



ITALIAN ART ACADEMY  
LEONARDO DA VINCI  
ART COURSES IN FLORENCE  
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## HOUSING REGULATIONS

Accommodation can be divided into two types; apartments with use of kitchen, and rooms in host families with either only breakfast or breakfast and dinner included. (half board)

### 1. GENERAL RULES APPLICABLE TO ALL TYPES OF LODGING

#### 1.1. BOOKINGS

Rooms are booked together with the courses. We need the student's credit card number as guarantee for reservation. Payment will be effected on arrival.

#### 1.2. CANCELLATIONS

- Room cancellations must be communicated to the school in writing; by post, fax or email.
- If a cancellation is made previous to the 15 days before the course begins, the school will retain one week's accommodation fee.
- For cancellations made any time later than above, a two weeks' accommodation fee will be retained.

#### 1.3. ROOM AVAILABILITY

Rooms are available from 2 p.m. of the Sunday previous to the beginning of the course, to the Saturday following the end of the course at 12:00 noon.

#### 1.4. REFUNDS

In case of late arrivals or early departures, no refund will be granted and there will be no refund for meals not consumed. The school will not refund rents, or parts of them, when already paid by the student.

#### 1.5. EXTENSIONS - RE-BOOKING OF LODGING

Students who decide to stay on for one or more courses and wish to confirm course and lodging, should inform the secretariat within the first week of their arrival, to be sure to find places available and pay the extension immediately.

#### 1.6. VISITS BY FRIENDS OR RELATIVES

When friends or relatives wish to spend one or more nights in the student's room, the landlord or the person in charge of the apartment must be informed in advance. He or she will have the right to charge extra or to deny permission.

#### 1.7. RENT

Rental fees are the amount indicated in the school Confirmation Letter. Rental fees include a moderate consume of heating, water, electricity and gas.

#### 1.8. KEYS

Students will receive the keys of the house and that of his room and will have a right to use them at any time. However, they are strongly recommended to make use of them only personally and, whenever returning home late, to behave in consideration of the neighborhood. If a student loses his keys or has them stolen, he must immediately report it to the landlord in order to avoid any damage or burglary in the fiat, which would then fall under his responsibility. It is the right of the landlord to replace the lock and have it paid for by the student.

#### 1.9. STUDENT ROOM

Rooms must include: bed with pillow, bedside table, study table with chair, chest of drawers, a light next to the bed and one on the study table.

#### 1.10. BATHROOM

Bathrooms with tub or shower will have hot and cold water permanently available throughout the year. The bathroom should be kept clean and perfectly hygienic. Sanitary towels should be disposed off in the litter bin and not in the W.C. You must clear hair from the shower outlet so that there is no blockage.

### **1.11. THEFTS**

The school, the landlord or the person in charge of the apartment will not be responsible for money and/or items stolen in the apartments.

### **1.12. MAIL**

Do not use the house address as your mail address in Florence for Fedex, TNT or DHL parcels; they might easily get lost. Use the school secretary office for such mail.

### **1.13. CAR PARKING**

If you bring your car, ask the landlord/school where you can park it and check which night the Street cleaning falls on, as during this night, cars must be parked elsewhere.

### **1.14. MISCELLANEOUS MATTERS**

- a) Pets, animals are not allowed in the rooms.
- b) Students are strongly recommended to abide by the house regulations and to behave in consideration of the neighbour-hood, especially when returning home late.
- c) Bath towels are not supplied.
- d) Students will be charged for damages of any kind to any object under their responsibility.
- e) Landlords or persons in charge are allowed to inspect apartments at any moment.

## **2. PARTICULAR RULES APPLICABLE TO LODGING IN APARTMENTS**

### **2.1. ARRIVAL**

- a) Students will be mailed the address of their stay in Florence and the arrival instructions.
- b) Students must show up on the arrival day (Sunday previous to the beginning of the course) at the time and address indicated on the Lodging Confirmation Letter. On the letter you will find the emergency phone number to be used to communicate with the school at your arrival in Florence or in an emergency situation. This number is active only on arrival weekends.
- c) Please, remember to bring with you the Lodging Confirmation Letter and a photocopy of your passport.

### **2.2. UNEXPECTED DELAYS**

- a) Students unable to respect their arrival day / time for exceptional circumstances must contact the school using the phone number indicated in the Lodging Confirmation Letter.
- b) Arrivals after 11:00 p.m. and before 8:00 a.m. are not accepted. In such cases, students will

have to arrange their own lodging and there will be no refund by the school.

### **2.3. DEPOSIT**

A deposit of 100 euro must be paid upon arrival; students must show the receipt in order to be refunded at the end of their stay. The deposit may be retained for: - damages - keys not returned - excess of dirt left in the room and common spaces - guests not allowed by the landlord or person in charge - noisy parties, especially with people not living in the apartment

### **2.4. REFUND OF THE DEPOSIT**

Before the student's departure someone in charge will inspect the rooms and common spaces. If everything is in order, the deposit will be returned entirely.

### **2.5. RENT PAYMENT**

The rent, when not already paid to an agency, has to be paid in Euro, in cash or Traveller's Cheques, immediately on your arrival. It has to be paid in total (and not by instalments) for each month. Keep the payment receipt, you may be asked for it at your departure!

### **2.6. KITCHEN**

The kitchen will be supplied with: gas or electric cooker, pots and pans, cutlery, and a sufficient amount of glasses. All the items necessary for cleaning such as brooms and brushes (not cleaning fluids) will also be supplied. Students must clean and tidy up after cooking. Keep in mind that many food stores are closed on Sundays.

### **2.7. CLEANING**

a) Students are responsible for the cleaning of their bedrooms and common spaces (particularly bathroom and kitchen), including daily garbage clearance, throughout their stay in the apartment. Particular care must be taken to clean one's dishes! b) Every week some students leave and new ones arrive. Please keep bathrooms, kitchen and common spaces tidy especially at the weekend so that newcomers can find it in the best conditions! At their departure, students should leave their rooms clean and in good order, empty the fridge, and remove all the empty bottles and other items gathered during their stay as an independent cleaning company will take care of rooms and supply fresh bed-linen for the new-coming students.

## **2.8 BED-LINENS**

Upon arrival students will be given a set of bed-linens and two sets if they stay longer. Students are required to wash bed-linens themselves using one of the many wash & dry that are near the apartments

## **2.9. GARBAGE**

Garbage must be emptied daily into the public containers in the street. Florence Municipality installed in the city center new underground bins for separate waste collection. Attention: if you do not separate your garbage, you will be fined! Check the city regulations on this website: [www.quadrifoglio.org/oggetti/38536.pdf](http://www.quadrifoglio.org/oggetti/38536.pdf). Please do not store up garbage in your flat or on the stairway in the interests of your own hygiene.

## **2.10. SERVICES NOT INCLUDED AND NOT AVAILABLE**

TV, telephone, washing machine, electric fans, air conditioning, and other house appliances are not available.

## **2.11. PARTIES**

All parties, are strictly forbidden for insurance and safety reasons, as well as for the respect of the students not taking part and the neighbours. The deposit may be retained or students may be moved to other apartments if these rules are not respected.

## **2.12. HEATING**

In Italy a special by-law regulates the starting date of heating, normally the beginning of November. Heating must not exceed 20° centigrades and should not be on for longer than 10 hours a day. Please do not touch knobs or handles of the heater to raise or lower the temperature; doing this may cause failure of the System. Please call the landlord for assistance.

## **3. PARTICULAR RULES APPLICABLE TO LODGING IN FAMILIES**

### **3.1 ARRIVAL**

Upon receiving enrolment confirmation and the address of the apartment in Florence, students should contact their prospective landlord or the school by telephone at least 4 days before their arrival, in order to communicate their arrival time; otherwise they will be expected to arrive between 6:00 p.m. and 11:00 p.m of the arrival day. Night arrivals after 11:00 p.m. are not allowed.

## **3.2 RENT PAYMENT**

The rent, when not already paid to an agency, has to be paid in cash and in Euro, directly to the host family. It has to be paid in total (and not by instalments) for each month, and within three days of the beginning of the course. By paying the established rent rate the student is committed to the lodging assigned and to staying there until the end of the period booked.

## **3.3. BREAKFAST AND MEALS**

a) Breakfast includes: coffee or tea, milk, bread, butter and jam. b) Dinner will be Italian-style and will include: first course (pasta or soup), second course (meat or fish and vegetables), fruit and coffee. Students will be allowed to keep their personal food and beverages in the fridge or in their rooms, but not to do any cooking in the house.

## **3.4. HOUSE APPLIANCES**

The use of the telephone is allowed only to receive incoming calls, but alternative arrangements may be made between the landlord and the student. The same applies to the washing machine. Hand washing of clothes and bath towels as well as the use of hairdryer and ironing board is always permitted with no extra charge.

## **3.5. CLEANING**

The landlord will regularly clean up the student's room and common places. Bed sheets will be changed every two weeks. Bath towels are not supplied but will be washed free by the landlord.

## **3.6. ABSENCES**

Students wishing not to come home for the night or weekend, are kindly requested to inform the landlord.

## **3.7. MINORS**

Underage students must abide by the guest family rules, especially the night return home deadline.