

## General housing information

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WIST Innsbruck is pleased to welcome you as new resident at our facilities. The information on the following pages will assist you in settling into the home life and the start of your study.

### 1.) Office

Haus Panorama, Fürstenweg 174, Tel.Nr. +43 (0)50 890 8000

Office hours: Monday to Thursday: 8:30 to 12:00 a.m

**Management:** Dir. Egger Willi **Office:** Kapferer Elisabeth

**Assistants:** Mag. Dandrea Martin

### 2.) Administrative issues:

#### Account / rent charge:

The charge of the rent and the phone is carried out solely in the SEPA Direct Debit Scheme. The sepa debit works (with some exceptions) in all SEPA countries in Europe. In case it doesn't work for your country, you have to open an account at a bank in Innsbruck. From your account, the rent and the fees for cable TV and parking will be collected in advance; fees for phone calls (if used) will be collected for the previous month. The charge of these fees must be possible from the 1<sup>st</sup> of each month, so pay attention to sufficient funds in your account or agree upon an overdraft with your bank (the monthly debit dates for each semester will be communicated by email). The exact amount of the rent can only be set after the definitive room allocation. A move-in after the beginning of the contract has no effect on the amount to be paid for that month. For arrivals before the start of the contract nights will be charged individually, prices see billboard.

#### Registration:

has to be done by every home resident at the City Hall. A registration form will be handed to you upon moving-in, for the registration procedure you need a passport or identity card.

#### Inventory list:

With the acquisition of key an inventory list is handed over that must be completed and signed by you. Note any damage in the room or bathroom. Damages which are not indicated in the inventory list when you move out must be repaired and the cost of these repairs will be deducted from your security deposit.

#### Insurance:

If your home insurance contains a liability / property insurance (coinsurance with parents), we advise you to make inquiries regarding an extension of this insurance to the place of your study. Without this special extension there may be no insurance coverage.

#### Post:

Letters are delivered to the personal mailboxes or in homes with no mailboxes stored at the reception desk. In homes with mailboxes your **full address including room number** must be specified, otherwise the delivery service won't work.

#### Parking spaces, bicycle parking:

Places are available in Campus Sieglanger, Panorama / Hertha Firnberg, Karwendelheim 1 and 2 and in Rapoldi / Adolf Sollath and can be rented depending on availability. The classification is done by the office, parking is only allowed at the allocated space. Snow removal is the responsibility of the tenant. For the parking of bicycles certain places are provided. Every bicycle must be labeled with name and room Nr. (labels available in WIST-office).

#### Telephone:

The telephone bill will be charged at double rooms from 1 person, you get for the internal division a monthly list of all calls. We request notification of the person from which the phone bill is to be debited.

### 3.) Dorm life:

#### 📍 Rooms:

The rooms are completely furnished. Blankets, pillows and bed linen are not included. On request it is possible to provide pillows and blankets for the duration of your stay, however bed linen must be provided by you. Most of the rooms are equipped with **smoke detectors**. The use of hot plates, toasters, coffee makers and refrigerators in rooms without a kitchen is not permitted for fire safety reasons (fire alarm) or because of possible damage (leaking water in refrigerators). In the rooms with a kitchen the information regarding the prevention of false alarms of fire must be observed. An activation of the fire alarm leads to a visit by the fire brigade, the costs for this (currently € 240, -) must be charged to the originator.

Posters must not be fixed with Tixo, poster strips or double-sided tape on the walls, because this leaves sticky residues behind. The cost of removal will be deducted from the deposit after moving out. It is not permitted to place objects on the windowsills (beverage bottles, food, flower pots, etc.), as they may fall down. The outside of the room doors must be kept free of posters, as this would complicate the cleaning of the doors unnecessarily.

The **room doors have to be locked** even if you leave the room only temporarily, otherwise any existing insurance will not be liable in case of theft. Also the windows must be closed when leaving the room! Please also consider the smoke ban in the rooms. Overnight stays of visitors are only possible after permission by the WIST office; rates are per night and will be charged with monthly rent booking.

#### 📍 Common kitchens:

The shared kitchens provide cooking facilities, fridge freezers and kitchen -cupboards for joint use. Please keep in mind that other people use this area and leave the kitchen in good condition. Dishes must be washed, dried and put back immediately to the cupboards so that the next person also finds room for cooking. For the purposes of student self-management each semester a Kitchen Speaker is elected. Please support these people in their activities and keep in mind that a good kitchen community not only improves the live-together in the home, but also promotes communication among home residents. Celebrations or parties in the kitchens are not permitted. In general, we point out that the Innsbruck Noise Ordinance prohibits noise between 10pm and 8am.

**Please note:** According to the legislation, smoking in the common kitchen is not allowed!!

**Waste separation** must be followed exactly and has to be done by each tenant (separation bins are available in the common kitchens; please also see the notice board).

### 4.) Service:

📍 **Repair book:** damages or repairs (burned out bulbs) have to be written by the home residents in the respective repair book at the front desk and will be done asap by our staff.

📍 **Washing and drying machines** are available in all homes (Coin operated).

📍 **Confirmations** for rent payments are available on request in the office.

📍 **An internet connection** (LAN-socket) is available in every room (partly also wifi). The necessary LAN cable has to be supplied by you or can be purchased in the WIST office. Upon request, tenants of double rooms may borrow a switch against a security deposit of € 25,-(connection of 2 computers to the internet socket possible). The switch must be returned on departure. **It is not allowed** to install own equipment (WiFi router) in the network! The access to the Internet over the Aconet is possible for inscribed students at the University of Innsbruck and students at the MCI after receiving the access code from these organizations (Panorama and Karwendel dorms). In addition a password-free internet access is possible in all dorms.

📍 **On the billboards** in the homes date information will be posted (phone bill, news, home information, residents' lists). Please check the notice boards regularly for updates.

📍 **The WIST Stammtisch** takes place every second Wednesday from 6pm in Karwendelheim 2 (invitation will be sent by e-mail, very reasonably priced Pizza and drinks). It offers the opportunity to make acquaintances with home residents from other WIST homes and also to celebrate birthdays or exams with friends (please contact the office in advance if you plan to celebrate anything there).

>>> **We wish you a pleasant start and successful studies!!** <<<

## HOUSING INFORMATION Rapoldiheim | Dr.-Adolf-Sollath-Heim

RAPOLDI HEIM Hans-Untermüller-Str. 6 - 40 beds | DR.ADOLF-SOLLATH-HEIM Hans-Untermüller-Str. 8 – 90 beds

### Facts at a glance:

**Location:** district Kranebitten, quiet surrounding near the forest, bus stop directly in front of the dorms, best place for students of natural science and technical faculties.

**Rooms Adolf-Sollath-Heim:** 24 doubles with kitchenette, balcony (except ground floor), private shower, 36 single rooms with balcony, private bathroom and shared kitchen, 4 singles with kitchenette and bathroom (partly shared), parquet floor, telephone, cable TV, internet.

**Rooms Rapoldiheim:** 20 singles, 10 doubles with bathroom (partly shared), PVC-floor, one common kitchen per floor, telephone, cable TV, internet.

**Infrastructure:** TV and common room, common kitchens, pool billiard and table tennis, volleyball, washing and drying machines, elevator (Sollath-Heim only), parking places, bicycle parking.

**Special features:** low rates, many possibilities for outdoor activities.

### Kitchen and community

**Inventory:** The shared kitchens provide cooking facilities, fridge freezers, stove and kitchen cupboards for joint use. In Adolf Sollath one freezer per floor is available, in Rapoldi one in the basement. We recommend that you bring baskets or sealable containers for storing food in the refrigerator and freezer. These containers can then be labeled. Plates, pots, cutlery and other kitchen utensils are not included.

**Kitchen community:** For the purposes of student self-management each semester a Kitchen Speaker is elected. Please support these people in their activities and keep in mind that a good kitchen community not only improves the live-together in the home, but also promotes communication among home residents! According to the legislation, **smoking in the common kitchen is not allowed!!**

**Kitchen duty:** Has to be carried out by 2 kitchen users for a week. This encompasses mainly the emptying of waste bins in the common kitchens and the monitoring of waste separation. 1-2 times per semester the fridges and freezers have to be cleared out, defrosted and cleaned by our staff. We expect active support from all kitchen users for this task.

**Waste code:** The waste bins in the kitchen are only for waste accumulating during cooking; waste from the rooms has to be disposed on your own. Residual and organic waste has to be brought to the garbage room situated in the ground floor in K1; recyclable waste (paper, plastic) can be put to the waste bins on the parking place.

**Cleaning:** Please keep in mind that also your colleagues use the facilities in the shared kitchens and therefore leave the shared kitchen and lounge in a good condition. Although these are thoroughly cleaned 2x a week by our staff, we still expect from all kitchen users not to leave their own dirt left over for others. Dishes must be washed after use, dried and stored in the kitchen cupboards, so that the next finds space for cooking.

**Overnight visitors:** These are only possible by prior arrangement with the WIST office, in a double room the consent of the roommate is mandatory. Note: In this context please see the provisions of the Home Rules (billboard or website).

## Get-together and celebrations

**To get in touch** with your new colleagues quickly welcome evenings will be organized at the beginning of each semester by the kitchen speakers. They will inform you about the dos and don'ts for the duration of your stay in our residences.

**Private parties** (birthdays, etc.), especially if people not living in the dorm are invited, are strictly prohibited. The infrastructure in the house is primarily made available for our residents! In addition, there are 130 students living here, so not every birthday can be celebrated.

## Internet, Cable TV & Telephone

**Internet:** The rooms are all equipped with password free Internet access (LAN socket in the room). The necessary LAN cable has to be supplied by you or can be purchased in the WIST office. Upon request, tenants of double rooms may borrow a switch against a security deposit of € 25,-(connection of 2 computers to the internet socket possible). The switch must be returned on departure. It is not allowed to install own equipment (WiFi router) in the network! For more information on configuring your PC / Laptop and the charges for internet access, you may refer to the Internet Information Sheet, which you will get when checking in.

**Cable TV:** All rooms are equipped with cable television connection. For the connection of a private television a monthly fee of € 6, - will be charged in addition to the rent. Connection is done with a standard antenna cable (not supplied by us; upon initial connection a channel scan with your TV has to be carried out). On request you may rent a TV from us (€ 4, - extra per month).

**Telephone:** is available in each room and free of charge if you only receive calls (Sollath-Heim: phone Number 0043-512-22455 + room nr. as extension. For rooms 1-8 extension 501-508. Rapoldiheim: extension 9 + room Nr.). If you want to make calls actively you have to dial > 0 < first. The charges will be debited monthly.

## Cleaning

**Room and bathroom** must be cleaned by the home residents. Related accessories (broom, mop, cleaning supplies) have to be supplied by you. Vacuum cleaners are provided by us for shared use, but to be independent from their availability, we recommend that you consider the purchase of a small vacuum cleaner for the room. Bathroom and room should be ventilated regularly to prevent mold formation (open windows fully for about 3min, by no means leave the window tilted the whole day, otherwise the walls cool down too much).

**A basic cleaning of the bathroom** is carried out by staff of the WIST about 2 times per semester, but **does not replace the regular cleaning** of the room occupants. Additional efforts due to insufficient cleaning will therefore be charged extra.

## Service

**Repair book:** If something does not work (light, water, sink, etc.), please register the issue in the repair book at the reception desk or call in urgent cases the WIST-office, our in-house technicians will fix this asap.

**Laundry:** 3 washing machines and one dryer are available in the basement of Sollath-Heim (coin operated, € 1,- ).

**Fuse boxes:** located in the corridors. If the power fails in the room or in the kitchen, first of all check the nearest fuse box. The kitchens (also in the rooms) are protected by RCDs which react somewhat sensitive to wet cooktops.

**Post:** Sollath-Heim: deposited at the reception desk, in Rapoldiheim: lockable post boxes are available for each room. You have to supply name and room nr for correct delivery.

**Packages:** are delivered by various delivery services. We advise you to provide your mobile phone Nr. if you want to get the package personally.

## Rooms

**The rooms** and apartments are completely furnished, but desk lamp, blankets, pillows and bed linen are not included. On request it is possible to provide pillows and blankets for the duration of your stay, however bed linen must be provided by you (bed size: 90x200cm). All rooms are equipped with parquet flooring. The use of an own mattress is possible, but the existing mattress must remain in the room or can be stored at your own expense. Additional furniture (small shelves, boxes, etc.) may be placed by you on request if a wall mounting is not required. Drilling holes for anchors or fastening by means of double-sided tape is not permitted, as is the operation of fan heaters in the room. Please keep in mind that the original state must be restored upon return of the room.

**All rooms** are equipped with smoke detectors. The information regarding the prevention of false alarms of fire must be observed. An activation of the fire alarm leads to a visit by the fire brigade, the costs for this (currently € 240, -) must be charged to the originator. The use of toasters, hot plates and electric kettles in the rooms without a kitchen is not permitted for these reasons.

**Room with kitchenette:** they are equipped with a complete kitchenette (cooker, fridge, fume hood, sink), which is intended for the preparation of small dishes. When you move in, you get an instruction sheet to avoid false fire alarms. If you want to boil large, we recommend switching to the common kitchens, which of course can also be used by the residents of the rooms with kitchenette.

**Waste from the rooms** has to be brought to the garbage room on your own (bins for proper waste separation are located outside of both homes). It is not allowed to dispose waste in the bins of the common kitchen as these are provided solely for waste left over from cooking.

## Activities

**The WIST Stammtisch** takes place every second Wednesday from 6pm in Karwendelheim 2 (invitation will be sent by e-mail, very reasonably priced Pizza and drinks). It offers the opportunity to make acquaintances with home residents from other WIST homes and also to celebrate birthdays or exams with friends (please contact the office in advance if you plan to celebrate anything there).

**For Soccer players** we offer WIST-football activities at the University Sports Institute Innsbruck (USI) throughout the semester.

If you have any questions that are not answered by the above information, you are welcome to contact the WIST-office (+43 (0)50 890 8000).