**Application form for the temporary concession of spaces (external applicants)**



**APPLICATION FOR THE TEMPORARY CONCESSION OF UNIVERSITY SPACES**  
pursuant to the University Regulations issued by Rector’s Decree \_\_\_\_\_

**I, THE UNDERSIGNED APPLICANT:**

*Surname and name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Telephone number and email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

As legal representative of (Body/Company/Other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with registered office in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax ID/ VAT no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEREBY REQUEST THE USE OF THE FOLLOWING SPACES**

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| --- |
| **Space** *(classroom, atrium, meeting room, other - give name and location/address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Number of participants expected: \_\_\_\_\_\_**  **Is there a registration fee for participation in the event?** ❑ yes ❑ no  **Is the initiative co-organised in collaboration with a structure of the University of Bologna?**  □ yes □ no  If co-organised, please specify the UNIBO contact person:  *name surname* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *applicable structure* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date and times of use** *(including time required for set-up - please indicate exactly from what time to what time):*   |  |  | | --- | --- | | **Dates (day of week, dd/mm/yyyy)** | **Times (from\_\_\_\_ to \_\_\_\_)** | |  |  | |  |  | |
| **Type of initiative** *(seminar, conference, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(initiatives for commercial, profit, political or party purposes are excluded*) |
| **to be carried out by the Body/Company/Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ❑**through its own organisation**  ❑**through organisation entrusted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Initiative title**  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Brief description/programme**  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Recipients of the initiative:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Key speakers/guests/personalities** *(surname and name and role)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Programme**  (possible attachment and link to event page) |
| **Filming** *(photos, video, streaming, etc.)* ❑ yes ❑ no  **Display and promotional information**  ❑ yes ❑ no  (please specify the type of display and/or information and any actors involved - e.g. name of exhibiting companies) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Sponsors** ❑ **yes** ❑ **no**  (specify which sponsors and the type of visibility envisaged - e.g. on information materials, exhibition stands, distribution of gadgets, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Reproduction of cultural property** ❑ yes ❑ no  **News reports** ❑ yes ❑ no |
|  |
| **Contact person for this application** *(surname, name, contact details: tel. - email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

The undersigned confirms that s/he has read the University Regulation on granting temporary use of space belonging to Alma Mater Studiorum - University of Bologna, and accepts and agrees to observe its content in full.

Moreover, s/he declares that the initiatives organised comply with the principles set out in Articles 2 and 3 of the Italian Constitution and do not conflict, in terms of their purpose, method of execution and content, with the 12th transitional and final provision of said Constitution and the relevant implementing provisions set out in Articles 1, 4 and 5 of Italian Law no. 645/1952, as well as with the current legislative provisions on discrimination set out in Articles 1 and 2 of Italian Law no. 205/1993 and in Article 1 of Italian Law Decree no. 198/2006 (Equal Opportunities Code) and in current national, European and international legislation.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 1**

**Information on the processing of personal data pursuant to art. 13 of Regulation (EU) 2016/679**

Pursuant to Article 13 of the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016), the applicant is informed that any personal data provided to or in any case obtained by Alma Mater Studiorum – University of Bologna will be processed for the purposes of authorising temporary use of University premises and managing the related activities. The data will be processed by specifically authorised persons, using also computerised means, in the manner and to the extent necessary to achieve the aforementioned purposes, including in the event of sharing the data with third parties. The provision of said data is essential in order to request use of the premises and equipment and refusal to provide said data will make it impossible to use the premises.

The data subject has the rights referred to in Articles 15 et seq. of the aforementioned Regulation (EU) 2016/679, in particular the right to access their data, to request and obtain the rectification, erasure or restriction on processing of their data, as well as to object to the processing of their data. The data subject may exercise these rights by emailing Alma Mater Studiorum – University of Bologna at privacy@unibo.it.

Data subjects who believe that their personal data have been processed in violation of the requirements of the Regulation may file a complaint with the Italian Data Protection Authority, as provided for by Article 77 of the above Regulation, or seek an effective judicial remedy (Article 79 of the Regulation).

The Data Controller is Alma Mater Studiorum – University of Bologna (headquarters: via Zamboni 33, 40126 - Bologna, Italy; email: privacy@unibo.it; PEC: scriviunibo@pec.unibo.it).

The contact details for the Data Protection Officer are: headquarters: via Zamboni 33, 40126 - Bologna, Italy; email: dpo@unibo.it; certified email address: [scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it). The legal basis for the processing is art. 6 of Regulation (EU) 2016/679, paragraph 1, letter e) (*processing carried out in the public interest*) and letter b) (*processing necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract*).

For further information, see the website [www.unibo.it/privacy](https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing).