

INFORMATION SHEET

The WIST Innsbruck would like to welcome you as a new resident in one of our student hostels. The following information shall help you to get used to life in a student hostel.

1.) Office

House Panorama, Fürstenweg 174, Tel.No.2208/80

Office hours: Monday to Friday: 11 a.m. to 12:30 p.m. for live-in residents

Manager:	Dir. Egger Willi	Secretaries:	Mrs. Kapferer Elisabeth
Assistant:	Mag. Dandrea Martin		Mrs. Knoll Barbara
Technicians :	Mr Jabinger Herbert		
	Mr Platzgummer Hans		

2.) Administrational matters:

- **Account**

The debiting of the rent and telephone is carried through **solely by direct debiting** during the first week of each month. You have to set up a **credit transfer instruction in favour of the WIST** at a bank of your choice immediately after receiving your key (please refer to the instruction sheet for a direct debit handed to you during your check-in at the WIST office). We advice you to install an overdraft frame since otherwise we cannot debit the money for the rent/telephone if there is even only a slight overdrawn of your account. This would cause unnecessary bank charges and additional work. **Please send us your banking connection immediately by e-mail to: "dandrea@wist.at"**.

- **Registration**

The registration and de-registration with the city of Innsbruck has to be carried through by each hostel resident personally.(Rathaus, Bürgerservice between 9a.m-15 p.m.). Registration forms are available in the WIST-office.

- **Inventory list**

On receiving the key you will also get an inventory list which you are to fill in and sign. Please note down all the damages in your room and bathroom. If there are any damages in your room on moving out which weren't mentioned in the inventory list we will have to repair these and the costs therefore will be deducted from your deposit.

- **Insurance**

If you have a liability insurance in your home town (co-insurance with parents) please check if an extension of the insurance to your place of study is possible. Without this extension there might not be an insurance cover at your current place of study.

- **Post**

Post is put into the post boxes and in hostels without post boxes you will find it at the reception desk. Please see to it that you always quote your exact postal address including also the room number since this makes delivery a lot easier. Parcels can only be accepted by the office if they are for students living in the Panorama or Dr. Herta Firnberg Heim.

- **Parking spaces, bicycles and motorbikes**

There are **parking spaces** in the houses Panorama/Herta Firnberg, Karwendelheim 1 + 2 and Rapoldiheim/Dr. Adolf-Sollath-Heim. They can be rented in accordance with availability. The organization is handled by the office. You may park your car only at the assigned parking space.

There are reserved areas for putting **bicycles and motorbikes** . Each bicycle and motorbike has to wear a tag with name and room number. Bicycles and motorbikes which aren't marked or not put away in the proper areas will be stored away and returned to the respective student after paying an administration fee of € 10,--.

- **Telephone**

The telephone bill in double rooms is always debited to one of the students in the double room. In order to divide it up you will receive a list of all calls which were made. Please inform the office to which student we are to debit the bill.

3.) Life in the hostels

- **Rooms**

The room in which you will live is completely furnished including pillows and covers. **You** have to bring your own sheets and also cooking stuff (plates, pots, pans etc.). Due to hygienic reasons we advise you to bring also your own covers and pillows. You have to keep however the ones from the WIST in the closet of your room, they may not be removed from the room. If there is enough space you might put up a little standing shelf. In hostel with parquet floor you may bring small carpet with you. Any other changes in the room are not allowed (for example: putting up of own bed, drilling of holes into the walls or hammering in of nails). The use of cookers, coffee machines and refrigerators in the rooms is not allowed because of stipulations laid down by the fire authorities or because of eventually arising damages (defective refrigerators might ruin the parquet floor because of running out water.)

Please be aware that most rooms are equipped with **smoke detectors**. A fire alarm may be caused by the use of toasters, cookers, the lighting of joss sticks, smoking or simply by steam. **The costs of the fire alarm (currently € 149,-) have to be charged to the causer.**

You are not allowed to put up posters on the walls with the help of adhesive tape since there will always remain traces of the adhesive on the walls. They are very hard to remove and the costs therefore will be deducted from your deposit. The outside of the doors to the rooms have to stay free of any pictures or tags since this makes the cleaning of the doors very difficult.

- **Kitchen community**

In the shared kitchens there are cooking utilities, refrigerators and freezing compartments as well as kitchen cupboards for common use. Please consider that several other persons want to use this area, so please leave the shared kitchen in an orderly condition. Always wash your dishes immediately, dry them and **put them away**, so that the next person will also find some space to cook in the kitchen. The WIST leaves the kitchen community mostly to the student self-administration, therefore it is mandatory to carry out the kitchen duty for at least one week per semester (removal of waste). Each semester a kitchen spokesman will be elected. Please support this person in its activities and consider that a well functioning kitchen community does not only improve the living together in the hostel but also the communication among the hostel residents.

Celebrations and parties in the kitchens may only be carried through with the permission of the WIST and have to be announced **in good time** ahead (at least 4 working days ahead) and by naming of a person responsible to Dir. Egger. The kitchen is to be left in a usable condition for those students which have to be at the university early next morning (breakfast between stuffed ashtrays and other party leftovers is not very appetizing!) Moreover, we have to point you to the Innsbruck Noise Prevention Decree which forbids any noise between 22 p.m. and 8 a.m.

The separation of garbage has to be carried through **meticulously** and **personally** by the hostel residents (There are separation bins in the common kitchens, also see the notice on the kitchen walls).

4.) Service

- **Repair book:** Damages or repairs are to be written into the corresponding repair book (at the reception, in future also online on our homepage) and will be taken care of by our technicians as soon as possible.
- **Broken light bulbs** can be exchanged free of cost against new ones (Office in the Panorama, in all other houses please write it into the repair book).
- **Washing machines and dryers** are available in all our houses. (coin - operated)
- **Copiers** are available in the Panorama, Karwendel and Rapoldi (copy cards are necessary, obtainable in the office). In addition, the option exists to print dissertations or similar papers at the copier of the Panorama to cost price (Please contact Mr. Dir. Egger)
- **Confirmations** of the rent are taken care of during office hours free of charge.
- **An internet connection** (fixed connection to the university) in your room may be installed if desired, the installation costs therefore are € 65,- for one year (€ 30,- for a semester), the use is free of charge for the period of your stay in the hostel. The required cable can be bought in the WIST-office, you can borrow a switch (allows the connection of 2 Computers to the internet) or net work card from us which you have to return before moving out. Please consider that the use of this connection is only possible **for inscribed students of the University of Innsbruck**. As soon as you have your own account at the university let us know your e-mail address please. Students of the MCI or other non-university education facilities can not use the internet access in the room.
- **On the notice boards** of the respective hostels all current information will be posted (telephone bill, events and dates). Please, always check the notice boards for news.
- **The WIST-Stammtisch** takes place each Wednesday starting at 6 p.m. (notice) in the Karwendelheim 2 and offers the opportunity to get acquainted with hostel residents of other WIST-hostels. Pizza and beverages at very low prices are being offered. There is also the possibility to carry through birthday celebrations etc. in this setting, regarding this matter please contact Mr. Ritzl.