

Dear students,

We would like to welcome you in **HOSTIVAŘ Hall of Residence** of Charles University. We hope that your stay in our Hall of Residence will be a pleasant one and to help with that we have put together the following list of information you might find useful.

Please, ask at the Accommodation Office or the central Erasmus office of Charles University (= European Office / Evropská kancelář) if you have any other questions. (*International students who are not coming with the Erasmus exchange programme please contact the appropriate coordinator(s).*) During the time of your accommodation in Hostivař Hall of Residence, **head our non-smoking policy + night quiet hours rule 10 p.m.-7 a.m.!**

ARRIVAL DURING THE OFFICE HOURS OF THE ACCOMMODATION OFFICE:

If you arrive during the office hours of the Accommodation Office, go directly to the reception where also the staff of the Accommodation Office will be present, pay the rent for the remaining days in September/February (October/March rent is part of the deposit), sign your Accommodation Contract and get your key. Please, note that during September and in early October, there will be many students visiting the reception/Accommodation Office in its office hours – please, do not get discouraged by the queues in front of the reception/Accommodation Office. We will do our best to administrate all arrivals as fast as possible.

OFFICE HOURS OF THE ACCOMMODATION OFFICE (= UBYTOVACÍ KANCELÁŘ):

Koleje Hostivař / Hostivař Hall of Residence	po-čt/Mo-Th	8.00 - 11.00	12.45 - 15.00
	pá/Fr	8.00 - 11.00	zavřeno /closed

ARRIVAL OUTSIDE THE OFFICE HOURS OF THE ACCOMMODATION OFFICE:

If you arrive to Hostivař Hall of Residence outside the office hours of the Accommodation Office, your key will be prepared at the reception (no advance notification is required). The reception works 24 hours 7 days a week. During the night, please, ring a bell next to the main entrance door to enter the halls.

You are asked to visit the Accommodation Office (= *Ubytovací kancelář*, located in the reception area) on the next work day (during the office hours – see above) to sign your Accommodation Contract. You will be requested to pay the rent for the remaining days in September/February; October/March rent should have been covered by your transfer of deposit and approximate first month's rent. The payment is possible in cash (in Czech crowns) or by card.

BED LINENS (= POVLEČENÍ), TOWELS:

Upon your arrival, a fresh set of bed linens will be prepared on your bed; pillow and blanket will be provided as well. You can get your bed linens changed for clean ones each 3 weeks (see the appropriate note at the information board of the building of Hostivař Hall of Residence you are living in as to the next date of the bed linens change/*výměna povlečení*).

Towels and kitchen towels are not provided. Please, bring your own towels and kitchen towels with you.

LAUNDRY AND HANGING ROOMS (= PRÁDELNA A SUŠÁRNA):

You will find laundry and hanging rooms in the cellar of several buildings of Hostivař Hall of Residence. Pick up the key for the laundry and/or hanging room from the reception. The fee for use of the laundry room is about 10 CZK / 30 minutes (students usually pay up to 30 CZK for one use of the laundry). There are also cloth drying racks available in each laundry room.

Ask for the key to the laundry room: *Prosím klíč od prádelny.* (= *Please, (be so kind and lend me) the key to the laundry room.*)

BATHROOMS AND TOILETS (= KOUPELNY A ZÁCHODY):

The absolute majority of the rooms in the Hostivař Hall of Residence has their own bathroom and toilet facilities.

Please, note that as the bathroom/toilet is part of your room, you are responsible for its **cleaning** as well as buying the toilet paper, soap and similar. **The rooms are also to be cleaned by the accommodated students.**

KITCHEN (= KUCHYNĚ):

On each floor there is a small kitchen available for the students. It is equipped with an electrical stove. There are no kitchen utensils (such as pans, plates, cups, glasses, etc.) provided so you need to bring/buy your own set; they are to be stored in your room. You may also consider getting an electric kettle for your room.

FRIDGE (= LEDNICE):

Usually, each corridor of Hostivař Hall of Residence is equipped with 2 large fridges shared by the inhabitants of the corridor. Please, buy a lock for your compartment in the fridge and/or mark it with the number of your room / your name.

REPAIRS (= OPRAVY):

If anything gets broken in your room, please, stop by at the reception and record your name, number of your room and the item that needs to be fixed. Here is a small Czech-English dictionary of the possible items to be repaired in your room:

<i>skříň = wardrobe</i>	<i>Potřebuji opravit: ... (Repair is needed for: ...)</i>	<i>okno = window</i>
<i>židle = chair</i>	<i>lednice = fridge</i>	<i>police na knihy = bookshelf</i>
<i>stůl = table</i>	<i>lampa = lamp</i>	<i>dveře = door</i>
<i>postel = bed</i>	<i>žárovka = bulb</i>	<i>topení = heating</i>
	<i>elektrická zásuvka = electric outlet</i>	

INTERNET (= INTERNET):

To access the internet in your room, you need to get registered at your host faculty and get your student ID/ISIC card of Charles University issued. When the student card will be issued for you, you will also receive the access code for the internet connection in your room at the Hostivař Hall of Residence. Please, remember to bring your LAN cable with you (the provided internet connection is LAN one). Wi-fi internet connection is available in entrance hall area.

There is a small fee for using the notebook (15 CZK / 1 month) and the internet connection (100 CZK / 1 month). The transfer of the data is free of charge.

PAYMENT OF RENT (= PLATBA NÁJEMNÉHO):

We ask you to pay your rent always the latest until the 20th of each preceding month in the Accommodation Office (in cash or by card) or via bank transfer (from 2nd month of stay on). Hostivař Hall of Residence accepts cash and card payments of rent without problems, so you do not need to start a Czech bank account unless you wish to.

The exact amount to be paid will be announced via email around the 10th of the preceding month and you can find it also in the Student Information System, on the website concerning your university housing (includes overview of all your past rent payments): <https://is.cuni.cz/koleje/platby/>.

PLEASE, NOTE THAT THE RENT WILL BE DIFFERENT EACH MONTH (= it is counted by the number of days in each month, so you shall pay less in a 30-day-month than a 31-day-month). It also differs by shorter and longer stays.



BANK MACHINE/ATM (= BANKOMAT):

You will find a bank machine directly in the entrance hall of Hostivař Hall of Residence.

As there is going to be much traffic during the arrivals time, however, you may consider to get the cash money for your first days in Prague from the bank machines at the airport or train/bus station, right after your arrival.

CAFETERIA:

Hostivař Cafeteria is located just above the entrance hall of Hostivař Hall of Residence.

Menu in Czech is available here: <https://kamweb.ruk.cuni.cz/webkredit/> (select Hostivař – menza and Zobrazit jídelníček).