

Milano, 11/10/2024

Student Associations' Space – Leonardo Campus Guidelines for Use

LOCATION

Leonardo Campus – Leonardo Gardens between Buildings 2 and 4 (to the right of the Gardella Terrace).

PURPOSE

The space is reserved for student associations and representative lists and may be used on a rotating basis for meetings and/or presentation activities for the community.

To use the space, it is mandatory to make a reservation during the following time slots:

- Monday to Friday: 08:00 – 20:30 (all individuals must leave campus no later than 21:00);
- Saturday: 08:00 – 19:30 (all individuals must leave campus no later than 20:00).

No food consumption is allowed inside the space.

ELIGIBILITY

The space may be used by student associations officially registered in the University Register and by representative lists. In the event of scheduling conflicts or special needs, priority is given to student associations, since representative lists already have their own designated space on each campus.

It is not permitted to set up gazebos outside the structure. If needed, a maximum of one table may be added outside.

For use of amplified audio equipment, refer to the [Regolamento utilizzo e concessione temporanea degli spazi](#).

RESERVATION

The space may only be used after making a reservation, which must be submitted at least 24 hours in advance of the desired entry time. Reservations must be made by filling in the shared file managed by the Coordinator of the Associations Table, available at the following [LINK](#)

This file is managed by the Coordinator of the Tavolo delle Associazioni and is shared in read-only mode with the Rector's Delegate for the Right to Study and Student Contributions, the Head of the Campus Life Area and the managers of the University's spaces, who monitor the use of the space.

In case of unforeseen events, please cancel your reservation as early as possible.

ACCESS PROCEDURE

To open the door, hold your badge near the reader, then manually slide the door open.

ATTENTION: Only three individuals per association/list can be authorized to open the space, usually the President, the Vice President, and one delegate.

To request or change authorizations, email: eventistudenti@polimi.it

At the end of the activity, it is **MANDATORY** to close the door and check that it is securely locked. For liability reasons, the next person who has booked the space must open it using their own badge.

WHAT'S INSIDE

The space includes the following items:

- Mobile totem
- Monitor with video bar
- Remote control for the monitor
- Remote control for the video bar (for calls)
- Table
- 6 stackable chairs
- 1 key to open the totem

The TOTEM is designed to hold posters (max. size 42x120 cm), announcements, and QR codes related to the ongoing activity.

Nothing may be attached to walls (interior or exterior), windows, or furniture.

Each association/list may open the totem, insert their material, and must remove it at the end of the activity.

The totem may be moved outdoors but must be returned inside after use.

Upon entering and leaving the space, the President or legal representative must verify the presence of all items listed above and immediately report any missing/damaged item by emailing eventistudenti@polimi.it.

All items in the space except the totem must remain inside, and each group must remove all their own materials at the end of their activity.

Nothing else may be stored in the space.

RESPONSABILITY

The President of the association or the legal representative of the list who made the reservation is fully responsible for everything that happens inside the space.

This responsibility applies regardless of their physical presence, so it is essential to ensure that all members behave according to the values of Politecnico di Milano:

Responsibility, Respect, Integrity, Professionalism, Fairness, Trust, and Transparency.

SAFETY

In case of emergency, contact the CONTROL ROOM at: +39 02 2399 9380