

UNIVERSITY GUESTHOUSE – IMPORTANT INFORMATION FROM ISM

Welcome to the University Guesthouse! We hope that you will have a great time here. While the Housing Foundation is responsible for your rooms and shared facilities, International Staff Mobility will be the one hosting the Dinner Clubs and weekend breakfasts. ISM daily work is focused on HR services for the international researchers and staff at the university. Therefore, while you will find many of the house rules and procedures on Housing Foundation's Website (www.housingfoundation.ku.dk), there is also some extra important information that we would like to share with you.

The 6th Floor

It is important to remember that the 6th floor is an office as well as the location of the lending library, the games room, the conference room, the large kitchen and loft study area.

There are often important business meetings as well as booked events in the loft and conference room. Therefore, please remember to keep noise to a minimum up here and treat it as a semi-public, shared space. This means that you must be dressed (NO pyjamas please) and that you need to be considerate of the others using and working in this space. If the loft or conference room is being used for an event, you cannot use the space during that time.

You are not allowed to use the printer, instead you will find cheap printing services at university.

The big kitchen

You are allowed to come upstairs and make yourself a tea or coffee during the opening hours. However, do not take things from the upstairs kitchen, cook or store anything in the fridges on the 6th floor. Additionally, you are not allowed to clean your personal dishes in the dishwasher.

6th floor opening hours

The 6th floor is only open during office hours and only when an ISM staff member is present – that is generally between 9:00 am and 16:00 pm weekdays. On weekends it is open between 9:30 am and 12:30 pm and Monday to Thursday it is open until Dinner Club ends (around 20:00 pm).

Mail

You can collect your mail at the 6th Floor Reception during opening hours. Remember to include your room number as part of your address.

Lending Library

Beneath the television on the 6th floor, we have a small lending library. You are welcome to sit on the couch and watch tv (we have Netflix) or read during opening hours (provided the space is not being used for an

event). To use the lending library, simply take the book you want and leave behind another book in its place.

Games Room

Opposite the conference room you will find the games room, including a billiard table. You are welcome to use this room during 6th floor opening hours. Please remember you are close to ISM offices so please keep noise to a minimum, and close the door if you want to play pool.

Conference room

If you would like to book the conference room for a meeting, it has to be regarding internal coordination on your floor and no participants from outside the Guest House are allowed. Send an email with the requested date and time to Stine Kloppenborg at stine.kloppenborg@adm.ku.dk

Dinner Clubs

There will be 4 Dinner Clubs per week between 17:00 and 20:00 in the kitchen on the 6th floor that are included in the price of your rent. ISM staff members plan the menus and do the shopping. Together with you we cook the meal and everyone cleans up afterwards.

If you have a meal suggestion for a Dinner Club, feel free to write it on the DC suggestion sheet on the notice boards on the 4th and 5th floors. To sign up for a DC, you write your name on the sign-up sheets on the notice boards.

DC starts at 17:00 but will end when we have cooked, eaten and cleaned up. Please note that the kitchen on the 6th floor can only be used for Dinner Clubs. All other cooking must occur in the kitchenettes.

From September 1st, the cooking and cleaning teams will be divided between the floors, meaning that your floor will be in charge of cooking one month and cleaning the following month.

Breakfasts

Breakfasts are held on Saturdays and Sundays (apart from during Christmas and some holidays) between 10:00 and 12:00. Please begin eating your breakfast before 12:00, as after this the breakfast will be closed. The breakfast consists of cereals, fresh fruit, milk, juice, yoghurt, bread, some preserves, tea and coffee. If you have any specific dietary requirements please let one of our staff members know.

When you have finished eating, please scrape your dishes clean and stack them in the blue dishwashing trays. Please rinse off any thick residue before putting them in the trays.

If there is anything missing from the breakfast buffet, then just let the ISM staff know rather than refilling anything yourself.

The Guest House

Laundries

There are no laundry facilities in ISM. A list of nearby coin laundries is posted on the notice boards in the halls.

Shared kitchenettes and bathrooms

In order to keep the kitchenettes as clean and hygienic as possible, wash your dishes after every meal and clean up the kitchen after you. With so many people sharing the space, it is very important that everyone

works together to keep things clean! Please, keep your dishes and cutlery in your room and not in the kitchenettes because of limited space.

Label your food in the fridge clearly with your room number. Throw out any food that becomes old. If the garbage is full – take it down! The garbage bins are in the courtyard near the back door. We have organised a cleaning schedule for the bathrooms and kitchenettes for you, which means that you will be assigned a week when you will be responsible for certain tasks together with 3 other people. You will have to buy the cleaning products and tools yourselves.

Remember, you are all responsible for the cleanliness of the shared facilities. For more information, read Housing Foundation's information on their website.

http://housingfoundation.ku.dk/practical_information/everyday-practical-issues/cleaning-and-maintenance/

Wifi

The guesthouse has eduroam wifi – you will learn how to connect your devices to the University of Copenhagen's eduroam at your orientation weeks at your different faculties. For help connecting, visit the IT department of KU.

We also have guest wifi available. The network name is Hotel Wifi and the password is HIH-wireless3872.

General

Miscellaneous

Remember that the entire building is a non-smoking zone. If you smoke, the detectors will go off, and will lead to considerable fines.

If you want to store your bike in the bike sheds in the courtyard, the code is 3366 to open the sheds. To exit the shed, pull the string hanging near the exit.

Please respect your fellow residents and keep noise down after 22:00 pm during the week – this includes loud music and conversations.

For safety reasons, remember to close all the windows when you leave the room as the strong wind can blow off the windows.

If you need to store some luggage for a short period of time, please come up and talk to the ISM staff on the 6th floor who will help you.

We suggest to lock your rooms even when you leave for short time during the opening hours of the International House (09:00-16:00) because anyone could enter the University Guest House.

Once you move in you have 14 days to report any damages to the Housing Foundation. We recommend that you do this to avoid any losses from your deposit. You can read more about it on the Housing Foundation's website.

Registration Information

For information regarding cpr registrations etc, contact the International Student Office at Fiolstræde 1, Copenhagen K.

Important contacts

Emergency - call 112

Emergency medical situation – call 1813

Police - call 114

Housing Foundation – contact@housingfoundation.ku.dk

International Staff Mobility – interstaff@adm.ku.dk

We are looking forward to seeing you all at various Dinner Clubs and Breakfasts! If you have any questions, you are always welcome to come up and speak with ISM staff during opening hours.