

GUESTHOUSE

Dear Guest, the use of the Guesthouse costs € 10,00 per night per person. We remind you that the full amount for your stay must be paid the day before your leaving to Mrs Petra Dell'Arme. If you stay one night only, you have to pay at keys delivery. The keys have to be returned to Mr. Graziano Fumagalli.

Please, take into account that the administrative office is open from Monday to Friday from 9:00 to 15:00 (phone 0272320443 or 459).

Name

Institute and position

Address.....

E-mail.....

Phone number.....

Purpose of your stay.....

Arrival date

Departure date

KEYS DELIVERY

You are not allowed to make copy of the keys; in case you lose them, please inform immediately Mr. Mario Pepe. At the end of your stay please return the keys to Mr. Graziano Fumagalli.

Institute Main Gate Small Gate Guesthouse Room N. _____

Date, signature

Supervisor

Administ. Office

.....

=====

KEY RESTITUTION

Today..... Mr / Mrs.....

returned the keys.

Signature

Administr. Office

.....

.....

Reservation and Keys: Geom. Graziano Fumagalli
Administration: Dott.ssa Petra Dell'Arme
Scientific Coordinator: Dott.ssa Sabrina De Grandi
General Services: Dott. Mario Pepe

GUESTHOUSE: RULES

GUESTHOUSE ORGANIZATION

Our guesthouse is a furnished flat with three bedrooms with double beds sharing the same bathroom, a kitchen, a dining room and a small storage room.

Once a week, the apartment will be cleaned. Please do not leave personal effects around especially in the common room to ease the cleaning in general. For daily cleaning you can find everything you need in the kitchen.

Sheets and towels are provided by the Observatory and changed weekly for a stay of no more than 15 days; for longer stay there is a washing machine in the common bathroom. You are welcome to use it.

GARBAGE

In Merate it is mandatory to separate different types of garbage in different type of sacks. Hanging on the kitchen wall you may find all the information you need. We recommend the respect of these rules. Once a week, on Monday, the clearing staff will transport the garbage sacks to the three containers near the main entrance of the Observatory. If you have to do it yourself during the week, please pay attention to the different sacks. Also pay a particular attention to the small sack for the food rubbish that needs to be changed often.

GENERAL INFORMATION

Any damage or trouble, any need or lack of materials should be communicated to Mr. Graziano Fumagalli, he will take care of any problem you could have during your stay.

Our Institute is at 20 minutes walk from the center of Merate, no busses are easily available. In the city you may find everything you need, stores, small markets, pharmacy and hospital.

The railway station of CERNUSCO-MERATE is at about 15 minutes by car from the institute or 50 minutes by walk, 10 minutes by bus from the city of Merate.

Any suggestion to make a better Service is welcome.

PRIVACY

All the information you will give us through this questionnaire will be used only for guesthouse service and they will be conserved in the maximum respect of your privacy. Look at our privacy policy at the link <http://www.brera.inaf.it/?page=privacy>. Compiling this questionnaire you give us your agreement with our policy.