



COLLEGIO UNIVERSITARIO  
CASTIGLIONI-BRUGNATELLI

## HOW TO HOST GUESTS IN THE COLLEGE BY 27/01/2021

Number of guests who can currently be hosted in the College: 5 per day.

The guest must be authorized exclusively by the Rector upon written request. On this point, the procedure to be applied is the following:

1. The Alumna fills out the Guest Register form in all its parts, indicating the date and sends it to the Committee by email at the following address: [collegio.cb.comitato@gmail.com](mailto:collegio.cb.comitato@gmail.com)  
Please note: the alumna must send the email for the application strictly by Friday at 12.00 to book the guest's visit in the first 3 days of the following week (Monday, Tuesday and Wednesday) or by Wednesday at 12.00 for the following days (Thursday, Friday Saturday). On Sundays, guests are not allowed. The College Committee will reply to the email confirming or not, based on the requests received, the availability on the day booked, every Friday and Wednesday by 6.00 pm.
2. The Committee will send the Rector the Guest Register encompassed the 5 guests scheduled for the next 3 days to submit it for its evaluation and authorization.
3. The Guest Register, signed by the Rector, will be delivered to the Reception every Friday and Wednesday.

At the entrance to the College, the guest must fill out two documents: virtual buffer and self-certification referred to in Article 3v) of the Guest Regulations.

In addition to the host alumna's room, guest will also has access to the breakfast room, music room and gym as previously indicated in the Guest Register and authorized by the Rector.

The booking of the common rooms by the alumni will be favored over the use of the same by the guests. Access to the library room and the "Malcovati" room, on the other

Compliance with this procedure, as well as with the anti-Covid-19 rules of behavior, is essential so that the Regulations for the entry of Guests to the College can be applied. If complications or inconveniences arise, you should immediately contact the Rector by email ([michela.magliacani@unipv.it](mailto:michela.magliacani@unipv.it)).

Pavia, 27/01/2021

Rettrice Prof. Michela Magliacani