



Ca' Foscari
University
of Venice

FAQ

University venues

For information

Ca' Foscari University of Venice
ACPIC - Cultural Promotion Office
Venue Management Unit
E-mail: logistica.spazi@unive.it
www.unive.it/meeting-spaces



1. VENUES

Which University venues are available?

The University venues are listed on the [Venues](#) page. In addition to rooms and halls, a number of outdoor spaces and courtyards are also available. These can be requested directly from the [Venue Management Unit](#), which will assess the request in relation to pre-existing activities.

Where are the Venues located?

Some of the venues are in the Historic Centre, others on the mainland. For more details, please see our [services table](#).

What are the opening hours?

Rooms and halls have the same opening hours of the buildings they are located in. The Santa Margherita Auditorium is open on demand for specific events.

The venues located in Ca' Foscari's main building are closed on Saturday afternoons and public holidays: venues located in some other buildings, however, are closed on holidays and on Saturdays.

Where can I find detailed information about the various venues (number of seats, technical equipment, etc.)?

On the [University Venues](#) page you can check the technical details by selecting the relevant venue on the list.

2. RESERVATIONS - Easy Room System

How do I reserve a Venue if I am a member of Ca' Foscari (faculty, staff, etc)?

Faculty and staff can access the system via their FACULTY AND STAFF>PERSONAL AREA> Spazi in Ateneo> Prenotazione spazi di rappresentanza - Check availability and book a venue. In this section, you can also consult the Reservation System Guide (Easy Room).

How do I book a Venue if I am not a member (faculty or staff) of the University?

External users should contact the [Venue Management Unit](#) directly.

How many days in advance must I make a reservation?

You can make a reservation via the online platform (Easy Room) up to five days before the event

What should I do if I have to make a last minute reservation (less than 5 days in advance)?

Please contact the Venue Management Unit by writing to logistica.spazi@unive.it.

I have booked a venue through Easy Room platform, how do I know that my reservation is confirmed?

Once the reservation has been made, the [Venue Management Unit](#) will confirm it, unless the requested time is incompatible with previous reservations. Your reservation will be confirmed by an automatic e-mail. Please remember that the time slot of your reservation must be that of the actual use of the venue, including any rehearsals, set up, take down, etc.

How can I check the status of my reservation?

You can check the status of your reservation clicking on the "occupazione sede" section of the relevant venue from the [venue search](#) page.

I need to cancel or change my reservation, what should I do?

The cancellation of or changes in a reservation can be made through the Venue Management Unit. Please contact logistica.spazi@unive.it.



My reservation has been confirmed. What should I do now?

A [Vademecum](#) is available, containing all you need to know about organizing an event at Ca' Foscari. If you have any further doubts or special needs, please contact the [Venue Management Unit](#). About a month before your event, you will be asked by email to provide a detailed description of anything connected to the use of the venue.

Which services are included in my reservation?

Your reservation only gives access to the required room during the time you indicated. Any services must be requested later. See point 3 below (SERVICES)

Why did I receive an Event Description Form (Scheda di Rilevazione)?

The form is important for us to understand exactly what you need and what you are planning to do, so that we can share all the relevant information with the staff from the various offices involved. Please make sure you fill in the form carefully in every part.

What should I do if the venue I need is already taken?

Through the Easy Room platform you can check the availability of other venues and/or try other dates and times. If you can't find an alternative solution, please contact the Venue Management Unit for suggestions (logistica.spazi@unive.it).

3. SERVICES

Which service costs are included in my reservation, and which have a fee?

Please check information about service fees on our [services table](#).

What is the standard room layout?

The standard layout includes all that is normally available in the room/venue, such as table and seats. The description of the standard layout is part of the venue's description "attrezzature"

The standard layout also includes a PC, a video projector and microphone and basic assistance by the venue's concierge staff. Please note that the assistance of technical staff is not included.

Where can I find information about technical support in the venues and about the University Wi-Fi network?

Visit the "technical assistance" section on the [Meeting and event spaces](#) webpage.

For information on the use of the University Wi-Fi network in relation to venues and events, please see the [University Wifi Network](#) webpage.

When is the request for extra services required?

Services such as opening/closing the venue, concierge service, cleaning, emergency team, and technical assistance must be requested as extras when your event is taking place outside the regular opening hours of the venue. Please note that in some venues, extra services are required also on weekdays, depending on the type of event/activity (with large crowds, or at certain hours of the day) and on the room used (number of participants, special tech needs, specific issues, etc.). If you are in doubt as to which services need to be activated as extras, please contact the [Venue Management Unit](#). The Administrative offices of the various venues will be able to advise you re. the allocation of funds.

Who should I contact to activate an extra service?

The organizer of the event must arrange all extra services (and their payment) directly with the company providing the service.

For information on service providers, please contact the [Venue Management Unit](#).



Can catering or coffee breaks be arranged?

Coffee breaks or simple buffets can be set up in specific areas adjacent to some of the venues or, in some cases, in nearby outdoor areas. Spaces to be used for catering must also be booked in advance.

Please contact the [Venue Management Unit](#) for suggestions or for a feasibility assessment.

Is the use of the venues for free of charge for Ca' Foscari faculty and staff?

The use of the venues is free of charge when:

- the activity takes place during the regular opening hours
- the activity is entirely managed and organised by one of Ca' Foscari's structures
- the activity is connected to a research project.

If, on the other hand, the University is collaborating in an initiative with other partners or if the activity entails payment of a fee, the current rates will be applied.

Extra services must always be paid for.