

To **ERSU of Palermo**  
**Presidency - Ceremonial Office,**  
**Culture and Internationalization**

tel. 0916545939 - 3371023637  
 e-mail: [ufficio.cerimoniale@ersupalermo.it](mailto:ufficio.cerimoniale@ersupalermo.it)

**Request for concession in use of Institutional Rooms  
 of the common spaces and of the relative appurtenances of the ERSU of Palermo**

the undersigned \_\_\_\_\_ born in \_\_\_\_\_  
 \_\_\_\_\_ on \_\_\_\_\_ resident in \_\_\_\_\_  
 \_\_\_\_\_ via \_\_\_\_\_ no. \_\_\_\_\_  
 ZIP Code \_\_\_\_\_ tel. \_\_\_\_\_ email \_\_\_\_\_  
 as Legal Responsible (*specify*) \_\_\_\_\_  
 of Association/other (*specify*) \_\_\_\_\_  
 \_\_\_\_\_ ,  
 with registered office \_\_\_\_\_  
 via \_\_\_\_\_ , tel. \_\_\_\_\_ fax \_\_\_\_\_  
 email \_\_\_\_\_ ,  
 with the following aims (*specify*): \_\_\_\_\_  
 \_\_\_\_\_ ,

**REQUEST**

*the temporary use of the named room / space (specify)*  
 \_\_\_\_\_ in University Residence  
 \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ of the day  
 \_\_\_\_\_ for the following event (description):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In compliance with the capacity limits of the Requested Room and, therefore, of the current safety standards, it communicates that the expected number of participants in the event is

approximately \_\_\_\_\_ people.

For this reason, it is declared:

- ✓ to have read the regulations in use of the Institutional Rooms, the common areas and the related appurtenances of the ERSU of Palermo, to accept them in full and to commit themselves to its scrupulous observance during the event for which a request for use was presented;
- ✓ to be fully aware of the structural and technical characteristics of the Room and to consider the spaces suitable for the needs connected with the activity to be carried out;
- ✓ to make responsible for the correct use of the room and related equipment and to undertake to pay compensation for any damage caused to the furnishings and the structure, also in consideration of the historical and architectural value of the premises;
- ✓ to have made the payment by bank transfer to: Monte dei Paschi di Siena, Branch of Palermo, Istituto Cassiere of this E.R.S.U. of Palermo, Ente Regional for the right to University Study, to the following IBAN Code: IT54I0103004600000001371452 equal to € \_\_\_\_\_, \_\_\_\_ according to what established by the tariff included in the above Regulation;
- ✓ that the Referent of the event is the Sig./Sig.ra \_\_\_\_\_, Tel. \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_;
- ✓ to undertake to support the Entity in the management of the event and in monitoring the normal functioning of the structures with the presence, on the site, of the following personnel:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ✓ to undertake to provide any further information necessary for the planning of the best management of spaces and times with adequate advance notice and to communicate any cancellation of the event in writing at least 5 days before the scheduled date.

For the realization of the initiative, the following equipment is required:

- video projection system
- screen for video projection
- computer

- computer connected to the internet
- wifi connection
- n. \_\_\_\_ seats
- Other specific requests: \_\_\_\_\_

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**Information for issuing the invoice:**

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Attachments:

- ✓ copy of identity document;
- ✓ ***copy receipt of payment of the rate provided by the Regulation for the granting in use of Institutional Rooms, common spaces and related appurtenances of the ERSU of Palermo.***

In the event of a positive outcome of this request, the undersigned undertakes to send to the e-mail [ufficio.cerimoniale@ersupalermo.it](mailto:ufficio.cerimoniale@ersupalermo.it) the material relating to the promotion of the event (graphic project poster, brochure, invitation, etc.) in which it will have been also the logo of the ERSU of Palermo has been inserted.

Waiting for a kind reply, best regards.

Place and Date

Signature

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