



SESAME

Synchrotron-light for Experimental Science and Applications in the Middle East

Sergio Fubini Guest House Rules and Practical Information

Welcome to SESAME's Guest House!

SESAME's Sergio Fubini Guest House is open to those visiting SESAME or making use of its facilities. It offers them a convenient and pleasant place to stay during the time they are to spend at SESAME.

It is hoped that their stay here will be a pleasant and productive one. For their safety and comfort, and that of their fellow guests, they are asked to read the following Rules and Code of Conduct and to comply with them throughout their stay. They are also invited to read the practical information about the Guest House.

Rules and Code of Conduct

1. Guests shall acquaint themselves with the fire safety guidelines displayed in each of the guest rooms and shall immediately comply with fire or other safety drills, alarms and instructions.
2. Guests shall behave appropriately and with discretion at all times, respectful of the Guest House environment and staff, as well as of the other guests.
3. During the quiet hours **from 23:00hrs to 07:00hrs**, guests shall be particularly considerate and shall **refrain from any conduct that could disturb others in the vicinity**. The sound level of the television sets is to be lowered after 21:00hrs.
4. Other than for brief visits in the common areas, only registered guests are allowed in the Guest House. No overnight visitors are permitted.
5. Parties or gatherings of more than 10 people are not permitted in the Guest House. Group meetings under the authority of a leader or teacher are tolerated provided that they do not disrupt the environment for other guests.

6. Food may only be consumed in the cafeteria and food waste must be properly disposed of.
7. **Smoking, alcohol and recreational drugs are strictly prohibited.**
8. The facilities of the Guest House are for the enjoyment of all guests. To this end, care shall be taken to respect the infrastructure. In particular, furniture shall not be moved and nothing may be fixed to furniture or walls.
9. Guests are expected to keep their rooms and the common areas clean and tidy at all times.
10. Guests are to keep the magnetic key card to their rooms that they will have been given when checking in. They are to return it when checking out. There is a charge of USD10 for each key card lost.
11. Proper care should be taken of personal valuables. The Guest House is not responsible in the event of their theft, loss or damage. Lost and found items or items forgotten at the Guest House will be kept by the Housing Service for 3 months. They can be retrieved at the reception desk of the Guest House only. Perishable items will be disposed of immediately. Items may be retrieved by a third party if the owner of the item(s) has sent an e-message to the Housing Service authorizing the third party to retrieve the item(s), giving the name of the third party and the number of his/her national identity card or passport, and stating the item(s) to be retrieved. No items will be sent by post or via another channel.

SESAME reserves the right to charge guests cleaning or damage fees, or to evict guests without refund and/or to inform their home institution, should they fail to comply with the above-mentioned rules and code of conduct.



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Practical Information about the Guest House

Reception desk

- The reception desk is located on the ground floor of the Guest House. It is open on working days only (Sundays to Thursdays) from 08:00hrs to 16:00hrs.
- The telephone number of the Guest House is 500 when calling from a SESAME telephone number, (05) 351.13.48 Ext 500 when calling from a Jordanian number, and (+962-5) 351.13.48 Ext 500 when calling from an international number.
- The e-mail address of the Guest House is guest.house@sesame.org.jo

Check-in/Check-out

- During working hours, guests are to check-in/check-out at the reception desk of the Guest House.
- Out of working hours, guests will be given the magnetic key card to their room at the security guardroom at the main gate. When leaving they will return the key card to the security guardroom at the main gate.

Guest Rooms

- All rooms are air-conditioned. They have their own shower room (with a shower and WC), a TV set, and access to wired and wireless internet and IP telephony. There is a shaving plug in each shower room.
- There is bed linen in each room, as well as blankets and hand and bath towels.
- Guests are to bring their own soap and toothpaste with them.
- It is prohibited to eat or store food in the guest rooms.
- Guests are advised to keep their rooms locked at all times when absent.

Common areas

The lounge:

- Guests are requested to keep the lounge tidy and clean.
- In the event that guests notice that the lounge is not as clean as it should be, they are invited to inform the reception desk about this as early as possible.
- Guests are reminded that they are to avoid making noise in the lounge or to disturb the other guests.

The cafeteria:

- All meals are to be taken in the cafeteria. No food may be prepared or heated in the cafeteria.

The kitchenettes:

- There is a kitchenette on the 1st and 2nd floor.
- Each kitchenette is equipped with a Microwave, Refrigerator, Hot Plate (Stove), Drinking Water Dispenser (Hot and Cold), and Electric Kettle.
- There are cookware kitchen utensils, plates, glasses, mugs and cutlery in each kitchenette.

- Guests are to wash, and put back in their place, all the cookware kitchen utensils, plates, glasses, mugs and cutlery they will have used to cook or for eating.
- Guests are to keep the food storage areas neat and clean.
- Guests are to put their name on all their food that they place in the refrigerator.

The laundry rooms:

- There is a laundry room on the 1st and 2nd floor.
- There is a washing machine and clothes dryer at the disposal of guests in each of the laundry rooms. Instructions on how to use them are placed in the laundry room. The reception desk (EXT. 500) may be approached for any queries during working hours.
- In order to avoid disturbing other guests, the washing machine and clothes dryer are not to be used between 21:00hrs and 07:00hrs.
- An iron and ironing board are available upon request; the reception desk (EXT. 500) is to be approached for these during working hours.

Restaurants in the vicinity of SESAME and catering

- There is no catering service or food on the premises of SESAME and its Guest House.
- On their journey from the airport to the Guest House, those guests wishing to purchase food to take with them to the Guest House will be stopped at a well-stocked supermarket from where they may buy such products. The same will be done in the case of those travelling from the King Hussein/Allenby Bridge.
- If, during their stay at the Guest House, guests need to purchase additional food, SESAME will arrange complementary transportation for them to/from a small supermarket in the village of Allan. There will be one trip/day, less if not required, and none on weekends (Fridays and Saturdays). The meeting point for transportation to a supermarket is the front door of the Guest House. The car departs from SESAME at 13:00hrs sharp. Those guests wishing to avail themselves of this service are to notify the reception desk about this **no later than 13:00hrs on the eve** of the day on which they wish to go to a supermarket.
- Cooked meals prepared by a small catering company may be ordered by those guests wishing this. A maximum of 3 meals/day, i.e. breakfast, lunch and dinner, may be ordered for week days; none are available on the weekends (Fridays and Saturdays). The menu for each of these meals is available at the reception desk. Guests are to order meals at the reception desk **no later than 13:00hrs on the eve** of the day on which they would like to have the meal(s). When doing so, the reception desk will charge the meal(s) to their credit card. Payments in cash are possible. The meals will be available in the cafeteria serving area on the ground floor of the Guest House from the following hours: breakfast: 07:00hrs; lunch: 12:30hrs; dinner: 19:00hrs.
- There are no restaurants within walking distance of SESAME. The reception desk has a list of restaurants in the SESAME area. It also has a list of taxi drivers that may drive guests to/from a restaurant. It will be up to the guests to reserve a table at a restaurant and book a taxi. They are to settle the bills directly with the restaurant and taxi driver. To avoid SESAME acquiring a poor reputation in the area, which in turn will prejudice the situation for future guests, **those guests having to abandon their plans to go to a restaurant are asked that without fail they give advance notification of their cancellation to the restaurant and taxi driver.**