

# UNIVERSITÀ DEGLI STUDI DI ROMA "TOR VERGATA"

CENTRO CONGRESSI E RAPPRESENTANZA VILLA MONDRAGONE

## **Regulations for the use of Guest rooms of the Congress Centre and Delegation of Villa Mondragone**

- The Guest rooms are managed by the Congress Centre and Delegation of Villa Mondragone (CCRVM).
- The type of service offered is based on a "Bed & Breakfast" formula. The Reception is opened from 8.30 until 23.30. At 23.30 guests should be in their rooms as the Guest room service closes. Anyway there is a night porter in the Guest House Reception.
- There are 9 Guest rooms (each with private bathroom, television and fridge) for a maximum capacity of 15 people, divided as follows :

2 singles	2 singles for the disabled	
3 doubles (twin beds)	1 double (double bed)	1 suite (double bed + 3 <sup>rd</sup> bed)
- Rates including breakfast are as follows :

Single room	Euro 55,00
Double room for single use	Euro 65,00
Double room	Euro 80,00
Suite	Euro 95,00
- Breakfast is served from 7.30 until 9.30.
- There is no telephone service in the rooms.
- Smoking is forbidden in the rooms.
- Rooms must be vacated by 10.00 of day of departure.
- Under normal circumstances, children under 14 years are not accepted.
- Animals are not admitted.
- Priority is given to the participants of events organized by the CCRVM.
- Secondly, priority is given to guests of the staff of the "Università degli Studi di Roma Tor Vergata (UTOV)". Under normal circumstances, guests can stay for a maximum period of 7 days.
- Reservation requests should be made through the organiser of the event held by the CCRVM or through the staff of the UTOV. The request should include the following information: 1) full name of guest; 2) length of stay; 3) type of room requested. Any cancellations should be made at least 1 day prior to arrival, otherwise a charge equal to 1 night's fee will be made.
- Room charges should be settled in cash, by cheque or by bank transfer prior to guests' departure. Under normal circumstances, deferred payments cannot be accepted.