



Welcome to Větrník!
Since you're new here
let me give you some
tips how things run
around here ...



Arriving to the dorm

If you arrive to the dormitory **during the office hours** (see below), you will be asked to pay the rent and provide a passport-like photo for a dormitory ID card you will get in return.

If you arrive **beyond the office hours** (see below), the reception at building 1-2 will get you accommodated (you will pay the rent and receive the keys). But if you know in advance that you will arrive to the dorm past the office hours, please notify the Accommodation Office about your late check-in in advance. They'll make necessary arrangements and the receptionist at building 1-2 will get the details of your reservation. **You will still need to do the paperwork and get your dormitory ID card during the office hours the next working day.** Please note that the receptions have a 24-hour service, but the receptionists might not speak English well.

Office hours of the Accommodation Office

If you need to arrange something related to your accommodation (payment/length of stay/changes), or you have some problem to solve or a complaint, please come to the accommodation office during the office hours:

Mon-Thu 8:00 am – 11:00 am and 12:45 pm – 15:00 pm
Fri 8:00 am – 11:00 am

Reception

Beyond the office hours, there is no responsible person from the Accommodation Office. For your convenience, the dormitory runs a 24-hour service at the reception of each block, which is however intended only to help you with some urgent or simple needs (accommodating you when arriving beyond office hours, providing you keys for laundry rooms, selling baguettes, lending keys to TV room, study rooms etc.).

The receptionists do not have to speak English! If you need to arrange something more complex ask any of the Czech students to translate for you. For standard things such as asking for keys for laundry room you might wanna learn few simple phrases in Czech ;)

Complaints

If you need to have something fixed (for example cooker, fridge or a tap):

- write your complaint to the book of repairs at the reception of your block (ask for "kniha závad" if you need to ask in Czech). This applies to the equipment of the dorm, not your personal things.

In case you have complaints regarding your accommodation or other complaints regarding the dorm:

- please come to the reception during the office hours
- or contact the Head of the Accommodation Office Ms. Eva Tichá (email: eva.ticha@kam.cuni.cz)

Do not write emails to the University International Office or to other persons at the university. They are not responsible for the dormitory and the process of getting things done will only take longer time, as they need to forward the email to the responsible person back at the management of the Větrník dormitory.

Payments of Rent

Rent for each month is **payable on 20th day of the previous month.** You can either pay in cash in the Accommodation Office (at the reception during the office hours), or by bank transfer if you have a Czech bank account. The fine for failing to pay the rent in time is 100 CZK.

Early Move out

Please note that if you **move out of the dormitory early**, you pay a higher rent, as your place then remains empty. If you've signed the Accommodation Agreement for a certain time period and then decide to leave early (for example to go to a private flat), the rate of your **rent is recalculated and multiplied by the following coefficients:**

This applies even to the rents for the previous months. When you leave the dormitory, you will pay the balance between the original rent and the recalculated rent (based on how long you stayed). This balance is taken from your deposit. If it is higher than the deposit, you have to pay the outstanding amount.

Morover, you have to announce that you are moving out early 60 days before you intend to move out. If you don't do that, you will have to pay 30 days extra, too.

If your roommate moves out, you are, after a certain period of time, asked to either move in with another student, or pay for 2 beds, if you decide to stay alone in the room. Then you pay 2x the amount of the rent. (For details see Art. IV of your Accommodation Agreement)

- stay longer than 90 days: 1,1
- stay shorter than 90 days: 1,35
- stay shorter than 30 days: 1,5
- stay shorter than 7 days: 2

Internet

You can use the internet cable connection once you have your ISIC / university ID card. You just need to come to the Accommodation Office to register for its activation. A monthly fee of 100 CZK is added to your rent. After the registration, it usually takes about 24 hrs until your connection starts working. You will also need to buy an internet UTP cable in a shop. If you're experiencing any problems with accessing the internet, report that to the student internet administrators - for buildings 1 & 2 Roman Diba (1/room 333), for buildings 3 & 4 Gregor Kovalčík (4B/room205).

Security

When entering the dorm **make sure not to let any unknown individuals in**, especially if they don't have a university ID card to let themselves in.

Make sure to **lock the door of your room**, even when you leave to go to the bathroom, kitchen or reception, and even during the night when you sleep. Not to do so is the best way to let your things get stolen - especially your money, cellphone and laptop.

Party room

There is a **party room in the dormitory located in the basement of the building 2 (the gym)**. The dorm asks for a refundable deposit 200 CZK which you'll get back after you tidy the room and return the keys back to the reception. You are welcome to throw a party there, you just need to borrow the keys from the reception using your dormitory ID card. The room is open until 10 pm each evening. The dormitory strongly discourages students from throwing parties in the corridors and common kitchens. The law states that there is a **night-time quiet rule (from 10 pm to 6 am)**. The usual fine for violating this rule is 500 CZK. In the past, corridor parties were often ended by the police. The police were often called by students themselves as they were not able to study due to the noise, but were afraid of telling it the other students directly.

Laundry Rooms

Laundry rooms are in the basements of each of the buildings. The keys are available at the reception of each building.

You can borrow the keys in exchange for your dormitory ID card and you need to pay the fee for using a washing machine (20 CZK = 60 min / 1 washing machine).

Note: Before opening the lid after the washing is finished you have to wait 3 mins for the automatic lock to open!

Cleaning

The staff cleans the common areas, bathrooms and kitchens. Compared to some university dorms in other European countries, accommodation at any of the university dorms in the Czech Republic doesn't come with a room service. **Students are expected to clean their rooms on their own.** A vacuum cleaner and iron can be borrowed from the reception for a small fee in exchange for your dormitory ID card. Broom, bucket and floorcloth are available on each floor.

As we are all intelligent and civilized people, it is expected that everyone is capable of keeping their living space reasonably tidy. This means that you should **clean after yourself in the first place**. If you don't clean your dishes and leave them out in the common kitchen for a long time, there's a good chance you will find them in a box somewhere near where the cleaning lady put them. **The grills for the ovens** can be borrowed from the reception at each building in exchange for your dorm ID card (attangement resulting from oven grills getting lost way too often).

Smoking

Smoking is only allowed on the stair landing (by the staircases). Everywhere else inside the dorm is smoking strongly prohibited.

Electrical appliances

According to Art. 5 of the Accommodation rules (attached to your Accommodation Agreement) you are obliged to report which electrical appliances you own to the Accommodation Office. You need to report each of them and keep it in your room or in the kitchen, not in the corridor! These appliances obviously need extra electricity which needs to be accounted and paid for. This will raise your rent, but only by a very little amount. You will find the detailed pricelist at the reception. If you don't report your electrical appliances, you may be fined 1000 CZK.

For more information visit www.ic-cuni.cz/forum or ask at the reception of the dorm.

Changing bedsheets

You can change your bedsheets at the bedsheets storeroom which is open every 3rd week - exact days and times are announced by a notice (in CZ and EN) by the reception in advance. All you have to do is to bring your dirty bedlinen and your dormitory ID card. It is recommended that you change your bedlinen every 3 weeks.

Moving out

When you move out of the dorm, you need to:

- clean your room
- get a moving out form (and settle any unpaid rent or payments)
- find a cleaning lady to check your room and sign your moving out form
- hand in the keys back to the reception with the moving out form

Do that preferably in this order. It will save you time and possible misunderstandings.

!!! IMPORTANT !!!
Invest 20 minutes of your time to read your accommodation agreement carefully!



This info leaflet was prepared by:



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Charles University International Club
www.ic-cuni.cz

Charles University Dorms and Canteens
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