



# Guest House GUIDELINES

## Welcome to the BioRobotics Institute Guest House!

With this document we would like to provide useful information to access our Guest House service and to make you stay with us comfortable.

The full address of the Guest House is:

### Polo Sant'Anna Valdera

Viale R. Piaggio 34  
56025 Pontedera (PI) Italy  
Tel +39 050 883000

## Rates:

	Single use	Double use
One day	€ 27,50	€ 38,50
One week	€ 123,20	€ 154,00
Two weeks	€ 198,00	€ 220,00
One month	€ 319,00	€ 374,00

*10% VAT included*

To book a room, you can write to:

[servizibiorobotica@santannapisa.it](mailto:servizibiorobotica@santannapisa.it)

## How to access the Guest House:

Upon your first arrival you are asked to address the Guardian Service (available from Monday to Saturday, from 7.30am to 9.30pm, closed on Sundays and National Holidays). Please give you name and, based on the reservation you have done through The BioRobotics Institute Secretariat, the guardian will give you your room keys.

You will get **3 keys**:

- one to enter the **main gate**;
- one to open the **entrance door of Building "B"**, where the Guest House is located (3rd floor);
- one to open **your room**.

Please note that the 3 keys have to be given back to the Guardian once leaving the Guest House.

If, for any reason, keys are lost, a signed declaration has to be presented, detailing reasons of the loss, to The BioRobotics Institute Secretariat.

**At your check-in the guardian will ask for your ID document, so to take a copy and register you as a guest, for security and immigration issues.**

To contact the guardian service from inside the institute please dial **3000** on the room telephone, from outside dial **+39 050 883000**. If you wish to use the room telephone for external calls please give the number to call to the guardian and he will connect you externally. Rooms telephone cannot call outside the center.

## Guest House Rooms:

Each room is equipped with two single beds, one desk and chair, 1 private bathroom, a small refrigerator where to store your food, heating/air conditioning system.

The **cleaning service** operates **three times a week**, the **change of linen once a week**.

**Internet cable is available.** You can also connect to Eduroam wi-fi network with Sant'Anna, IIT or own Institute full email address. Or else, for a temporary wi-fi access please send an email to [marco.moscato@santannapisa.it](mailto:marco.moscato@santannapisa.it), indicating your name, surname, position, length of stay, the name of the faculty supervising/collaborating with you during your stay in the Institute.

## Guest House facilities:

A **relax room** is available for all guests on the Guest House floor.

A **kitchen** is available on the Guest House floor, and it is open from Monday to Saturday from 7.30am to 9.30pm, closed on Sundays and on national holidays.

A **washing machine** and a **dryer machine** are at guests' disposal in the Guest House. A **coin laundry** is located at a walking distance from the Institute, in via Dante Alighieri 89.

## Important rules to respect during your stay:

With the aim of keeping the Guest House in order and safe, we kindly invite you to attend these simple but important rules while using the Guest House facilities:

- Please do not **use guest rooms or for any purposes other than accommodation use**.
- We kindly ask you to respect each other concerning **cleanliness of the common areas** and **noise level**.
- Please **do not use flammables** for heating, cooking or the like, irons candles, etc, in the guest room or corridors.
- **Keep rooms locked** at all times when absent.
- No **cigarette buds, cotton buds, tampons, sanitary pads or any other material**, other than toilet paper may be **flushed down the toilet**.
- Use of electronic stoves and heating or lighting devices with unprotected coils or with solid, liquid or gaseous combustibles is strictly forbidden.
- Please **use electronic devices and electricity correctly**.
- Although the guesthouse management takes responsible steps to ensure the safety and security of all guests and their possessions, guests retain final responsibility for their own safety and security.
- **Pets are not allowed**.
- Please keep **the gate and the building door closed over night**.
- **The cleaning service is mandatory**. Please leave your room on mornings so to allow the personnel to enter and clean up it.

We would encourage our guests to help us in saving energy by:

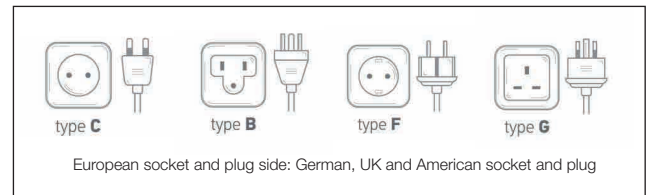
- Switching off lights when not in use.
- Ensuring that taps are always turned off after use.
- Avoiding the unnecessary use of towels: just use what you need!
- Try to recycle rubbish i.e. paper, plastic, metal and glass, using the special containers.

## In the kitchen:

- Never use electronic devices or kitchen equipments (microwave, kitchen plates) without surveillance.
- Stove shall be clean and free of food and grease.
- Food storage areas shall be neat and clean without spilled food. Label your food in the refrigerator. Anything not labeled and in non- consumable condition, excluding condiments that are still in consumable condition, will be disposed of.
- Trash/garbage shall be stored in a covered container until removed to the collection containers.

## Sockets and plugs:

Sockets in the rooms and in common areas are for European plugs. If you have devices with UK, German or American plugs **please do not force them into the plugs but address the Guardian or The BioRobotics Institute Secretariat for assistance, so to avoid electricity black out in the building.**



## Emergency phone numbers:

from any telephone (standard or mobile)



**SINGLE EUROPEAN EMERGENCY NUMBER**

## Payment of your stay:

We kindly ask you to settle the payment of your stay in our Guest House within your departure, addressing The BioRobotics Institute Administration Dept.

## PAYMENT METHODS

All payments have to be settled through the **Awiso PagoPA**, issued by Scuola Sant'Anna Administration that you will receive by email, together with the invoice, from The BioRobotics Institute Secretariat.

You can pay the PagoPA Notice in **two ways**:

1- on the website:

<https://solutionpa.intesasanpaolo.com/IntermediarioPAPortal/noauth/contribuente/verificamail?idDominioPA=93008800505>

logging in with your email account (it does not have to be a santannapisa account), then you will receive a message with a link to click on, so to access the page. Then you will enter "codice awiso", that you find at the end of the document, on the right side, and you will pay by credit card;

2- presenting the "Awiso PagoPA" at a local bank or at your bank, as well as in tobacco shops, in ATM and even in supermarkets: you will present the "Awiso PagoPA", showing its QR Code, then you can pay (credit card or cash) and the payment will be received into Scuola Sant'Anna bank account.

**pagopa** AVVISO DI PAGAMENTO  
Fattura Vendita Num. FTEG/..... del ...../2022

ENTE CREDITORE Cod. Fiscale 93008800505 DESTINATARIO AVVISO Cod. Fiscale  
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In Banca, in Ricevitoria, dal Tabaccaio, al Bancomat, al Supermercato. Potrai pagare in contanti, con carte o conto corrente.  
**PAY ON SITE, IN BANKS, BETTING SHOPS, TOBACCO SHOPS, ATM SUPERMARKETS, CASH OR BY CREDIT CARD**

Utilizza la porzione di avviso relativa al canale di pagamento che preferisci.

BANCHE E ALTRI CANALI RATA UNICA entro il ...../2022

Qui accanto trovi il codice QR e il codice interbancario CBILL per pagare attraverso il circuito bancario e gli altri canali di pagamento abilitati.

Oggetto del pagamento  
Destinatario **Mr./M/s.....** EURO 000,00  
Ente Creditore Scuola Superiore di Studi Universitari e di Perfezionamento Sant'Anna  
Fattura Vendita Num. FTEG/..... del ...../2022

Codice CBILL **0003 3600 0000 0212 42** Cod. Fiscale Ente Creditore  
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