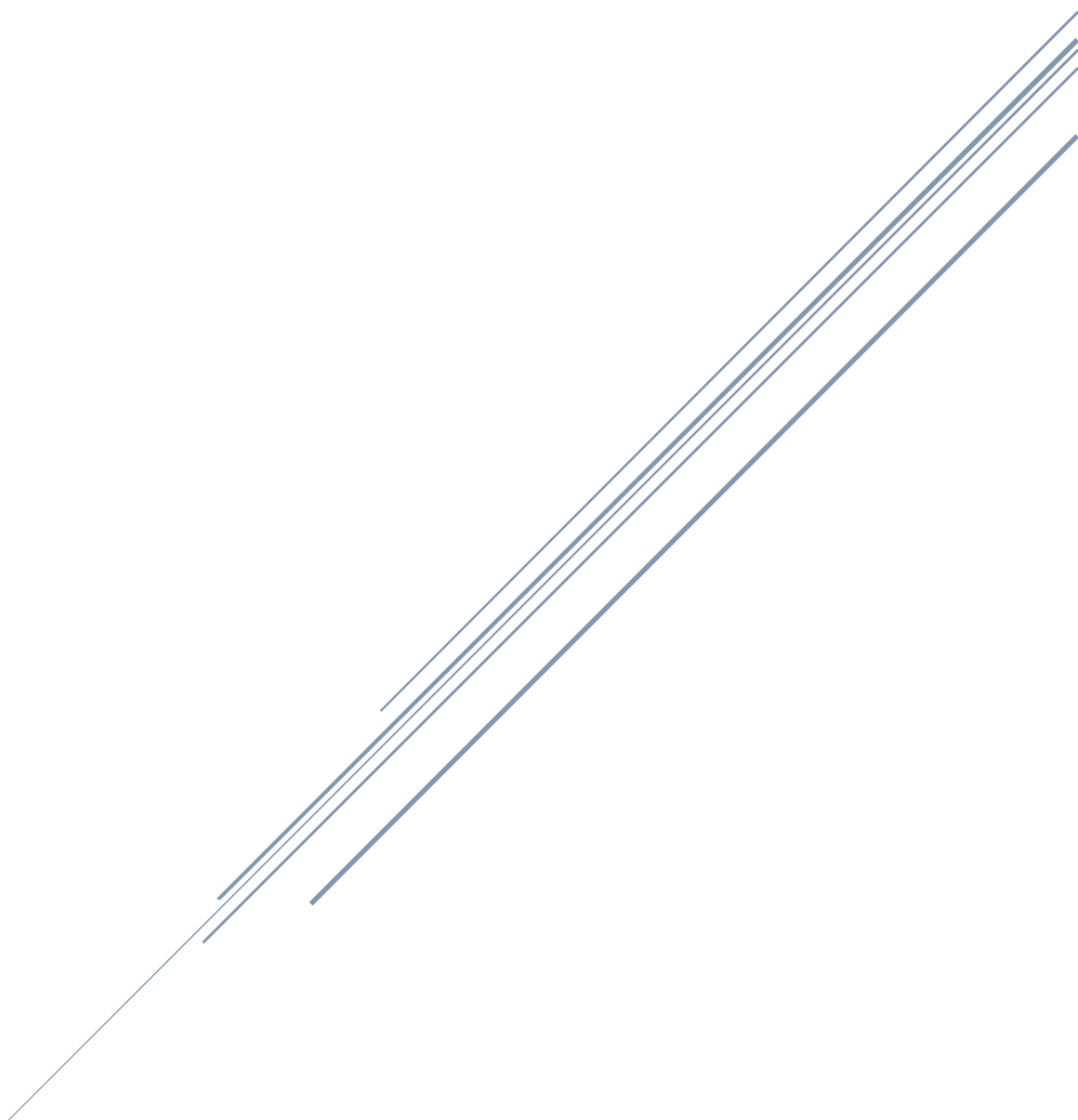


THE PANTHEON INSTITUTE HOUSING HANDBOOK
Academic Year 2024 - 2025



THE PANTHEON INSTITUTE
ACADEMIC PROGRAMS IN ROME, ITALY

TABLE OF CONTENTS

TABLE OF CONTENTS

1

PANTHEON INSTUTE HOUSING RESIDENT EXPECTATIONS AND GUIDELINES	2
EMERGENCY CONTACTS	3
EMERGENCY PROTOCOLS	3
<i>Medical Emergencies:</i>	3
<i>Fire Safety:</i>	3
<i>Violence / Active Shooter:</i>	3
<i>Elevator Malfunction:</i>	4
<i>Earthquake:</i>	4
<i>Evacuation</i>	4
<i>Shelter in Place:</i>	5
<i>Fire or Smoke and You Cannot Evacuate:</i>	5
<i>Violent Criminal Action:</i>	5
<i>Emergency Meeting Points</i>	5
DAILY LIFE.....	5
MAINTENANCE	5
ROOMMATES	5
RELOCATION	6
SAFETY IN YOUR PANTHEON INSTITUTE APARTMENT	6
OVERNIGHT GUESTS	6
NOISE	7
KEYS	7
DAMAGES	8
PLUMBING	8
KITCHEN	8
ELECTRICITY	9
HOT WATER	9
HEATING	10
CLEANING AND MAINTENANCE	10
LAUNDRY	10
GARBAGE AND RECYCLING	10
INSECTS AND CRITTERS	11
CHECKING OUT AT THE END OF PROGRAM	12
LIVING IN ROME	13
APPENDIX 1	14
APPENDIX 2	15
GROCERY SHOPPING	15
<i>Some Shopping Tips</i>	15
APPENDIX 3	16
CONVERSION TABLES	16
<i>Times</i>	16

PANTHEON INSTUTE HOUSING RESIDENT EXPECTATIONS AND GUIDELINES

Welcome to Pantheon Institute (PI) housing. This guide will familiarize you with PI policies and requirements governing our housing services and expectations for your stay with us in Rome. The Pantheon Institute requires all housing residents to understand and follow PI housing rules at all times.

Please see below for expectations for residential behavior and commitment to PI housing rules and requirements.

Expectations for All Residents in Pantheon Institute Housing

- All PI housing residents are expected to understand the terms and conditions of their PI housing contract and the contents of the PI housing handbook, and adhere to the regulations and guidelines it identifies.
- **All PI housing residents are expected to contribute to our living and learning community through respect and collective adherence to PI policies. This means that all PI housing residents are expected to purposefully engage with roommates to the extent that they take mutual responsibility for shared spaces in their assigned PI housing unit.** It is not appropriate to refuse to engage with other members of your PI housing unit so that you are completely unaware of the general day-to-day function of the apartment.
- All PI housing residents are expected to report in a timely manner any maintenance, behavioral, and/or other issues, relevant to PI housing to PI staff at housing@pantheon-institute.com.
- Any issues that may jeopardize the safety and wellbeing of the PI community should be reported immediately via the PI Emergency Phone at **+39 375 588 2923**.
- Residents that are knowingly in the presence of behavior that violates PI housing rules, or are complicit with negligent and/or inappropriate behavior in violation of PI policies, are equally responsible for failing to comply with PI housing standards. Any problematic or concerning behavior/issues should be reported to PI staff immediately at either segreteria@pantheon-institute.com or the Vice President for Operations at carla@pantheon-institute.com.

All PI program housing residents are entitled to a living environment that supports their academic success and personal wellbeing insofar that:

- PI Housing complies with local municipal laws and regulations;
- PI Staff respond to maintenance requests in a timely manner;
- PI residents are free from fear of intimidation, physical threat, or emotional harm within in PI facility spaces and during PI programming;
- PI residents have recourse to discuss any problems or concerns that arise with PI Staff.

Please be advised that PI reserves the right to escalate concerns to the resident's home institution. In the event of an emergency, the resident's home intuition will be contacted according to PI emergency procedures.

EMERGENCY CONTACTS

PI staff collaborates with local emergency services, such as police, EMTs, firefighters, and Carabinieri (military police) in the event of an emergency situation.

In case of an EMERGENCY, DIAL 112 to reach Italian emergency services.

An operator will put you in touch with someone who speaks English.

Emergencies should be reported to the PI Emergency Phone at +39 375 588 2923.

Emergencies include any situations that risk the health, wellbeing, safety, and security of the PI community. PI staff will support students, faculty, and staff with navigating public services and considering private alternative resources to resolve issues and concerns as soon as possible.

PLEASE SEE THE PANTHEON INSTITUTE PROGRAM HANDBOOK FOR FULL LIST OF LOCAL RESOURCES FOR EMERGENCY AND URGENT NEEDS.

EMERGENCY PROTOCOLS

Medical Emergencies:

- DIAL THE 112 NUMBER
- PROVIDE LOCATION, NATURE OF INJURY OR ILLNESS, CURRENT CONDITION OF THE VICTIM AND OTHER REQUESTED INFORMATION
- REMAIN ON THE PHONE UNTIL DIRECTED TO HANG UP

Fire Safety:

- LEAVE THE BUILDING IMMEDIATELY USING THE CLOSEST EXIT
- CLOSE DOORS BEHIND YOU (DO NOT LOCK)
- CALL 112 WHEN SAFE TO DO SO
- MOVE TO A SAFE LOCATION AWAY FROM BUILDINGS OR TO YOUR BUILDINGS DESIGNATED MEETING POINT
- RE-ENTER THE BUILDING ONLY WHEN INSTRUCTED BY DESIGNATED PUBLIC SAFETY OFFICIAL(S)
- DO NOT ASSUME AN ALARM IS FALSE
- DO NOT USE ELEVATORS
- IF UNABLE TO EXIT THE BUILDING, GO TO THE NEAREST EXIT STAIRWELL OR ASSISTED EVACUATION STAGING AREA OR WINDOW AND CALL 112 TO REPORT YOUR LOCATION
- IF TRAINED, USE A FIRE EXTINGUISHER IF THE FIRE IS SMALL AND CONTAINED AND THE ROOM IS NOT FILLED WITH SMOKE
- PORTABLE FIRE EXTINGUISHERS ARE PROVIDED, BUT IT IS NOT THE RESPONSIBILITY OF OCCUPANTS TO PERFORM FIRE SUPPRESSION ACTIVITIES. ONLY TRAINED INDIVIDUALS SHOULD ATTEMPT TO USE AND EXTINGUISHER AND DO SO AT THEIR OWN RISK.

Violence / Active Shooter:

- SEARCH FOR AN EXIT – IF IT IS SAFE TO DO SO, EXIT THE BUILDING. GO TO A SAFE PLACE
- ALERT THE AUTHORITIES – CALL 112. PROVIDE AS MUCH INFORMATION AS POSSIBLE, INCLUDING THE LOCATION AND NUMBER OF SHOOTERS, DESCRIPTION OF THE SHOOTER(S), WEAPONS USED, AND NUMBER OF POTENTIAL VICTIMS
- FIND A PLACE TO HIDE – LOCK THE DOOR, TURN OUT THE LIGHTS, AND HIDE UNDER A DESK. MAKE THE ROOM LOOK AS THOUGH IT IS EMPTY. ACTORS MAY PASS IT BY

Elevator Malfunction:

- PRESS THE ALARM INTERPHONE BUTTON TO CALL FOR HELP
- REMAIN IN THE ELEVATOR
- WAIT FOR THE ELEVATOR TECHNICIAN

Gas Leak:

- LEAVE THE BUILDING AND GO TO AN AREA WHERE THE GAS IS NOT PRESENT
- CALL **800 900 999** AND VISIT <http://www.italgas.it/it/servizi-per-te/hai-un-emergenza/>
- PROVIDE THE NECESSARY INFORMATION TO THE DISPATCHERS
- PROVIDE AS MUCH DETAIL AS POSSIBLE

Earthquake:

- **Proactive Earthquake Preparation**
 - IDENTIFY WHAT EQUIPMENT YOU SHOULD SHUT DOWN IF TIME PERMITS
 - LOOK AROUND YOUR AREA AND IDENTIFY THE SAFE SPOTS: E.G. UNDER STURDY TABLES, DESKS OR AGAINST INSIDE WALLS AND IN DOOR FRAMES
 - DETERMINE WHERE THE DANGER AREAS ARE: E.G., NEAR WINDOWS, HANGING OBJECTS, TALL UNSECURED FURNITURE (BOOKCASES, CABINETS AND APPLIANCES), MOST CASUALTIES IN EARTHQUAKES RESULT FROM FALLING MATERIALS
 - STORE FLAMMABLE AND HAZARDOUS CHEMICALS IN PROPER CABINETS
 - KEEP BREAKABLES AND HEAVY OBJECTS ON LOWER SHELVES WHENEVER POSSIBLE
 - MAKE SURE LATCHES ON CABINETS, CLOSETS, AND STORAGE TANKS ARE SECURED
- **Earthquake Emergency Procedures**
 - DURING AN EARTHQUAKE, STAY INDOORS IF ALREADY THERE. IF YOU'RE IN A HIGH-RISE BUILDING, DO NOT USE ELEVATORS.
 - IF YOU'RE OUTDOORS, STAY IN THE OPEN, AWAY FROM BUILDINGS, TREES, AND POWER LINES. AVOID ANYTHING WHERE THERE IS A DANGER OF FALLING DEBRIS.
- **Earthquake Aftermath**
 - CHECK FOR INJURIES AND FOLLOW FIRST-AID PROCEDURES
 - BE PREPARED FOR AFTERSHOCKS. EARTHQUAKES SOMETIMES OCCUR IN A SERIES OF TREMORS, WHICH COULD LAST FOR A PERIOD OF SEVERAL DAYS. AFTERSHOCKS, OR EVEN A SERIES OF AFTERSHOCKS, ARE COMMON AFTER EARTHQUAKES AND MAY LAST FOR A FEW SECONDS TO PERHAPS AS LONG AS 5 MINUTES OR MORE
 - DO NOT RE-ENTER DAMAGED BUILDINGS. AFTERSHOCKS COULD KNOCK THEM DOWN
 - FOR FIRE OR PERSONAL INJURY, USE THE NEAREST TELEPHONE TO CALL 112 FOR HELP
 - BE ALERT FOR WATER LEAKS, BROKEN ELECTRICAL WIRING, DOWNED ELECTRICAL LINES OR RUPTURED SEWER LINES. WHENEVER POSSIBLE, TURN THE UTILITY OFF AT THE SOURCE

Evacuation

In advance of an emergency, determine the nearest exits to your location and the best route to follow.

- WALK DO NOT RUN TO THE NEAREST EXIT.
- DO NOT USE ELEVATORS.
- ASSIST PEOPLE WITH SPECIAL NEEDS.
- DO NOT BRING ANY LARGE OR HEAVY ITEMS WITH YOU, DO NOT LEAVE ANYONE BEHIND.
- THE LAST PERSON OUT SHOULD ENSURE IT IS EMPTY AND CLOSE THE DOOR.
- ASSEMBLE AT DESIGNATED MEETING SITE.
- WAIT FOR INSTRUCTIONS FROM DESIGNATED PUBLIC SAFETY OFFICIAL(S)

Shelter in Place:

Procedures vary depending on the hazard. Keep in mind that in some cases, authorities may direct you to shelter in place instead of evacuating. Examples: smoke or fire is immediately outside your room, live electrical wires obstruct access to the exit, individuals with mobility disabilities staying above or below ground floors, or if the hazard causes the elevators to become inoperative (fire alarms sounding).

Fire or Smoke and You Cannot Evacuate:

- IF SAFE TO DO SO, GO TO THE NEAREST STAIRWELL AND TELL SOMEONE WHO IS EVACUATING TO NOTIFY EMERGENCY PERSONNEL OF YOUR LOCATION AND THAT YOU ARE UNABLE TO EVACUATE THE BUILDING
- CALL 112 AND TELL THEM YOUR NAME, YOUR LOCATION, THAT YOU ARE UNABLE TO EVACUATE, AND WHY YOU ARE UNABLE TO EVACUATE THE BUILDING

Violent Criminal Action:

- LOCK AND BARRICADE DOORS
- MOVE AWAY FROM OUTSIDE DOORS AND WINDOWS
- CLOSE WINDOW SHADES AND TURN OFF LIGHTS

Emergency Meeting Points

IN THE EVENT OF AN EVACUATION, PLEASE REACH THE MEETING POINTS SHOWN IN THE EMERGENCY CONTACTS AND PROCEDURES DOCUMENT FOR ROLL CALL & INSTRUCTION:

- If you are in the **ORTI DI TRASTEVERE APARTMENT** the designated meeting point is the corner of **VIA DEGLI ORTI DI TRASTEVERE AND VIA IDRO**
- If you are in any of the **OTHER TRASTEVERE APARTMENT** the designated meeting point is the center of **PIAZZA SAN COSIMATO**
- The **SECONDARY MEETING POINT** for all apartments is **THE PANTHEON INSTITUTE MAIN OFFICE, VIA DEL PANTHEON 57**

DAILY LIFE

MAINTENANCE

- **For all non-emergency housing-related issues**, please contact PI staff at either the PI housing email housing@pantheon-institute.com or by calling our office lines at +39 06 945 391 42 / 06 679 2642
- Non-emergency issues are addressed during office hours in order of urgency. Please keep in mind that staff do not respond outside office hours (Monday-Friday, 9:00 AM – 5:00 PM) for non-emergency issues.
- Please remember that the PI Emergency Phone is only for emergency purposes.

ROOMMATES

Set some ground rules from the beginning: It is important you engage with your roommates purposefully to create a shared sense of belonging in the space. Remember that we expect that you will

thoughtfully communicate with one another so that everyone is aware of how common spaces are being used. It is not appropriate to disengage with your roommates to the point of ignoring them or refusing to communicate on necessary issues. **Please discuss with your roommates how you will share the space and collaborate on daily/weekly apartment chores/needs, such as:**

- Who is going to take out the garbage?
- What is the cleaning schedule?
- Who is a night/day person?
- Are you able to study if a roommate is watching movies or listening to music?
- How do you feel about other program students visiting the room or apartment?

Remember that **Italian law prohibits overnight guests and PI policy prohibits guests from outside the program entering student accommodations at any time.** Students who host overnight guests will be subject to severe fines. Please see the end of the handbook for the complete fines list.

RELOCATION

- Students may request for a relocation, which will be considered on a case-by-case basis and according to availability. All requests for relocation should be made to housing@pantheon-institute.com.
- Pantheon Institute prioritizes student wellbeing at all times. **In the event that a student is ill, students may be temporarily relocated to an alternative living arrangement or receive additional academic accommodations,** based on Italian State guidelines and the medical directive of a local supervising physician, as well as in consultation with the student's home university. Student health issues will be evaluated on a case-by-case basis so as to determine the most appropriate course of action to safeguard individual and community health and safety.

SAFETY IN YOUR PANTHEON INSTITUTE APARTMENT

- Always lock your door and keep your windows closed when you are not home, and especially at night. This is especially pertinent for anyone dorming on a ground or first floor level room.
- **If you wish to keep windows open at night while you sleep, it is imperative that the shutters are secured shut, no matter which floor of the building you live on.** This practical safety policy is to ensure that no unwanted entry by external parties occurs.
- **Always carry your apartment keys with you** but remember to never label your keys with the apartment address!
- Do not leave keys in the keyhole as this will block the lock and prevent anyone else from using the key to enter.
- Students are responsible for any and all locksmith intervention incurred due to careless use of their keys.
- When you leave the apartment, and especially when you leave for a long trip, be sure to securely lock the apartment door using the key. Close and lock all windows and shutters as well. **Please remember to close the gas valve and make sure that no appliances are left running. DO NOT LEAVE THE AIR CONDITIONER RUNNING WHEN YOU ARE GONE OVER THE WEEKEND.**
- If you notice something or somebody suspicious around your apartment, please inform PI staff as soon as possible. If strangers come to your door or ring to enter the apartment or building, **do not open the door or let them inside the building!** Contact 112 if the person/persons continue to try to get into the apartment or building and then call the PI Emergency Phone.

OVERNIGHT GUESTS

- **NO OVERNIGHT GUESTS ARE ALLOWED IN APARTMENTS ***NO EXCEPTIONS***.** This is by

Italian law. All PI students are registered with the municipal authorities as residents in their PI housing. Guest registration is not allowed.

- Any unregistered overnight guests in your apartment violates this law. Non-compliance with the overnight guest policy can incur a fine of up to €1500 from local authorities as well as dismissal from PI housing.

NOISE

- **PLEASE BE QUIET, ESPECIALLY AT NIGHT.**
- Please do not slam doors, play loud music, or have loud conversations, etc. Remember that there are families with children and elderly neighbors living in adjacent spaces. **Make sure you are extra cautious about noise when you return home after a night out.**
- **According to Italian law**, you are not to make noise or play loud music after 11:00pm and before 7am. After this time, your neighbors have the right to call the police, and you risk a fine of €1000 per person. Repeated violations can and will result in loss of housing.
- When you come home at night, do not slam the entrance door of your building or apartment.
- Do not yell or hold loud conversations with friends from your windows or in the hallways. This is both inconsiderate behavior and a violation of Italian law.

CANDLES / CIGARETTES / OTHER SMOKING AND FLAMMABLE ITEMS

- Flammable products and open flames are not permitted in any PI space. This means that candles and incense are not allowed on PI property.
- Smoking of any kind is not permitted on PI property. Persons must exit the building to smoke and must then appropriately dispose of their cigarette in the appropriate receptacle.
- Most forms of cannabis, including any THC product, are not permitted in Italy. Pantheon Institute does not allow any kinds of cannabis, including marijuana specific paraphernalia, to be used or stored on our premises.

ALCOHOL

- Alcohol is permitted in personal student residence spaces provided that alcohol-related trash (empty bottles/cans) are appropriately disposed of in a timely manner. Students cannot retain empty bottles/cans/other alcohol containers as it will become a health hazard.
- Alcohol is not permitted on other PI property (classrooms, studios, library) unless there is a sanctioned PI event where alcohol is provided by PI staff.
- Students that misuse alcohol during the program in a way that jeopardizes their health or community wellbeing will be considered in violation of Pantheon Institute health, safety, and behavioral standards.

KEYS

- Each student will be issued one set of keys to their housing upon check-in. Each student must sign to receive their set of keys. At the end of semester, before departure, the student must return his/her set of keys or will be fined (20 Euros for SMC student residence keys and 50 Euros for independent neighborhood apartment keys). **Under no circumstances may students make a copy of their keys.** Students must keep their keys and apartment address separate from each other. In addition, students are required to follow any other security procedures dictated by their specific housing assignment/facility.
- **Please report any lost or stolen keys to the Housing staff immediately.** Note that your apartment has a single, unique type of lock and key. This means that keys cannot be duplicated under any circumstance. If you lose your keys or they are stolen, you will be responsible for charges to change the locks and keys. Do not try to force the key when opening the door because it could break. If lock/key damage occurs, you will be responsible for maintenance/

replacement fees.

What to do if you are locked out?

- If you are locked out of your apartment **during regular office hours**, you can call the Pantheon Institute Housing office (**+39 06 945 391 42**) and we will assist in locating someone to let you in.
- If this occurs **after office hours**, contact one of your roommates (exchange phone numbers with roommates when you move-in). Contact the PI Emergency Phone (+39 375 588 2923) only if you are in imminent danger as a result of being locked out or you have no way to access your apartment in a timely manner. **Please note that lockout assistance after business hours is a €50 fee.**
- If the lock itself has been damaged and requires a locksmith, those services can be called as needed and the **student will be charged for any expenses relating to such a call.**

DAMAGES

You are fully responsible for any damage done to your room and apartment. Students sharing an apartment share the responsibility for the entire apartment.

DO NOT MOVE ANY FURNITURE

DO NOT MAKE HOLES IN THE WALLS TO HANG THINGS

DO NOT STICK OR TAPE ANYTHING TO THE WALLS (posters, photos, etc.)

YOU WILL BE CHARGED FOR THE DAMAGE AND THE REPAINTING OF THE WALLS!

*****IN CASE SOMETHING IS NOT WORKING, PLEASE DON'T TRY TO FIX IT ON YOUR OWN. ASK STAFF TO HELP!!! WRITE TO housing@pantheon-institute.com*****

Do not move any furniture, even in your own room. If you feel that moving the furniture around may make for more comfortable living arrangements, please consult the Pantheon Institute Housing Staff before making any changes.

PLUMBING

- Italian plumbing systems are sensitive. You cannot throw anything down the toilet except toilet paper or it will clog. The same is true for the kitchen sink, as there is no garbage disposal. Do not throw anything like food or paper down the sink!
- Do not throw anything down the toilet other than toilet paper, not even cotton, paper towels or paper napkins. In Italy, pipes are small and get clogged easily. Remember that you will have to pay the plumber (approximately €100 every call!) in the case of a clogged toilet or kitchen drain.
- If there is a pipe or faucet leak, inform the Housing Staff immediately at +39 06 945 391 42 / +39 06 679 2642, or after office hours on the PI Emergency Phone (+39 375 588 2923) so that they can arrange for a plumber to come by and fix it. Please take into consideration that it may take a few days to get an appointment.
- It is your responsibility to clean hair and other debris from the shower drains regularly as this can easily clog the drain and cause damage.

KITCHEN

- SINKS do not have food disposal grinders; thus, it is extremely important that no food (spaghetti, rice, vegetables, etc.) is thrown into the drain. Pipes that lead away from the sink will clog with food and result in slow drains.
- REFRIGERATORS are smaller here, so food shopping is generally done every few days or depending on what you need to buy, daily. Make sure to try out the small and local bakeries, butchers, and fruit/vegetable sellers in your neighborhood.

- **GAS STOVES:** Be extremely careful with the use of the gas stove in the apartment. If there is a gas valve in your kitchen (check information posted) you will have to open it in order to feed gas into the stove. **Make sure to turn off the gas after each time you cook and especially if you are going away for the weekend.**

ELECTRICITY

- Electricity in Italy is 220 volts (not 110 as in the US). This is not just a different plug; it is more power. You may need a current converter (not just an adapter) to operate most American appliances.
- Each apartment has only approximately 4000 watts of electrical capacity at a time (by Italian law). This means that using the washing machine, iron, hot water heater and a hair dryer all *at the same time* (for example) may create a short circuit. Should this happen, turn off all appliances, go to the circuit-breaker box and switch the lever to the “up” position. The electricity may repeatedly turn off after a short circuit because the overuse of electricity has caused the breaker to heat up. If you turn the breaker to the “up” position and it repeatedly goes off, wait about 15 minutes to allow the breaker to cool down before trying again. Some apartments also have a main breaker box in the lobby or basement of your building (check info posted). If you do live in an apartment with a breaker box in your building, make sure you know where yours is in case of power failure. In the case of power failure, you may have to switch your electricity back on in both breaker boxes.
- Electricity in Italy is very expensive, and you will be charged for excessive use according to Italian standards, so make sure you turn off the lights and air conditioners when leaving a room! Do not leave your computers, fans or any appliance turned on all the time.
- **Conserve Electricity/Energy:**
 - **IT IS MANDATORY to turn off lights, air conditioning, fans etc. when not occupying a room.**
 - **DO NOT OVERLOAD MULTIPLE OUTLET AND POWER STRIPS! DOING SO CREATES A FIRE HAZARD!**
 - Do not leave battery chargers for computers or cell phones plugged in when not recharging the appropriate appliance. Chargers consume energy even when they are not charging devices. Use your laptop batteries instead of keeping the computer plugged in while in use.
 - Turn off all lights in the apartment when leaving.
 - Do not take long showers. The hot water tank consumes high amounts of energy to refill and reheat water. This will also ensure that your roommates have hot water for their showers!
 - When traveling outside of Rome, ensure that all appliances and battery chargers are unplugged (except for the refrigerator).
 - Do not leave the washing machine turned on while not in use.
 - In the winter, open the curtains or panels to let sunlight and heat in – this will help heat the apartment naturally. At night, close all windows and shutters to avoid losing heat.

HOT WATER

- Hot water is more limited in Italy than in the US. The standard hot water tank in Italy holds about **20 gallons** (roughly 15 minutes of continuous running water) of hot water, much less than the US standard of 80 gallons or more. It takes about two hours for the hot water tank to refill completely, and this tank is shared between all your roommates. You can save hot water by turning it off while shampooing or lathering up and acclimated to shorter showers. You must all work together and arrange your schedules accordingly.

HEATING

- Heating is provided during specific hours and dates established by Italian law. Heat is turned on around November 15 and turned off around March 15 every year. During this time, heat runs from around 6:00am to 9:00am in the morning and 6:00pm to 10:00pm in the evening, but hours and lengths of time vary with the regulations of your particular building.
- Become accustomed to wearing layers of clothes and shoes or slippers while in the house to keep warm during the off-peak heating hours. Do not expect to walk around the house in short sleeves in December.

CLEANING AND MAINTENANCE

- It is your responsibility to keep the apartment clean. PI provides a limited weekly cleaning service for common areas (kitchens, bathrooms, corridors). The cleaning service does **not**: clean your bedrooms, wash dishes, do laundry, or ironing. Those personal cleaning tasks are your responsibility.

LAUNDRY

- All Pantheon Institute apartments have washing machines. This machine will most likely not look like the one back home. Washing machines are smaller and more water-efficient than those in the US, so less clothing can be washed at once and less detergent is required per load.
- When you buy detergent, please make sure to buy one “per lavatrice” (for washing machine) and not “per bucato a mano” (hand washing).
- Please check your pockets to make sure that they are empty. Coins or other objects can break the machine.
- **Never force the washing machine door to open or close.** Putting too many clothes in the washer will obstruct the closure of the door; forcing it could cause it to break. **At the end of the cycle, you must wait until the machine finishes draining for the door to unlock – again, do not force the door!** Always turn off the power of the washing machine before putting your hands in to get your laundry.
- Dryers are virtually non-existent in Italy. Most laundromats have dryers, but it usually costs around three euros to dry one load of wash. The main student residence at Santa Maria in Cappella has one dryer available for student use on the ground floor. Each apartment is equipped with drying racks (depending on the number of you living in the apartment). It is customary to dry your clothes on these racks. Some apartments have balconies or access to a roof terrace for laundry drying. If your apartment comes with a balcony or terrace, simply place the rack outside; this will speed up the drying time, especially during warm weather. Please do not place or dry your clothes on any of the furniture, as the dampness of the clothes can ruin the furniture, and wooden floors too, and you will be charged for any damages (and this could prove costly as some of the furniture and flooring might be antique.)

GARBAGE AND RECYCLING

- It is your responsibility to take all trash out to the big bins outside your apartment building or to the designated garbage area. **By taking out trash every day you will help avoid insects and maintain a well-kept and clean apartment.** Housing staff will instruct you where, when, and how to throw your garbage, and shall inform you about weekly garbage and recycling schedules during your initial housing orientation.
- Do not retain collections of empty bottles or cans in your apartment as decoration.

- **PLEASE NOTE: IT IS VERY IMPORTANT** that all students in each apartment adhere precisely to their respective garbage and recycling collection schedules on a weekly basis. **Failure to dispose of the correct garbage and recycling on their assigned collection days will result in a fine of up to 400.00€ to the entire apartment, to be divided equally by all residents of the fined apartment.** An accumulation of excessive garbage in the apartment will also result in a fine of 10.00€ per student.

As an international organization, the Pantheon Institute encourages environmental protection and resource conservation. The Pantheon Institute encourages your participation in this worldwide endeavor and hopes that your involvement and conscious effort will help conserve the environment, reduce waste, and ensure that future generations can enjoy the wonders of Rome for years to come.

Here are some basic tips to help you become more environmentally friendly:

- **Recycle:** Separate your garbage and be sure to place your refuse in the appropriate labelled bins, following instructions in your apartment. **N/B: Disposing of mixed recyclable materials can result in a fine imposed on all residents of the apartment. Please be mindful of separating GLASS, PAPER, PLASTIC AND METAL (these last two materials can be mixed and disposed of in the same waste bag on the same collection day), ORGANIC WASTE, AND NON-RECYCLABLE WASTE into their appropriate, labelled trash and recycling containers.**
- **Reuse plastic water bottles** and refill them. It is perfectly fine to drink water from the tap or from any of the countless drinking fountains around the city.
- **Reuse paper.** Use both sides of any papers you may use for academic purposes and throw these papers in the recycling bin only when both sides are used.
- **Save paper.** Use cloth napkins and handkerchiefs instead of paper towels or napkins.
- **Reuse glass containers** such as Nutella jars for drinking glasses and food storage.
- **Reuse plastic bags** when going to the supermarket. All supermarkets charge you for each new plastic bag. It is normal to see locals bringing their own bags to the supermarket. When buying only a few items, don't take a bag. Even better, eliminate plastic bags completely and use a cloth handbag to bring your groceries home!

INSECTS AND CRITTERS

- **Mosquitos:** Warm or humid weather in Rome brings mosquitos (a.k.a. *le zanzare*). As Rome is situated on the Tiber River and has a relatively humid climate, the mosquitoes are a frequent nuisance here, and since window screens are not common you may notice them a lot more. **The most common solution is called VAPE, which you can find it in all big supermarkets.** VAPE is a mosquito repellent that you plug into the wall and it emits an odor that repels bugs. **To Help Control Mosquitoes:**
 - Eliminate standing water in the apartment.
 - Mosquitoes' prime feeding times are usually at dusk and dawn. Keep windows closed during these peak times.
 - Use fans in different rooms because mosquitoes do not like the strong airflow.
 - Show as little skin as possible during feeding times. Wear long-sleeve shirts, long pants, and socks. If you eliminate the food source, you eliminate the pest.
 - Bring mosquito repellent from home or try the VAPE products for this purpose.

- **Ants:** Ants want food and water, so you may find them in kitchen and bathroom areas. The best way to avoid ants in your apartment is to keep it as clean as possible. **Help Control Ants by:**
 - Eliminate standing water and food sources. Clean up crumbs, take out the trash daily, and wash dishes after using them.
 - A product called Baygon in powder form, is a great way to protect the apartment from ants. Apply a continuous thin line around the inside perimeter of the kitchen floor. If possible, get under and behind furniture and appliances. If this is not possible, put a line as close to the appliance as possible.
 - DO NOT PUT PESTICIDE ON SURFACES WHERE FOOD COULD BE PREPARED OR SERVED! After application, leave pesticide there, DO NOT sweep or mop up the pesticide. It only works if the pesticide is there.

- **Bed bugs:** Bed bug infestation is becoming a serious and costly problem after students travel throughout Europe on trains, in hostels and hotels. If you suspect you might be coming back with bed bugs (because of bites on your face/body), you must report it to the Housing Office immediately and BEFORE you bring your things to your room. We will then instruct you how to handle your things and help you with the cleaning process so that the whole room does not get infested. Do NOT bring your bags/luggage into the room and do NOT put them on your bed! Fees will be assessed if fumigation of rooms becomes necessary due to negligence! **Help Control Bed bugs by:**
 - **Do not store your luggage under your bed!**
 - Spray your luggage with bug spray after using it and store it in a place far away from any cloth surfaces.
 - Try to use only hard-case luggage.
 - Report any concerns immediately to the Housing Office or PI Emergency Phone.

CHECKING OUT AT THE END OF PROGRAM

Below is a simple checklist that you should refer to when checking out of the apartment at the end of your program:

- Ensure that your apartment is neat and tidy.
- Make sure that you take out everything that you brought into the apartment.
- You must all be out of your apartments by 10:00am on the Program End Date unless you receive different indications.
- Make sure to take out all garbage from the apartment and throw it out properly. This includes all empty bottles that you may have collected throughout your stay.
- Clean out your refrigerator.
- Wash all dirty dishes before leaving the apartment.
- Dispose of any perishable foods! (You may leave unopened canned goods, or unopened packages of pasta, rice, bottles of olive oil, water, etc., but nothing that may go bad and attract bugs or mice!).
- Remove your dirty sheets and towels and leave them on or next to your washing machine.
- Remember to return any books, CDs, videos, DVDs, magazines, newspapers, or any other type of material that you may have borrowed from your school!
- You may leave any personal books that you do not plan to take back to the U.S. Please throw out all newspapers and magazines! Any items you may wish to donate rather than packing home - such as hair dryers, books, clothes, etc. –may be placed in a bag near the door and clearly marked “FOR DONATION.”

- **Make sure you leave your apartment keys clearly marked with your name on them** on the table in the living room.
- Once you leave your apartment, please pull the door behind you until it closes securely.

LIVING IN ROME

- The first rule of living in Rome as a foreigner is to maintain respectful behavior in your host city. For many of you, this may be the first time that you are studying and living abroad. Rome is a very particular and at times difficult city – that is why it is so important for you to understand where you are living.
- Housing in Rome is quite different from what you may be accustomed to and there are various differences between a building in Rome and one elsewhere. Your apartments and rooms are not identical: each offers something that makes it unique and hospitable in accordance with Pantheon Institute standards. Please try to understand this fact and accept it as part of your experience in Rome.
- Your apartment comes with basic furnishings and supplies, including bed linens and towels and typical, basic Italian cookware and kitchenware. **You are expected to provide your own personal and cleaning products.** The supplies provided should not be removed from your apartment for any reason and inventory is conducted regularly; please contact the housing staff at housing@pantheon-institute.com in the event that you find that you are lacking any of the above listed items.
- Subject to prior approval by PI Housing staff, you may be reimbursed for the purchase of items considered necessary for the apartments (usually kitchen or bathroom), excluding consumable items such as soap, food, and items for personal use. Write to housing@pantheon-institute.com for more details.
- The Pantheon Institute expects you to be aware of and follow the established housing guidelines and to be always respectful to your roommates and neighbors. **You are required to obey all Italian laws, rules, and regulations.** The MOST important is that **Italian Law** states that from **2:00PM-4:00PM and from 11:00PM-7AM there is to be minimal to no noise.** This is something that your neighbors will remind you of, so be aware and avoid such situations! **Remember that if the police become involved due to noise or other issues, fines up to 1000 Euro will be given to each individual and you will risk losing your PI housing privilege.**
- It is also important to set some ground rules with your roommates - if any disagreement or communication problems arise, please handle the situation in your most mature manner. Staff will get involved only in case of major difficulties or emergencies. PI Program expectations are that you and your roommates can work through issues calmly and reasonably.
- **Please report urgent issues to PI staff. General maintenance issues can be reported to housing@pantheon-institute.com; emergencies can be referred to the Pantheon Emergency Phone (+39 375 588 2923). Do not try to fix anything on your own. Advise housing staff immediately if any appliances do not work properly, in case of pipe leakage, or other maintenance issues.**

APPENDIX 1

VIOLATIONS AND FINES

Description of Violation	Fine / Consequence
Behavioral Violation - Student conduct that is knowingly negligent in compliance with Pantheon Institute health, safety, and behavioral policies, including behavior that risks general community safety and security.	EUR 45/50 USD to EUR 130/150 USD (for any property damage/maintenance/cleaning that is a result of student misconduct, the student will be charged a fee that addresses both the cost of replacement/repair/cleaning and the misconduct. Fines may supersede EUR 130/150 USD based on damage caused and resulting fees from external companies or parts for replacement)
Lockout – Student requires assistance to enter their apartment due to not having their keys or misuse of the key/lock/door.	During Business Hours: Free* Outside of Business Hours: €50 *Repeated lockouts that demonstrate a pattern of negligence may be considered a behavioral violation. Additionally, a lockout that includes student-inflicted damage to Pantheon Institute property will include damage fees based on necessary repairs
Unregistered Overnight Guests – hosting unauthorized persons in your PI apartment.	<ul style="list-style-type: none"> - Up to €1500,00 municipal fine - Dismissal from PI housing
Excessive Noise – Creating a disturbance in your apartment that impedes on the personal privacy and wellbeing of other residents, including neighbors or other community members	<ul style="list-style-type: none"> - Up to €1000,00 in municipal fines - Potential dismissal from PI housing
Extraordinary Cleaning – additional cleaning required as a result of student negligence to maintain a sanitary environment in their apartment or other PI property, including failure to properly dispose of trash during or at the end of the semester.	<ul style="list-style-type: none"> - Up to €400,00 depending on the extent of the cleaning intervention
Key Replacement – Student needs one or more keys replaced	<ul style="list-style-type: none"> - €20 for student residence key replacement / €50 for independent apartment key replacement - Key replacements that also require a lock replacement will be charged the lock-change fee as billed by the locksmith/service provider

APPENDIX 2

GROCERY SHOPPING

- For the most part, merchants are very friendly and helpful (even if you don't speak Italian)! Remember to smile and greet the shop owner with a *buongiorno* or *buonasera*.
- Most shops and markets close each day for an afternoon break at around 1:00pm, reopen at 4:00pm and stay open until 7:30pm or 8:00pm. Be sure to check the posted hours or ask the vendor to be sure.
- Larger supermarkets, such as Carrefour, Despar, SMA, PIM and Todis, are open Monday through Saturday from 8:00am until 8:00pm. Some supermarkets are open on Sunday mornings until around 1:00pm; however, they are not open every Sunday (due to local laws), so look for signs that say 'Domenica aperto' around the store.
- Most stores accept contactless card payments and credit cards.
- Open-air markets, like the Campo dei Fiori market, are usually cash only.

Some Shopping Tips

- You have to bag your own groceries.
- In Italy (and most of Europe), you must pay for plastic grocery bags. You must ask the clerk for a certain number of bags, and each bag costs around five cents (depending on the store). Remember, however, that you can reuse bags for your next trip to the supermarket or use them as trash bags at home!
- Save on bags by bringing your own reusable tote or cloth bags.
- You must weigh your fruits and vegetables before going to the check-out. Look for the scales located near and around the fruit and vegetable section. Some scales will have pictures of the object, but others will have only numbers. The number can be found on the sign that states the price and origin of the fruit or vegetable.
- Most supermarkets do not carry American products, although most will have a limited international section. Some products, such as Oreos, peanut butter, and cake mixes, can be found in larger stores.
- Deli meat is measured in grams (grammi) or sets of 100 grams (etti). To order a few days' worth of ham, for example, ask for "due cento grammi di prosciutto" or "due etti di prosciutto."

APPENDIX 3

CONVERSION TABLES

Getting Dressed

All Size equivalents are approximate. Glove sizes are the same in every country.

Women's Shoes

US	4	5	6	7	8	9	10	11
Italy	35	36	37	38	39	40	41	42

Women's Clothing

US	2	4	6	8	10	12	14	16
Italy	34	36	38	40	42	44	46	48

Men's Shoes

US	6	7	8	9	10	11	12	13
Italy	38	39	40	41	42	43	44	45

Men's Suits/Coats/Sweaters

US	34	36	38	40	42	44	46	48
Italy	44	46	48	50	52	54	56	58

Men's Shirts

US	14	14,5	15	15,5	16	16,5	17	17,5
Italy	36	37	38	39	40	41	42	43

Temperature

°F	32	41	50	59	68	77	86	95
°C	0	5	10	15	20	25	30	35

Speeds

KM/h	20	40	60	80	100	120	140	160
Mph	12	25	37	50	62	75	87	99

Length

CM	2.54	5.08	12.70	25.40	50.80	101.60	127	254
CM/IN	1	2	5	10	20	40	50	100
IN	0.394	0.787	1.969	3.937	7.874	15.748	19.685	39.370

Weight

KG	0.454	0.907	2.268	4.536	9.072	18.144	22.680	45.360
KG/LB	1	2	5	10	20	40	50	100
LB	2.205	4.410	11.023	22.046	44.092	88.183	110.229	220.459

Times

Italy and Europe operate on a 24-hour time clock – all times will be in this format. Times from midnight to 12.00 PM are the same.

13.00	1:00 PM
14.00	2:00 PM
15.00	3:00 PM
16.00	4:00 PM
17.00	5:00 PM
18.00	6:00 PM

19.00	7:00 PM
20.00	8:00 PM
21.00	9:00 PM
22.00	10:00 PM
23.00	11:00 PM
24.00	12:00 AM

