

Dear students,

We would like to welcome you in **VĚTRNÍK 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).*) **Head our non-smoking policy + night quiet hours rule 10 p.m.-7 a.m.!**

ARRIVAL / CHECK-IN IS POSSIBLE ONLY ON WORKING DAYS AND DURING THE OFFICIAL HOURS OF THE ACCOMMODATION OFFICE (listed below):

ACCOMMODATION OFFICE (= UBYTOVACÍ KANCELÁŘ):

Kolej Na Větrníku / Hall of Residence Větrník	po-čt/Mo-Th	8.00 - 11.00	12.45 - 15.00
	pá/Fr	8.00 - 11.00	zavřeno /closed

Please, go to the Accommodation Office, (the next building near to the main reception), pay the first month's rent (perhaps by cash or card), sign the Accommodation Agreement, and get the key.

Please note that many students visit the Accommodation Office during its office hours - please do not be put off by possible queues outside the office. Believe, that clerks do their best to manage everyone as quickly as possible.

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 reception of the building of Větrník Hall of Residence you are living in as to the next date of the bed linens exchange/*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 basement of each building of Větrník Hall of Residence. Pick up the key for the laundry and/or hanging room from the reception of your building. The fee for use of the laundry room is 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) key to the laundry room.)

BATHROOMS AND TOILETS (= KOUPELNY A ZÁCHODY):

The absolute majority of the rooms in the Větrník Hall of Residence share the bathroom and toilet facilities in the corridor.

Please, note the specific situation in the Větrník Hall of Residence!

While there is a set of bathroom and toilet facilities at both ends of the corridor (one originally meant for female and one for male students), Czech students inhabiting Větrník Hall of Residence have decided it would be easier for them to simply use the bathroom/toilet closer to their room. This is why we ask you for your kind understanding that bathrooms and toilets on both ends of the corridor can be sometimes used by both males and females. Please, remember to lock the door to not get surprised by a person of the other sex. Thank you!



KITCHEN (= KUCHYNĚ):

On each floor there is a kitchen available for the students. It is equipped with an electrical stove, sometimes including an oven. There are no kitchen utensils (such as pans, plates, cups, glasses, etc.) provided so you need to bring/buy your own set. Please, **clean the kitchen** after you have used it to avoid paying a **fine**.

The rooms are also to be cleaned by the accommodated students.

FRIDGE (= LEDNICE):

Usually, the rooms are equipped with a small fridge shared by the two inhabitants. If you do not find a fridge in your room, please, ask in the Accommodation Office or by *hospodyně* (= housekeeper in charge of your building) if one would be available for you. The renting fee of the fridge is approximately 70 CZK / 1 month.

REPAIRS (= OPRAVY):

If anything gets broken in your room, please, stop by at the reception of your building 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:

skříň = wardrobe
 židle = chair
 stůl = table
 postel = bed

Potřebuji opravit: ... (Repair is needed for:...)

lednice = fridge
 lampa = lamp
 žárovka = bulb
 elektrická zásuvka = electric outlet

okno = window
 police na knihy = bookshelf
 dveře = door
 topení = heating

INTERNET (= INTERNET) - WIFI CONNECTION: https://kam.cuni.cz/KAMEN-31-version1-pripojeni_na_kolejich.pdf

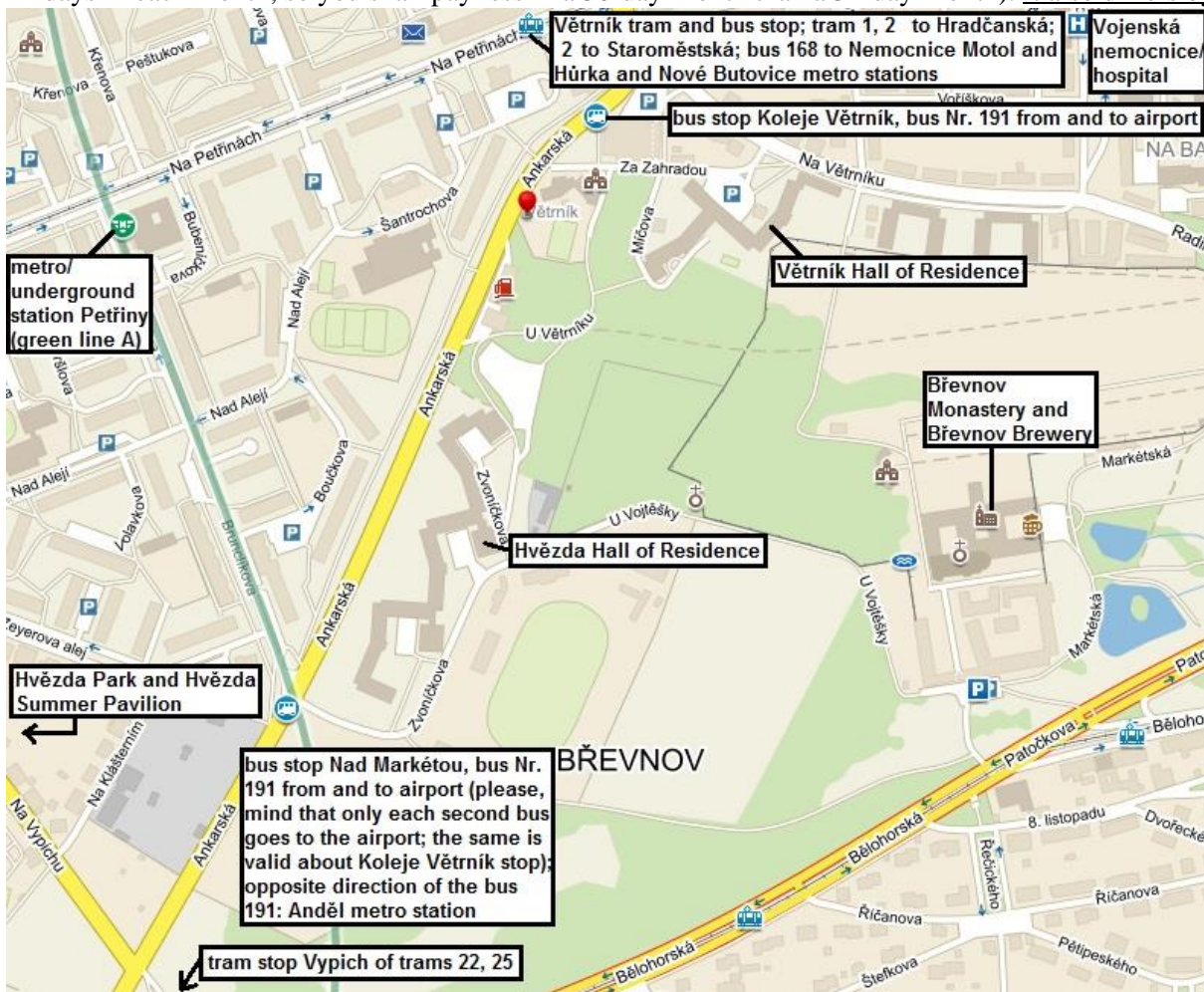
To access the internet in your room, you need to be officially registered at your host faculty and get your student ID/ISIC card of Charles University issued. When the student card will be issued for you, you will also receive the access code for the internet connection in your room at VĚTRNÍK Hall of Residence.

PAYMENT OF RENT (= PLATBA NÁJEMNÉHO):

We ask you to pay your rent always 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). Větrník Hall of Residence accepts the cash and card payments 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 on the Student Information System 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 SLIGHTLY 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 (= BANKOMAT):

The closest bank machine is located at metro station *Petřiny* some 5-10 minutes walk from Větrník Hall of Residence (depending on the allocation of your room).

CAFETERIA:

The closest Cafeteria of Charles University is located in Kajetánka Hall of Residence, Radimova 12, 160 00 Praha / Prague 6;

menu in Czech is available here:

<https://kamweb.ruk.cuni.cz/webkredit/>

(Kajetánka - menza; Zobrazit jídelníček).