

ŠVEHLOVA DORMITORY - BASIC INFORMATION

Accommodation office

The Accommodation Office is the first place you will encounter at the dormitory. It serves to resolve all matters - from moving into the dormitory to moving out and everything in between. The opening hours may change during the year, so it is good to follow the notices posted on the office door or in the Facebook group – Svehlovka (contact below). Upon moving into the dormitory, you will receive a dormitory card - the most important card of your life, with which you will prove your identity at the reception and without which you cannot get anywhere. You will also use it to borrow keys for the laundry room, gym, bicycle storage, etc.

Old and new Švehlova dorms

Our dorm is divided into an old and a new part. You enter the old dorm through the reception. If you want to go to the new dormitory, go past the lift and up the stairs to the first floor, then left and down the corridor past a mirror. You can tell the divide between the new and old dorms by the few steps in the middle of the corridor.

Taking out the trash

You can borrow a bin for mixed and sorted waste downstairs in the laundry storage. You need to take your rubbish out to the containers. These are located in the dormitory courtyard, which can be reached every day before 10pm via the small staircase between the old and new dorms.

Laundry storage

You will find the laundry storage at the very bottom, on the way down the main staircase right at the entrance to the dormitory (or by the main elevator to the -1 floor). Every 14 days, you can exchange your bed linen here (ordinary white). Furthermore, you can borrow a lamp or a basket. Pay attention to the opening hours posted on the door of the storage or on the Facebook group Švehlovka. When moving out of the dormitory, you need to obtain a confirmation here that you have returned everything properly.

Laundry facilities

In the dormitory, you will also find a laundry room located at the very bottom, accessible by the main staircase to the new dorms or by the elevator to the new dorms on the ground floor. You must reserve a washing time at the reception (sometimes it's possible without a reservation, but it's better to be sure), where you will also receive the keys for the laundry and washing machine. You can borrow keys for the dryer, or you can hang your clothes directly in the laundry room. The cost of washing and drying is in the tens of Czech crowns (the price for laundry is added to the monthly dormitory fee). A small penalty is added for the late return of the keys from the washers. It is not recommended to dry clothes outside the room due to the risk of theft and the maintenance staff removing the drying rack (nothing should be left in the hallway due to safety rules). However, this happens very rarely, and it is possible to borrow dormitory drying racks (many people do this).

Repairs

If a light bulb burns out, you want to attach a shelf, or notice a leaky faucet in the bathroom, report all these defects using the QR codes that are posted on all doors (and below in this document). Our dormitory maintenance staff will take care of it. You can also catch the maintenance guys in person during weekdays at their workshop located at the bottom near the laundry room.

Possibility to borrow various Items in the dorms

In the dormitory, you can borrow:

- Vacuum cleaner (10 CZK)
- Iron with ironing board and distilled water (20 CZK)
- Drying racks (free of charge)
- Crutches (free of charge)
- Mop (10 CZK)
- Tools (free of charge)

These items can be borrowed by arrangement with one of the students responsible for looking after them (contacts below). The collected money is used by student council for purchasing more equipment for the dormitory, printing posters for events, etc.

Luggage room

In case of moving out of the dormitory for the summer and returning in September, you can store your belongings for a small fee in the luggage room. This option is always available in June and then in September, by arrangement with student acting as the luggage room manager (contact below).

Bicycle storage and community bicycles

You can store your bicycle in the bike storage located to the left of the reception desk (you can also borrow the key for the bike storage at the reception). You should take a photo of your bicycle and provide the photo to the student acting as bike storage manager (contact below) who will record your bicycle and grant you access to the bike storage. Because we have community bicycles available at the dormitory, there is the option to borrow these bicycles. However, you will need to purchase a bicycle card. The price of the bicycle card is 100 CZK and it is valid for the entire year (i.e., 2 semesters). You can purchase this bicycle card from the bike storage manager (contact below). Then, in exchange for your dormitory card with the bicycle card, they will give you both the keys to the bike storage and the keys to the borrowed bicycle at the reception.

What else you might appreciate

Piano room - You can borrow key from the reception and play the piano or other instruments in the piano room until 10pm. This is located behind the Robocopy printer on the ground floor opposite the entrance to the dorms.

Library - located on the ground floor to the left of the reception and you can only enter using your chip/card to enter the dorm. To borrow books, contact student acting as librarian (contact below). Do not take books away without asking first!

Ping pong room - It is possible to borrow bats and a ball at the front desk and play ping pong for free. The ping pong room can be found on the 1st floor between the old and new dorms. Other residents will be happy to show you the way.

Gym and gymnastics all - For a small fee, you can also get a card that gets you access to the gym and gymnastics hall. If you are interested, please contact our dorm council or housing assistant (contacts below). The gym and gymnastics room are located next to the ping pong room.

Study rooms - Located on the 1st and 5th floors inside the old dorms. There are then several other study rooms on the ground floor to the left of the reception just before you enter the dorms. You can only enter them by using your chip/card to enter the dormitory.

The study room on the 5th floor also serves as a **common room** outside of exam periods and is used for gatherings, board games, Dungeons & Dragons, etc.

Cinema - A projector can be rented (contact below), and occasionally one of the residents hosts a group screening in the dorm cinema located in the basement next to the dorm club. Be careful and treat dorm projector with caution! Any damage will be noted.

Club - Once in a while the dorm council hosts a party, so keep an eye out for flyers posted around the dormitory. These events are great for getting to know each other.

The dorm club can also be rented for a fee. For more information, contact the dorm council (contact details below).

Courtyard - You can enter via the same staircase you will be walking down with your rubbish. There are benches and a table in the left corner of the courtyard.

Occasionally **barbecues** and gatherings are held there. It is possible to rent a grill and cushions. For more information, contact the dorm council.

Darkroom – Fully equipped and located on the 5th floor between old and new dorm. For more information contact student acting as darkroom manager and an occasional workshop lecturer (contact below).

Reception and visits

The dormitory, including the reception, is open 24/7. If you return after midnight, you need to ring the bell at the first door and then prove your identity with your dormitory card. Around 2 to 3 am, the receptionist might be on a round through the dorms, so you may have to wait a bit.

You can bring visitors to the dormitory, but they must be registered at the reception. In case of an overnight stay, a fee of 50 CZK for the entire stay is required (this fee is added to the monthly dormitory payment), with a maximum stay of 3 nights. You can only register someone for an overnight stay up to 3 times a month, so visitors can sleep for maximum of 9 nights per month.

Leaving the dormitory

When leaving the dormitory, it is necessary to clean your room and return all borrowed items. Upon departure, the office will give you two forms: one must be signed by the laundry storage manager confirming that you have returned all borrowed items, and the other must be signed by the cleaning lady confirming that the room is clean and no furniture is missing (the form from the cleaning lady is only required if you are the last one leaving the room). Cleaning the room includes sweeping and mopping the floor and, importantly, unplugging and cleaning the refrigerator!

Dormitory discounts

The student dormitory council has arranged discounts at various establishments for residents. You can ask for these discounts when paying by stating that you want the dormitory discount and showing your dormitory card. For more information, follow the Švehlovka Facebook group and a notice board right at the entrance, opposite the main elevator.

Current discounts:

- Chinese restaurant Jia Jia Le (10% discount) - *Vinohradská 788/88, 130 00 Vinohrady*
- Copy&Visit cards (10-30% discount depending on the quantity) - *Přemyslovská 897, Vinohrady, 130 00 Praha 3*
- Home-made shawarma (10-20 CZK discount) - *Husinecká 557/2, 130 00 Praha 3-Žižkov*

Housing assistant

Regarding help with accommodation you may also contact our dormitory housing assistant (kontakt below). They are here to help Erasmus and other non-native students feel at home in Švehlova dorms.

Dormitory council

Whenever you have any questions or comments regarding the dormitory's operations, do not hesitate to contact members of our student dormitory council. They are here to help you and also to lead the dormitory towards a better student life (you can find the contact below).

Contacts

Facebook group Švehlovka:



Dorm council email: kolejni.rada.svehlova@gmail.com

Chairperson of the dormitory council: [Nina Fabová](#)



Vice-chairperson of the dormitory council: [Martin Kanaloš](#)



Housing assistant:



Repairs:



cuni.cz/kam-udrzba



Hlášení závad na objektech
Kolejí a menz Univerzity Karlovy.
Reporting malfunction on the buildings
of Dormitories and canteens
of Charles University.

Luggage room: Kateřina Junáková



Library: Tomáš Vočka



Borrow vacuum cleaner, etc.: Jaro Štefunko



Bike storage manager: Robert Jurčo



Borrow projector: Robert Jurčo



Dark room manager: Jakub Hrouda