



# HOUSING POLICY

*updated 5/3/14*

J O S E P H S . B R U N O A U B U R N A B R O A D I N I T A L Y

Claiming ignorance of any Joseph S. Bruno Auburn Abroad in Italy policy does not excuse a violation.

Housing for the Joseph S. Bruno Auburn Abroad in Italy program is located in the Chigi Palace in Aricca. The Chigi Palace campus housing area accommodates up to twenty (22) students, including a Graduate Teaching Assistant (GTA) or an Administrative Intern (AI). The facility is comprised of a large common room/classroom, a kitchen, four bedrooms (each accommodating between 4 - 7 students on two levels), a laundry room with washers and a dryer, and 6.5 bathrooms, including a handicapped bathroom. The facility is fully furnished and provides wireless internet throughout the facility. A housekeeper cleans the facilities on a regular basis; however students, collectively and individually, are responsible for maintaining the condition of the space, including bedrooms, bathrooms, laundry room, and all public areas of the building (kitchen, common room, bathroom off the common room). Faculty and staff reserve the right to conduct unannounced inspections of the housing facilities provided by the program to ensure that the space remains clean, safe and secure.

The GTA or AI, who reports to the Program Executive Director or Faculty-in-Residence, lives in the Chigi Palace housing facility and is responsible for monitoring and ensuring, within reasonable expectations, that all housing policies outlined in this document are maintained.

The housing policies listed below are designed for students' safety and security and to make the living situation while on this study abroad experience as comfortable as possible for everyone sharing the living arrangements. With safety and security in mind, Auburn University reserves the right to assign and/or move students to sleeping spaces within the facilities as deemed necessary. Furthermore, any behaviors or actions considered detrimental to a student and/or the program will be handled in a manner consistent with the Auburn University Code of Conduct (which is signed by each student prior to participation) and could result in termination from the program. Students are asked to remember that they are representatives of the Joseph S. Bruno Auburn Abroad in Italy program and that it is important that they conduct themselves in a manner that reflects positively on the Program and Auburn University.

Phone numbers for fire, police, and medical emergencies are posted in each housing facility and in multiple locations within the Chigi Palace campus.

## **Arrival and Departure**

Students are allowed to check in to the Palace on the first day of the semester (Arrival Day) as specified on the semester calendar. GTAs and AIs are allowed to move into the Palace up to two days prior to the Arrival Day of the students. Students and the GTA or AI must depart on the last day of the semester (Departure Day), again as specified on the semester calendar. Early arrivals by students prior to Arrival Day and/or late departures after Departure Day cannot be accommodated. If a student plans to arrive early or stay in Italy after the end of the semester, it is recommended that they contact one of the local hotels or bed and breakfast accommodations to secure a hotel room for the additional time. They may also wish to contact Roberta Londi, the Program Coordinator, at [roberta@interlineagroup.com](mailto:roberta@interlineagroup.com) who may assist with travel needs for 1 to 2 days immediately prior to or after the program dates. Early arrival and/or late departure accommodations and costs will be at the student's expense and are not covered by the program.

Although almost all students travel during the midterm break, and many travel on weekends, there are circumstances in which students might choose to remain in the housing facilities during these periods. The Executive Director, Faculty-in-Residence, Resident Director and/or Interlinea staff will be on call if assistance is needed.

Students who remain in the housing facilities during weekends and/or the midterm break should be aware that they might be there alone or with only a few other students and that a Graduate Teaching Assistant or Administrative Intern might not be overseeing the housing facilities during these periods.

### **General Housing Policies**

- All students are expected to maintain a 1 a.m. curfew on school nights (Sunday to Thursday).
- Joseph S. Bruno Auburn Abroad in Italy and the Palace housing area is co-ed. The Palace housing area includes separate bedrooms and bathrooms designated for women and men.
- The front door of the campus should remain closed and locked, at all times. For obvious security reasons, students should never prop open the front door or give the key code to anyone, including lecturers, Palace employees, or others associated with the program. If the door is propped open, students should close it at once. Students should check that the entrance door closes completely and relocks when they enter and leave the campus area.
- Only the following people are to know the key code to the entrance door into the Chigi Palace campus area:
  - Students currently participating in the Program
  - Program Executive Director and/or Faculty-in-Residence
  - Resident Director (Maurizio Antonini)
  - Program Facilitator (Cinzia Bracalente)
  - Program Coordinator (Roberta Londi)
  - Housekeeper
- The key code to the entrance door at the Chigi Palace housing should never be given to another person, including Program lecturers and guests. The Program Executive Director or Faculty-in-Residence should be informed immediately if the security of the entrance into the campus has been compromised by the key code being revealed or known by unauthorized people or if it is found that unauthorized and/or uninvited people have gained access into the campus area.
- Students are responsible for their behavior and the behavior of any guests that may visit them in the campus area. Guests are subject to all policies, including those pertaining to campus housing. Violation of rules by guests may result in disciplinary action for the student who invited them.
- Visitors should not be invited to the Chigi Palace campus unless they are well known by the student. If the Program Executive Director or Faculty-in-Residence and/or GTA or Administrative Intern are available, the visitor should be introduced to them. Visitors are welcome in the public areas of the campus (common room, guest bathroom off the common room, kitchen) between the hours of 9 am and midnight, provided they observe the same standards as residents (e.g., alcohol and drug use, quiet hours, etc.).
- Visitors, male or female, are not allowed to remain on campus past midnight or sleep overnight in any area of the campus – common areas or bedroom areas - no exceptions.

- Students must meet visitors at the front door, let them in the building, register them on the form posted at the entrance and remain with the visitor at all times. Under no circumstances should visitors be in the public areas of the campus without being accompanied by a student enrolled in the program.
- Individuals are considered to be trespassers or unauthorized visitors if they are not the invited guests of a resident, if they are not accompanied by the resident at all times, or if they spend the night in the facilities. Any unauthorized visitor should be reported immediately to the Program Executive Director or Faculty-in-Residence. Residents are, of course, encouraged to report suspicious persons or unusual circumstances to the Program Executive Director or Faculty-in-Residence at any time.
- Use and storage of flammable materials and liquids is strictly prohibited. Fire hazards such as newspaper stacks, excessive trash, improper wiring, and open flames, including candles, oil lamps and incense are not permitted. Grills are strictly prohibited, as well.
- Overloading electrical outlets poses a serious fire hazard. You are asked to only keep plugged in those appliances that require constant use (refrigerator, clock, etc.) and to alternate other appliances when needed. Surge protector strips with multiple plugs and circuit breakers will be provided. Extension cords without circuit breakers are not allowed.
- If you discover a fire, pull the nearest fire alarm and/or call the Fire Department immediately by dialing 115. The housing facilities have fire extinguishers and smoke detectors. If a fire extinguisher is used, notify a staff member so that a new fire extinguisher can be provided. Discharging a fire extinguisher as a prank is considered vandalism of safety equipment and may result in immediate expulsion from the program.
- Do not leave items in hallways, stairwells and doors that may block egress from the facilities. Exits and exit corridors must be kept free of all obstructions or impediments at all times to ensure full and instant use in the event of a fire or other emergency. Egress doors must be able to open fully with nothing blocking the swing of the door.
- The Chigi Palace campus area is equipped with a landline. All international calls placed using this line are to be charged to an international calling card or placed as a collect call. Please limit all phone calls on the landline phones to no more than 20 minutes. You are strongly encouraged to use Skype, or a similar communication service, for longer phone calls so that phone lines are free for emergencies (both incoming and outgoing) as well as for economic reasons.
- No pets, or animals of any kind, are allowed in the Program housing.
- In Italy, it is the norm to drink wine (in moderation) with meals. As such, students are allowed to have wine in the campus area of the Palace and to drink it in moderate portions. No hard liquor of any kind is allowed in the housing facilities. By the same token, excessive drinking and public intoxication will not be tolerated. Any student who “gets drunk,” either in the housing facilities or in other contexts, will be counseled by the Auburn faculty member and, concurrently, will be given a written warning. As per the program’s Code of Conduct, immediate expulsion from the program may also occur concurrently. Students also are responsible for guests who violate this policy.
- Illegal drugs and drug paraphernalia are not allowed under any circumstances. The possession, consumption, and distribution of illegal drugs either in the housing facilities or in any other situation will result in the immediate expulsion from the program.
- All cooking must be done in the kitchen using the appliances supplied by the Program. Cooking or the use of small cooking appliances (e.g., coffee makers, toasters, hot plates) in any other room is not allowed.

Students are to remain in the kitchen when cooking, and make sure that all appliances are turned off when they are finished.

- Curling irons, hair dryers, hair straighteners, personal computers, and fans may be brought in to the campus area of the Chigi Palace. Appliances prohibited include air-conditioning units, ceiling fans, halogen lamps, crock pots, hot plates, space heaters and appliances with open flames or heating coils, or which pose an electrical overload hazard. If a prohibited appliance is found in the housing facilities, the appliance will be confiscated.
- Students are allowed and encouraged to personalize their sleeping area using bulletin boards that are provided in each bed area. Posters, wallpaper borders and tiger paws, etc. can be hung on the bedroom walls only with poster putty. No painting is allowed. Only reusable, non-adhesive putty to hang pictures and other wall hangings is allowed (no glue, nails, screws, duct tape, or double-sided tape). Decals, wallpaper, or adhesive-backed shelf paper are not to be placed on any property that does not belong to the student including furnishings, ceilings, or storage cabinets. No items, including laundry, may be hung outside. Displays that are deemed inappropriate and/or offensive by the Program Executive Director or Faculty-in-Residence will be removed.
- Students will be billed for damages which may include linens that must be replaced due to make-up, hair product, or other stains that cannot be removed through laundering; destruction of property; defacing walls, doors, windows, floors, or trim; putting holes in doors or walls; painting; leaving stains or tape, glue or putty residue; or fire/smoke/water damage due to negligence. When damages occur as the result of horseplay or vandalism that cannot be attributed to an individual, all students or students within the area that the damage occurred may be charged.
- The Program assumes no responsibility for the loss, theft, damage, or destruction of personal belongings in the housing facilities. All personal items must be kept within the student's bed area and must be removed by the semester's Departure Date. Students are encouraged to leave valuable items at home (e.g. jewelry, etc.) or to consider personal insurance for any valuable property that they choose to bring to Italy.
- Quiet hours are in effect from 11 pm until 9 am daily. Failure to comply with quiet hours may result in disciplinary action. If anyone - another student, staff and/or faculty - asks a student to be less noisy, they are expected to comply with the request - no questions asked.
- For medical reasons, some students need to use hypodermic needles and syringes. Used syringes and needles cannot be placed in regular trash containers. Students that need to use needles and syringes are to inform the Program Executive Director or Faculty-in-Residence prior to arrival and are required to bring with him/her a small disposal unit that is designed specifically for this purpose.
- Smoking is strictly prohibited inside or near open windows and doors of the Chigi Palace.
- Students are to be appropriately attired when in common spaces.
- Sunbathing is not allowed on the grounds of the Chigi Palace.
- Students' parties are to be approved by the Program Executive Director or Faculty-in-Residence in advance, must be appropriately monitored, and must be limited to the common room and kitchen of the Chigi campus housing.

### **Specific Policies Related to Garbage Disposal and Recycling**

Ariccia is far ahead of other cities in Italy and the United States when it comes to recycling. As a result, students will find five separate trashcans in the kitchen for paper, plastic/metal, glass, food, and non-recyclable items.

For the Chigi campus, in addition to the five trashcans, you also will find two separate trashcans in each of the bedroom suites for paper and plastic/metal; and one in the bathroom for non-recyclable items.

The correct garbage is to be placed outside the Palace at a designated spot each evening before pick up the following morning before 6:00 AM. The garbage is to be sorted in the following manner:

- Monday, Wednesday and Saturday
  - Food (organic) - small white bags; when full, they are to be placed in the large trashcan outside the main door
- Tuesday and Friday
  - Non-recyclable garbage (tampons, toothpaste tubes, CDs, VHS, lightbulbs, pens, toothbrushes, tights made of nylon, plastic shavers, etc.) –black bags
  - Paper - white/grey bags
- Thursday
  - Plastic and Metal - yellow bags
  - Glass –green bags

Upon your arrival, students will be instructed as to the proper process for garbage removal. Failure to follow Ariccia's recycling guidelines may result in fines to the program, which may in turn, be charged equally to all students or to individual students responsible for the violation. Fines will be collected through Bursars bills, if necessary.

### **Specific Policies When Classes are in Session**

- In the campus classroom located in the Common Area of the Chigi Palace campus, students are expected to sit in the classroom chairs when classes are in session. Beanbags, kitchen chairs, sofas, and lounge chairs are not to be used during class time unless directed otherwise by the lecturer.
- Students are expected to wear street clothing and shoes in the common room classroom space when classes are held there. Do not attend classes in pajamas and/or houseshoes.
- Students should not bring food and drinks (other than bottled water) to the classroom area when classes are in session.
- Students are not allowed to use the kitchen when classes are in session, except during breaks.
- When classes resume, students must return to the classroom area immediately. The Program Executive Director or Faculty-in-Residence reserves the right to revoke kitchen privileges if this rule is not followed.

### **Specific Policies for the Common Room and Kitchen**

- The common room, the public bathroom off the common room, and the kitchen are the only rooms in the Chigi Palace campus in which guests are allowed. The only exceptions will be (1) guided tours of the facilities conducted by Auburn faculty or Interlinea staff when family, friends, and guests of the program administration visit or (2) events formally approved in advance by the Auburn faculty member.

- The common space and the kitchen must be left clean and in good order at all times. Personal belongings should be removed from these rooms after each use. Dishes that students use must be washed immediately and properly stored. Countertops and appliances must be cleaned after each use. Students are expected to run the dishwasher (if provided) when it is full, unload it after it has completed its cycle, and keep the refrigerator clean and free of spoiled food. The GTA or Administrative Intern will post a cleanup schedule with which students are required to comply.
- Students are to exercise caution when using stoves and other appliances and are not to leave cooking food unattended. Pans (especially those containing grease) are to be turned off after cooking and removed from cooking surfaces. Food (such as popcorn) that is cooked too long in the microwave will burn, smoke and set off alarms.
- Students are to limit eating to the kitchen and common room areas. Open beverage containers or leftover foods should not be left out but should be appropriately disposed of or stored.
- Food stored in the facilities should be secured in containers to lessen the risk of attracting insects (or worse).

### **Specific Policies for the Sleeping Rooms**

- The bedroom areas are for sleeping only. Students are expected to respect the privacy of their peers and use the common room or the kitchen for e-mail, music, conversations, etc.
- It is important that bedrooms areas be kept tidy so that the cleaning personnel are able to access the space for proper cleaning. In the event that the cleaning staff cannot access a bed area for proper cleaning or if the bed area becomes excessively untidy, the student will be given one written notice. After a second occurrence, a \$25 fee will be assessed against the student's Bursar bill to cover the additional time required to properly clean the area.
- No guests are permitted in the bedrooms.
- Under no circumstances are individuals not enrolled in JSB Auburn Abroad in Italy allowed to spend the night in the Chigi palace.
- No food is permitted in the sleeping rooms. Water is allowed with the use of coasters or some form of protection under glasses and/or bottles so that furniture is not damaged.
- Wet or damp laundry or towels are to be hung on the drying racks that are provided for each room and are not to be hung on the metal railings or any wood elements (chairs, cabinets, etc.).

### **Specific Policies for the Fire Exit**

- The Palazzo Chigi is, first and foremost, an art museum housing millions of dollars worth of priceless art treasures. It is a privilege to be allowed the opportunity of living in the Palace. Therefore, it is imperative that the rules to ensure the security of the facilities be followed. For that reason, students do not have access to the Palace courtyard except in an emergency. The fire exit that leads to the courtyard is reserved only for emergencies - use for any other purpose will not be tolerated and will result in immediate expulsion from the program. Similarly, pulling fire alarms, maliciously discharging fire extinguishers, and/or disabling smoke detectors will result in the same penalty. Students are responsible for the actions and behaviors of any individuals that they bring into the housing facilities. If a guest abuses the fire alarm system and emergency exit, their actions may result in immediate expulsion for the student responsible for their presence on campus.

### **Specific Policies for the Bathrooms**

- The bathrooms are shared and students must be respectful of leaving shower and common spaces clean and in proper conditions for others.
- Be respectful of water usage and hot water consumed so that everybody has enough hot water to shower.
- In the bathrooms, students are not to leave personal belongings outside of the plastic bins that are given to each student to store personal items. Shelves are provided in or near the bathrooms for students to place the plastic bins in after each use.

### **Specific Policies for the Laundry Room**

- A washer, dryer, and drying racks are available for students' use in the Chigi campus. You are responsible for purchasing and the proper storage of detergents, etc.
- A laundry schedule will be posted each semester to facilitate fair and equal use of the laundry facilities.
- Students are not to hang laundry outside the Chigi campus or in windows; only inside the bedroom areas and on the drying racks that are provided.
- All students are responsible for the cleanliness of the laundry facilities.

### **Damages and Safety**

- Damage to the facilities, furniture, and/or other items will be assessed by the Program representatives and costs for repair and/or replacement assessed to a student will be collected onsite or by the Bursar. Failure to repay through the Bursar's office will result in a student's inability to register or graduate.
- When leaving the campus, students are to turn off the television, all lights, and fans and make sure all doors and windows are closed.

### **Housekeeping**

- A housekeeper will clean the facilities on a regular basis, however, students are responsible for general tidiness. Students are requested to be aware of room conditions and clutter. A cluttered room makes it very difficult, if not impossible, for the cleaning staff to clean rooms.
- The program provides towels and bed linens. Students will be given instructions on when to change linens, where to leave dirty linens for pickup, etc. when they arrive in Italy.
- Students are requested not to leave clothing on the bathroom floors or in common areas.
- Students are requested to make their own bed every morning and to keep their living space tidy (i.e., hang clothing in your closet).

### **Reporting Maintenance Problems**

- A maintenance report form is available from the GTA or AI, on the bulletin board above the printer in the Chigi campus, or at [http://www.humsci.auburn.edu/italy/files/maintenance\\_report.pdf](http://www.humsci.auburn.edu/italy/files/maintenance_report.pdf). When a problem is detected, a resident should complete the form and give it to the GTA or AI, or the Program Executive Director or Faculty-in-Residence so that the appropriate action can be taken.

- Maintenance emergencies should be reported immediately (by phone, if necessary) to the GTA/AI, the Executive Director or Faculty-in-Residence, the Program Facilitator, or the Resident Director.

### **Housing during Field Trips**

- For security reasons, students must sleep in the room assigned to them by the Program when on program-sponsored trips. On optional field trips, the tour supervisor must approve switching in room assignments.
- Accommodations for non-Program guests will not be made or taken into consideration on Program or optional overnight field trips.
- Personal travel requires that students complete the Survey Monkey travel itinerary form (as described in the Common syllabus). Students are required to stay in the hotel, hostel, or other housing arrangements submitted on Survey Monkey. Providing false information on Survey Monkey is a violation of policy and will be handled as if the student did not complete Survey Monkey at all. If plans change after completing Survey Monkey, students are to update or complete another Survey Monkey form to include the new plans. If this is not possible, students are to email, text, or call the Program Executive Director or Faculty-in-Residence with the change of plans as soon as possible.

### **Mail**

- To avoid customs fees, “For personal use only and NOT for resale” should be written on the outside of packages. Also, if the label on the package indicates that any type of food item is being shipped, the package will be subject to a sanitary inspection fee.
- For security purposes, credit or debit cards should be sent to:

Interlinea srl  
Via Vittorio Veneto 146  
00187 Rome, Italy  
Attention: Roberta Londi and [student’s name]

Mail sent to the Interlinea address in Rome will be delivered to the student in Ariccia by Ms. Londi, typically within 2-3 days of its arrival at the Interlinea office.

- All other mail should be sent to:

[Student’s Name]  
Joseph S. Bruno Auburn Abroad in Italy  
c/o Palazzo Chigi di Ariccia  
Via del Parco 149  
00040 Ariccia (RM) ITALY

Mail sent to the Palazzo Chigi address arrives at the main office of the Chigi Palace & Museum and will be distributed to the students on days in which scheduled program activities occur in Ariccia (i.e. lecture days).