjunction with those of the Risk Management and Prevention Office, both for particular locations not described on the University website, and for all special cases not described in the relevant web pages.
 3. For events subject to a reduced fee, it is necessary to comply with the rules relating to the respect and protection and enhancement of the University brand and the coordinated image of the University, as well as the correct communication/promotion of the event according to the indications of the competent offices for the events and for communication relating to the Communication and Cultural and Institutional Promotion Area).
 4. The grantee undertakes to use the premises requested exclusively for carrying out the aforementioned initiative and not to transfer the use of said spaces to third parties.
 5. The fee 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 know well and to accept.
 6. **The grantee undertakes to pay the agreed fee which must be paid exclusively via the PagoPA channel**, as it is mandatory for payments to the Public Administration in accordance with current legislation. To this end, Ca' Foscari University will issue an invoice notice to which the payment notice containing the Unique Identification of Payment (IUV) to be used in the transaction will be attached. **Payment must normally be made at least seven working days before the event. The grantee must send a copy of the payment receipt made through PagoPa by fax or email to the number 041 2348378 and/or to the email address logistica.spazi@unive.it.**
- Only in case of the grantee's declared impossibility can payment be accepted by other means than by this channel, upon requesting the bank details from the University.**
7. In the event of non-payment of the fee within the term indicated in the previous point, the contract will be considered terminated by law, without prejudice to any right to compensation for damages

in favour of Ca' Foscari University of Venice. The University will not proceed to granting new concessions for the use of its premises to the same subject.

8. The amounts shown in the fee schedule do not include V.A.T. if and when due.

9. It is absolutely forbidden to carry out colour retouching and whitewashing, or in any case to alter or tamper with the structures, systems and multimedia equipment and furnishings. Any provisional set-ups that involve the temporary modification of the layout of the premises in general must be previously authorised by the competent offices of the University, and carried out at the grantee's expense, it being understood that the existing conditions must remain unchanged and the pre-existing state of the places must be restored at the end of use. Any use of third-party equipment or equipment owned by the grantee, either in replacement of or in combination with existing equipment, does not entail a reduction in the fee and must be previously authorised by the competent University offices. In any case, the grantee is required to use only equipment that complies with current regulations; any supporting structures used by the grantee must be self-supporting. The direct use by external people of facilities and equipment supplied to the University rooms is not allowed; the possible presence of technical staff provided by the grantee to support events and exhibitions must be requested in advance and agreed upon with the competent offices of the University. At the end of the period of use, the grantee must leave the rooms and annexed premises in the same condition in which they were received. In the event of damage to structures, goods or equipment due to an incorrect use of the location by the grantee, the expenses incurred to restore the premises, goods and equipment to their original condition will be fully borne by the grantee.

10. The grantee is aware that the use of the rooms and lecture halls cannot be granted for activities and/or events that are not compatible with the intended use, function or characteristics of the premises or are contrary to the values, principles and rules and regulations contained in the University Code of Ethics and Conduct, which is simultaneously accepted with the signing of this concession, after having read it at [www.unive.it/Ateneo/Chi siamo/Statuto, norme e Regolamenti, Codici, Codice Etico e di comportamento](http://www.unive.it/Ateneo/Chi_siamo/Statuto_norme_e_Regolamenti_Codici_Codice_Etico_e_di_comportamento).

The initiatives that go beyond the ordinary types of use will be evaluated by a special commission appointed by the Rector. The grantee is aware that the University in any case reserves the right not to grant the concession for initiatives that, at its sole unquestionable assessment, may prejudice the dignity of the University or conflict with the Regulations for temporary use of University spaces and premises or with the Code of Ethics and Conduct.

11. The grantee acknowledges the fact that the University may suspend or postpone the granting of spaces due to unexpected causes of force majeure, possibly offering alternative spaces of the same level. In the absence of assignment of alternative spaces, the grantee, without prejudice to

the return of the fee already paid, will not be entitled to compensation for damages or any other compensation.

12. The granting of the use of University spaces and premises implies respect for and the correct use of those premises, including the furnishings and equipment supplied.

In particular:

- The grantee must comply with the conditions imposed by current legislation on hygiene, safety of environments and workers and must follow the instructions of the University Risk Prevention Office relating to the premises used;
- The grantee must respect the capacity of the individual location, the specific licenses and other particular requirements in relation to the type of activity.

In addition, the grantee must ensure that:

- the permanent structures of the property are not changed or tampered with;
- no playbills, posters or anything else are affixed to the doors or walls, nor are holes made in the panels, floors and structures in general;
- decorations, equipment, furnishings and any other goods made available are not damaged or stolen;
- emergency exits are left free and clearly visible, as well as fire extinguishers, hydrants and warning signs.

In case of non-fulfilment of the above obligations, the grantee will be liable directly for any damage to persons and/or property both of the University and of third parties, relieving the University of any liability for any non-compliance.

The Venue Management Unit has the right to arrange specific inspections at any time in order to verify compliance with the provisions of this deed and the Regulations for temporary use of University spaces and premises and, in the event of ascertained non-compliance, to take appropriate measures.

The Venue Management Unit has the right to request the signing of a release report for premises and equipment.

The carrying out of catering services within the premises must be expressly provided for in the application for the concession and specifically authorised by the Venue Management Unit according to the established indications provided by the University Management and Prevention Office or communicated by the Department for the Exploitation of Spaces on behalf of the same in relation to compliance with safety regulations.

It is forbidden to smoke, introduce animals, introduce flammable or dangerous substances inside the halls and annexed rooms.

The grantee is responsible for compliance with the obligation to communicate to the Public Safety Authority or copyright authority or any other obligations provided for by the legislation in force in

relation to the type of event, relieving the University of any responsibility for any non-compliance. Should the event include the exhibition of objects subject to protection laws, which therefore require special surveillance, the same will be at the expense of the grantee, relieving the University of any responsibility for any theft or damage to the aforementioned goods.

13. Once the event is over, the grantee must leave the premises in its original condition, within the deadline set in the concession deed indicated by the Venue Management Unit and in any case by the competent Office.

Elapsed this time period, documents and materials will be eliminated at the expense of the grantee and without any obligations or responsibilities on the part of the University.

14. The grantee will be held responsible for any damage caused to property or persons, shortages and tampering occurring during the period of use of the location and will relieve the University of any responsibility for any third-party claims in this regard.

15. The University declines all responsibility for the custody of third-party property brought into the premises as a result of the initiative and for any damage caused to such assets by anyone and the grantee will release the University from any claims it may have or that any third parties may have in this regard.

16. The concession for temporary use of the premises is subject to the acceptance of all the requirements and the acknowledgment of the Regulations in force for the concession in temporary use of University spaces and premises.

17. Except in cases of force majeure or objective impediment, any cancellation by both external and internal users of the reservation of spaces already granted, must be communicated in writing to the Venue Management Unit with at least 5 days' notice. Failure to comply with these conditions, however, entails the charge of the entire amount required for the concession, to be assessed on the basis of the current fees applied, even regardless of a granted free use of the space. Likewise, any additional costs deriving from the lack of notice will be charged to the grantee.

18. Additional services

a. The amounts indicated in the price list include the service for opening and closing the spaces used, the ordinary cleaning service, the flat rate for reimbursement of heating/cooling costs, if any, the consumption of electricity, the use of equipment that does not involve any other surveillance besides the technical and non-technical personnel in service.

b. Any additional service requested, not contemplated in the concession of the space, which requires the extraordinary use of security personnel or technical personnel or emergency/fire-fighting teams or the incurring of additional costs relating to cleaning, set-up/ dismantling, use of special equipment or the provision of highly qualified services, will be considered an additional cost compared to the existing fees and will be borne exclusively by the user of the spaces.

19. Please refer to the appropriate web pages for all the information relating to the Regulations, fees, capacities, conditions, etc. with obligation on the part of the grantee to have read and accepted it without any reservation.

"Information on the processing of personal data

Pursuant to and for the purposes of Articles 13 and 14 of EU Regulation 2016/679 ("Regulation"), Ca' Foscari University of Venice, in its capacity as Data Controller ('University' or 'Data Controller'), hereby informs you that the personal data of the legal representatives, and eventually, where collected, of the data protection officers and contact persons for the aforementioned agreement/convention/contract will be processed to perform all the operations and activities related to this agreement, as well as to comply with legal obligations regarding the activities of management of said agreement, or for institutional purposes. The parties undertake to communicate this information also to their legal representatives, and eventually to the data protection officers and contact persons of the agreement itself.

The legal basis for the processing is therefore represented by Articles. 6.1.b) of the Regulations ("fulfilment of the contract"), 6.1.c) of the Regulations ("fulfilment of a legal obligation") and 6.1.e) of the Regulations ("execution of a task in the public interest"). Data shall be retained in compliance with the rules on the retention of administrative documentation.

The processing will be carried out by persons who act on the basis of specific instructions provided regarding the purposes and methods of the processing itself, in compliance with the provisions of Article 29 of the Regulations and Article 2-quaterdecies of Legislative Decree 196/2003, or by external parties appointed as data processors, pursuant to Article 28 of the Regulations, who carry out instrumental or ancillary activities on behalf of the University. The updated list of data processors is available on the web page: <https://www.unive.it/pag/34666/>.

Data subjects have the right to obtain from the University, in the circumstances provided for by the Regulation, access to personal data, rectification, completion, cancellation of said data or limitation of processing, or to oppose the processing itself (Articles 15 et seqq. of the Regulations). The request can be submitted, without any formalities, by contacting the Data Protection Officer directly at dpo@unive.it or by sending a communication to the following address: Ca' Foscari University of Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice. Alternatively, it is possible to contact the Data Controller by sending a certified email (PEC) to protocollo@pec.unive.it. Data subjects, who believe that the processing of their personal data is undertaken in violation of the provisions of the Regulations, also have the right to lodge a complaint with the Italian Data Protection Authority, as established by Article 77 of the Regulation itself, or to take appropriate judicial action (Article 79 of the Regulations).

The University has appointed a Data Protection Officer who can be contacted at the following address dpo@unive.it or by sending a communication to: Ca' Foscari University of Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice.

The undersigned declares to have read and understood the above general contract conditions and the Regulations and to accept them in full without any reservation. The undersigned declares to have read the above information.

Date (dd/mm/yyyy) _____

Signature of the grantee _____

The undersigned also declares that the activity for which he has booked the space will be carried out in compliance with the University Code of Ethics which he declares to have read.

Date (dd/mm/yyyy) _____

Signature of the grantee _____

The undersigned also declares that the activity for which he has reserved the space will be carried out in compliance with the safety regulations relating to the event and the related obligations and in compliance with the procedures relating to the Green Pass certification, which he declares to have read.

It is always the responsibility of the event manager to control the inflows to the spaces requested, by registering the participants, in relation to not exceeding the capacities themselves and to the observance of the safety rules regarding the compliance with the capacity of the room in relation to the reduced capacity, in compliance with the distancing for the containment of the pandemic (the specific capacities will be communicated in the concession).

In relation to the relative provisions, it is necessary to read and comply with the COVID 19 Risk Management Protocol and the Contagion Mitigation Plan in the Workplace and the University Guidelines for congresses, conferences and similar events by adopting all preventive and protective measures such as maintaining the minimum distance established, avoiding the creation of crowds, using surgical masks or FFP2 without an exhalation valve, sanitising your hands often and having all participants and staff fill out the COVID Form for external visitors, keeping the participant register for 14 days, in compliance with the provisions on privacy.

It is also up to the event manager to activate the procedures for checking the required certifications (Green Pass certification for participation in events) for all participants following the entry into force of Law Decree no. 105 of 23 July 2021 and subsequent amendments and additions "Urgent measures to deal with the epidemiological emergency from COVID-19 for carrying out social and economic activities safely".

It is mandatory for the event manager to ensure compliance with the aspects introduced and the legislation in force at the date of the event; the management of these aspects remains the responsibility of your organisational management.

For specific cases relating to internal events, the instructions prescribed by the University must be followed, always in compliance with the above indications

Date (dd/mm/yyyy) _____

Signature of the grantee _____

This form must be completed in all its parts, signed by the Institution/Company's Legal Representative or authorised Director, or the person in charge of the event, and submitted at least 15 days before the event, except in exceptional cases after verification of the logistical availability and compatibility of the request.

The form can be sent by fax or by email to the following address, attaching a photocopy of a valid identification document of the grantee:

The grantee is requested to also attach, except in cases of exceptionality and urgency, a signed copy of the estimate sent by the Venue Management Unit relating to the spaces requested.

**Ca' Foscari University of Venice– Venue Management Unit
Communication and Cultural and Institutional Promotion Area
Cultural Promotion Office
Dorsoduro 3246, 30123 Venice**

Tel. 0412347538/7925 – Fax 0412347981 – email logistica.spazi@unive.it

It will be the responsibility of the competent office to contact and confirm the availability of the location(s), subject to the authorisation of the Director of the competent office.