

To the Technical Director  
of the Museum System of the University of Florence  
Via G. La Pira, 4  
50121 FLORENCE

segrmuseo(AT)unifi.it

## REQUEST TO USE THE SPACES OF THE MUSEUM SYSTEM

TO BE FORWARDED AT LEAST 60 DAYS BEFORE THE EXPECTED DATE THE SPACES ARE TO BE USED

Requesting agent (Name and surname of person signing the request) \_\_\_\_\_

Affiliated institution \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ Area code \_\_\_\_\_

Telephone . \_\_\_\_\_ e-mail \_\_\_\_\_

Business registration number and/or Tax number \_\_\_\_\_

Requested space (place/collection) \_\_\_\_\_

Date of the initiative \_\_\_\_\_ time (from) \_\_\_\_\_ (to) \_\_\_\_\_

Person in charge \_\_\_\_\_

Description of the initiative (attach additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected number of participants \_\_\_\_\_

If catering services are involved, please state name and contact details of the supplier \_\_\_\_\_

\_\_\_\_\_

Legal entity to invoice (if different from applicant)

Business name \_\_\_\_\_

Address \_\_\_\_\_

Business reg. number and/or Tax number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Rules for the temporary use of the Museum System's Spaces

The authorization to use the spaces of the Museum System is granted by the Technical Director following a written request; it entails the full acceptance of the following conditions and may be revoked in the event of non-compliance.

1. The request must be forwarded at least 60 days prior to the event.
2. The estimated costs related to the concession of the spaces are shown in the relevant PRICE LIST and will be confirmed by the renting office by means of a written quote.
3. The amount due for the rental of the spaces must be paid in full at least 30 days prior to the event and a copy of the bank transfer must be emailed to the address stated in the quote.
4. The applicant is required to obtain an adequate third-party liability insurance policy to cover the risk of damage to the space and equipment requested; a copy of the policy must be received by the Director of the Museum System at least 20 days before the event.
5. The organizers of the initiative are the sole responsible for: setting up and transporting all the materials necessary for the event, creating and distributing the relative promotional material, restoring and cleaning the rented space.
6. The name of the Museum System of the University of Florence must be cited in full in the credits of all material produced to advertise and use in the event.
7. The Museum System is not responsible for theft or damage to the material exhibited or used for the event.
8. The Museum System is actively involved in environmental sustainability. All those who use the spaces are committed to dispose and recycle the waste produced using the appropriate containers.

**The signee fully accepts the terms and conditions stated above**  
and authorizes the use of personal data according to the bylaws  
Art.13 EU Reg. 2016/679 and D.Lgs 196/2003.

Date \_\_\_\_\_

Signature \_\_\_\_\_

For office use only

**AUTHORIZATION OF THE TECHNICAL DIRECTOR of the Museum System**