

INTERNAL RULES AND REGULATIONS OF THE GUEST HOUSE
SUORE MISSIONARIE PALLOTTINE
Viale delle Mura Aurelia n.7/B – 00165 – Roma

The Guest House of the Pallottine Missionary Sisters (*Suore Missionarie Pallottine*), which was officially chartered by the Roman municipal government (now called the *Roma Capitale*), n. 14273, on December 3rd, 2009, is managed by the Procurator General House of the Congregation of the Missionary Sisters of the Catholic Apostolate, located in Rome on the Viale delle Mura Aureliane, n.7/B.

The activities of the Guest House are carried out within a building located on the property of the “Procurator General House of the Congregation of the Missionary Sisters of the Catholic Apostolate” located in Rome on the Viale delle Mura Aurelia n.7/B, as specified by the Real-Estate Building Code, page 430, section 258, paragraphs 1 and 2, as a place for people to lodge temporarily when visiting Rome as pilgrims or in order to enrich their Christian spirituality.

The Pallottine Missionary Sisters are standing members of the Catholic Apostolate Union founded by Saint Vincent Pallotti (1759 – 1850), which is comprised of religious men and women as well as members of the lay faithful.

To pursue its institutional goals of religion and cult, this ecclesiastical entity adheres to its specific religious vocation of service to the Church for the well-being and salvation of its fellow men and women in works of evangelization, prayer, various forms of social assistance, alms-giving, and the apostolate of charity in spiritual and temporal goods according to the particular needs in a given time and place. Along these lines, the Congregation exercises a particular charism in the areas of religious and missionary formation.

People choose freely to join the Congregation and to abide by its bylaws through a profession of the religious vows of poverty, chastity, and obedience in order to sanctify themselves and the People of God.

The members of the Congregation are referred to as “religious women” or “sisters”, and their relationship to the Congregation is not one of employment but simply “*benevolentiae et affectionis*”, rooted in a total consecration to God from the moment of a religious profession which is willed, accepted, and declared by them.

The territorial structure of the Congregation is international. Its mission extends to Africa, America, Europe, and India.

Among the means of pursuing its objectives, the Congregation directs and manages various Guest Houses for welcoming persons who meet certain criteria.

The Guest House of the Pallottine Missionary Sisters is associated with the Italian Center of Social Tourism.

Differences with respect to Guest Services provided by a conventional Hotel:

Besides using the standard means of promoting its mission, the Guest House is managed as a non-profit service founded on the following principles:

- 1) guests must comply with the values of the Christian religion and conduct themselves in a way befitting it;
- 2) throughout the duration of their stay, guests must behave and observe a dress code consistent with the social and religious nature of the institution;
- 3) guests must respect the curfew and all other guidelines established by the Direction.

Acceptance Policy

Within the context of religious and social tourism, those permitted to stay temporarily at the Guest House include religious men and women, families, parish groups, and similar groups and individuals who share the Congregation's religious and spiritual ideals. Therefore, the institution does not follow a policy of general admittance but one limited to the above-mentioned groups who promise to abide by the rules and regulations stipulated herein throughout the duration of their stay, and to respect the religious atmosphere of the facility.

The Direction of the Guest House verifies on a case-by-case basis that, prior to their stay, parties meet the necessary requirements and agree to abide by the rules and regulations of the Guest House during their stay. The Direction does this in a non-discriminatory manner and only for the purposes of determining that prospective guests will observe the code of conduct stipulated herein, agree to its terms of service, and respect its religious atmosphere throughout the duration of their stay.

Basic Norms of Conduct

I. Guests are asked to show the utmost respect for the décor of the House and the furnishings available for their use. The Direction will demand immediate restitution for any costs incurred by damage or destruction caused by guests, especially to closets, cabinets, or shelving.

II. In due keeping with the religious nature of the environment, Guests must conduct themselves with due respect for other guests, members of the Religious Institute, and associated staff. They must dress appropriately when in common areas.

III. The Direction assumes no responsibility for the security of personal items and valuables left unattended in guest rooms and common areas.

IV. Daily rates for room and board are indicated on the price schedule posted near the door in each room. These rates do not reflect expenses incurred through auxiliary services.

Guests are also informed that, according to a measure (38/2010) passed by the *Assemblea Capitolina*, the municipal government of Rome has established a standard rate as of January 1st, 2011. Therefore, barring exemptions indicated in article 3 of the above-mentioned legislation, at the end of their stay guests must make a contribution of 2.00 Euro per night, up to a maximum of 10 consecutive nights, which is forwarded to the Roman municipal government in accord with the requirements of the measure.

V. Guests are required to vacate their rooms and return keys by 9:00 a.m. on the day of their departure.

VI. Guests are strongly advised to refrain from making undue noise that disrupts the peaceful atmosphere of the surroundings, especially in the afternoons and evenings.

VII. Unregistered guests are not permitted in rooms without the explicit permission of the Direction. Pets and domestic animals are also prohibited.

VIII. Smoking is prohibited in guest rooms and throughout the building.

IX. The use of any gas appliances, ovens, stoves, heaters, boilers, and irons is strictly prohibited.

X. Automobile parking is available to guests at no extra charge. Vehicles, however, must not exceed size limitations and must be kept within designated parking spaces. The Institute assumes no responsibility for the security of vehicles or any damage they may suffer while on the property.

XI. Guests are asked to observe the breakfast schedule (from 7:30 a.m. to 8:30 a.m.) and not to take any foodstuffs or beverages away from the dining area.

XII. Someone is stationed at the Front Gate from 7:30 a.m. until the evening curfew. Personnel and members of the Direction can be called at any hour in case of necessity.

XIII. Evening curfew is fixed for midnight (12:00 p.m.) in the spring and summer seasons and 11:00 p.m. in the fall and winter seasons. If Guests need to reenter beyond the established curfew for any reason, they must advise the Direction ahead of time.

XIV. Rooms are cleaned daily at 9:00 a.m. and turned over before the arrival of new guests.

XV. Linens are changed twice a week and always before the arrival of new guests.

XVI. Any communications or complaints should be brought to the attention of the Direction of the Guest House through the Religious in charge of services who is responsible for the smooth functioning of the institution.

SECURITY AND HEALTH REGULATIONS FOR GUESTS

To ensure security, room keys should always be left at the Front Gate whenever Guests are off the property. Upon their arrival, Guests should study the fire safety precautions and evacuation procedures posted in the room. Emergency Exits are to be used only in the event of an emergency.

To ensure the smooth operation of the House, Guests are asked to report problems to the direction, including broken appliances/fixtures or the presence of suspicious/unknown persons in order to assist staff in maintaining security and the proper functioning of the plant. Guests are asked to communicate any special requests or concerns to the Direction. To ensure proper service, security, and maintenance, the Direction provides staff members with a spare key to each room so that they can enter if necessary, as well as to monitor a respect for the rules and regulations contained in this document. For this reason, the use of personal locking devices on doors is strictly forbidden.

The Direction should be notified whenever a guest is suffering from serious illness or injury so that, in agreement with the Guest, the Direction may assess the need to contact appropriate health services.

The Front Gate is equipped with basic medicines and First Aid supplies that are to be used at the sole discretion of personnel. To protect the health of all Guests, personnel are prohibited from administering pharmaceuticals such as analgesics, antipyretics, etc.

Strict adherence to the aforementioned rules and regulations is absolutely essential to the proper functioning of the Guest House as a non-profit entity and in accord with the institutional goals of the Congregation.

In order to ensure a pleasant stay for all guests, any violation of these rules and regulations will be dealt with by the Direction according to the gravity of the infringement and on a case-by-case basis, including the expulsion of guests if necessary. Thus guests are kindly asked to observe these rules and regulations as strictly necessary for the operation of the Guest House of the Pallottine Missionary Sisters.

These Rules and Regulations are to be affixed near the Front Gate and inside each room. Guests may obtain a hard-copy of them upon request.

Rome, 01.12.2011.

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