

**SHORT – STAY****AUGUST 2019**

To be filled by the management:

Cliente n.º \_\_\_\_\_

Residente n.º \_\_\_\_\_

Factura n.º \_\_\_\_\_

Recibo n.º \_\_\_\_\_

Caução n.º: \_\_\_\_\_

DATES OF STAY: From \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_ N° Nights: \_\_\_\_\_ € \_\_\_\_\_ Room nº \_\_\_\_\_

**1. Personal Information**

Complete Name \_\_\_\_\_

Permanent Residence \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone no. \_\_\_\_\_ Mobile \_\_\_\_\_ E-Mail \_\_\_\_\_

Birth Date. \_\_\_ / \_\_\_ / \_\_\_ Place Birth. \_\_\_\_\_ Nationality \_\_\_\_\_

ID/Passport nº \_\_\_\_\_ Issue Date \_\_\_ / \_\_\_ / \_\_\_ Issue Place \_\_\_\_\_ Tax Nº \_\_\_\_\_

**2. SIGNATURES**

The resident declares that the above stated data is true and declares having read and agreed with the conditions of using the residence, together enclosed. Moreover he/she commits himself/herself to leave the room until 12:00 of the last day of the stay mentioned above.

*We remind you that:*

- The check-in should be done from 15:00 until 22:00*
- The check-out until 12:00*
- The payment of the whole stay should be done at check-in*
- We will need a copy of your ID or your passport.*

I, under signed, declare to consent in an express, free and informed way, the captation of video security images, aimed for the collective interests protection, namely of people and goods, inside the residence.

I am aware too, that the personal data collected by SPRU, has the single goal of complying with legal obligations, with official entities that require them. The personal data are collected at check-in and are processed and stored electronically in a specific file for that purpose.

SPRU, guarantees you that is fully aware of the location of the personal data collect and that these are properly protected from unauthorized access. At any time, under the General Data Protection Regulation (GDPR) and if we receive a specific request for that effect, SPRU will proceed in order to delete, alter or cease to process the personal data collected.

I declare that all the above information is true and I'm aware of the above stated information.

**The Guest** \_\_\_\_\_ **SPRU** \_\_\_\_\_

Place / Date \_\_\_\_\_, \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ / \_\_\_ / \_\_\_

*We confirm that:*

- a) 1 individual room with no WC will be available in the stated dates for the price of €36 / night
- b) 1 individual room with WC will be available in the stated dates for the price of €45 / night
- c) 1 double room (2 beds/bunk bed) with no WC will be available in the stated dates for the price of €44 / night
- d) 1 studio with kitchenette and WC will be available in the stated dates for the price of €55 / night
- e) 1 individual room with no WC will be available in the stated dates for the price of €500 / month
- f) 1 individual room with WC will be available in the stated dates for the price of €600 / month
- g) 1 double room(2 beds/bunk bed) with no WC will be available in the stated dates for the price of €660 / month
- h) 1 studio with kitchenette and WC will be available in the stated dates for the price of € 735/ month

**CONDITIONS OF USE OF LODGING UNITS, FACILITIES AND EQUIPMENT  
UNIVERSITY RESIDENCE “ZONESPRU”**

1. The daily fee includes the individual use of lodging units, fully equipped with supply of towels and bed sheets and changing of these once a week, weekly room cleaning and daily common areas cleaning use of common spaces and reception services, as established by the Director.
2. The daily fee also includes the water, electricity, access to TV satellite channels and fast internet connection, excluding video and music downloads.
3. The due payment of the entire booked stay is made with the check-in formalities before of the occupation of the lodging unit. When arrivals occur from Monday to Friday after 6 pm, or during the weekend, the payment should be done before the arrival.
4. Extra services like telephone and self-service laundry will be charged according to the real use and actual price, and will be paid before check-out.
5. The amount of 100 Euros will be charged as a deposit payment with check-in, aim to guarantee the candidate’s fulfilment of the provisions of the contract and regulation, as well as the time of check-out in the day of departure.
6. The check-in should be from Monday to Friday, from 3 to 6 pm. When arrivals occur after this time, payments should be done before check-in.
7. After check-in, the resident will receive a lodging key, for personal and exclusive use of the Resident.
8. When first entering the Residence, the Resident – together with a member of the staff – checks the allocated room and accordingly signs an inventory of goods and equipment. When leaving the Residence, a joint inspection of the lodging and respective goods and equipment will be made by the Residence staff and by the Resident, again sign for both.
9. All residents should keep the identification card on their person and identify themselves whenever requested to do so by any employee of the Residence.
10. The Resident should vacate their lodging by 12:00 of the last day provided for by this contract (under penalty of losing the deposit payment), leave the lodging key.
11. In case of losing the keys, the Resident will have to pay the amount of 3 Euros for each to receive a new key and 10 Euros for a card.
12. The use of lodgings is strictly personal and the Resident to whom it is allocated is forbidden from allowing its use, in any way, by third parties.
13. Residents are responsible for the good order, use and maintenance of any facilities and equipment exclusively allocated to them and any facilities and equipment of common use, and are obliged to indemnify SPRU for any damage occurring with regard to said facilities
14. After food preparing, residents must leave kitchens clean and tidy and garbage must be placed daily in bags at the appropriate place.
15. Residents have the right to use common areas, as well as the right to any services available in the Residence, within the provisions set out by these Regulations and between the schedules established by the Director.
16. Visitors may only remain in the Residence when duly authorised and identified, between 8 am and 11 pm.
17. Between 11 pm to 8 am residents should avoid making any type of noise, so as to effectively respect the other residents’ right to rest.
18. Residents should adjust to any reasonable request to moderate the level of noise in the area, there by respecting the rights of the others.
19. Playing of musical instruments should be kept to the common social areas, during the day and within the hours permitted by the Director.
20. The washing, handling and drying of clothes is only allowed in the laundry, being expressly forbidden to dry clothes in the windows, windows ledges, bathrooms and rooms.
21. The Residence is not responsible for any damage or loss of personal goods of Residents.
22. The following facts, along with the breach of rules provided for the Regulation and/or Contract, constitute causes for the loss of the right to use the Residence, consequent rescission of contract and immediate check-out of the Residence:
  - a) Possession or use of weapons, explosives or dangerous substances for health and safety of other users, and keep animals in the Residence;
  - b) Drug use, possession traffic or incitation to its circulation and lighting fire – candles or other objects – in lodging units and any common area;
  - c) Any form of physical aggression or moral coercion practised within the Residence;
  - d) The playing of game of chance;
  - e) Allowing people from outside of the Residence to stay in, without due authorisation as well as lending/giving his/her access card or room key to another person;
  - f) Changing the placement of furniture or any other equipment without due authorisation;
  - g) The failure or delay of any amounts due to Residence;
  - h) Having an infectious or contagious disease;
  - i) The practice of any illegal act;

Any doubts arising from the interpretation of this Regulation/Contract shall be solved by the Residence Director.