**Annex C – Ravenna Technopole**

**Information on how to use the University facility outside regular opening hours**

**USING THE FACILITY OUTSIDE OPENING HOURS**

**(Rules and request form prepared by the University Prevention and Protection Service – SPP)**

The University of Bologna distinguishes between *ordinary premises* and *laboratories*: ordinary premises include offices, lecture halls, libraries, common areas, etc., while laboratories are fully equipped rooms where teaching and/or research activities take place. Please note that access:

to ordinary premises is permitted in accordance with the applicable opening hours and management regulations;

to laboratories is permitted in accordance with the applicable management, safety and supervision regulations and under the responsibility of the Laboratory Manager (RDRL).

***All premises*** of the Ravenna Technopole (Marina di Ravenna site) ***are open*** Monday to Friday only, excluding holidays. In particular:

- 8:00 a.m. to 6:30 p.m. for local staff;

- 9:00 a.m. to 5:00 p.m. for third parties.

All users can access both ordinary premises and laboratories during these opening hours, in accordance with the above-said regulations.

During ***closing hours*** (i.e. outside the above opening hours, on Saturdays and during holidays), access to both ordinary premises and laboratories *can be authorised* on an occasional and exceptional basis when the activity being carried out cannot be reasonably completed or suspended. In these cases, access will be subject to the following additional *safety rules*:

1. *Permanent staff* **must make sure that at least another person is present on the same floor of the building**;
2. *Internal non-permanent staff* (research fellows, PhD students, students preparing their dissertation, collaborators, staff of other bodies, visitors) must be **closely supervised by the staff responsible** for scientific activities;
3. All students and interns **must leave the premises**.

Each user will be responsible for ensuring compliance with these rules.

The following *authorisation rules* will apply:

***Outside*** *opening hours, on Saturdays and during holidays:*

* Permanent staff, internal non-permanent staff (research fellows, PhD students, students preparing their dissertation, collaborators), permanent staff of partner bodies and external staff (visitors, researchers of other bodies, etc.) **must be** specifically **authorised** in writing by the Head of CIRI FRAME (using the dedicated request form D).

The authorisation **must be requested at least one day in advance** and sent via email.

Please note: The *staff referred to in point 2* must be authorised at the request of the Scientific Supervisor.