



Welcome to Priimus Campus Residence Hall!

The Residence Hall is maintained by Gradia Jyväskylä. It is located by the Lake Tuomiojärvi, **street address is Taulumäentie 45, P.O. Box 472, 40101 Jyväskylä**. The campus is situated ca. 1.5 km from the city centre.

Important and useful telephone numbers, please, save them on your mobile phone.

Mrs. Eija Heikkinen, Caretaker Tel. +358 40 341 5994 (Mon to Fri from 8.00 a.m. to 16.00 p.m.)

Security Guard Tel. +358 400 644820

General Emergency Number 112

Ms. Mira Huotari, Leisure Activities Instructor Tel. +358 40-341 6184

Ms. Aino Malin, International Affairs Specialist Tel. +358 40 341 5147



Please read these practical instructions and rules carefully.

General Information

Arrival and Departure

When you first arrive at the Residence Hall, your Tutor Teacher or Student Tutor will accompany you. Check-in times are Mon to Fri from 8.00 a.m. to 16.00 p.m. Please, note that the check-in is not possible during the weekends (Sat/Sun). The room has to be vacated by 11.00 on the day of departure.

If you return home / check-out during the weekend, you may leave your key card on the table of your room. This has to be settled with the Mrs. Eija Heikkinen, Caretaker.

Rent

The rent is EUR 120 per week in a twin room and it is paid to Mrs. Eija Heikkinen. The rent is paid on arrival with the help of your Tutor Teacher. Payments can be made in cash or by a debit / credit card.

The price for one night is EUR 25. A student breakfast and lunch are included. Breakfast is served in the Cafeteria at 7.45 to 8.15 a.m. It consists of porridge, bread and milk. The Cafeteria is reserved to other customers at 8.30.

Keys

On arrival, you will receive a key card, which opens both the entrance door to the Residence Hall and the door to your room. If you lose the key, you will have to pay the cost of a new key (EUR 50).

Furnishing

All the rooms are twin rooms. Each room has two beds with a mattress, a blanket and a pillow. There is also a table, two chairs and a wardrobe + a small laundry holder. Extra blankets are available. If you need one, please, ask Mrs. Eija Heikkinen.

N.B.! You have to use your own bed linen and towels. There is no rental service for bed linen or towels at the Residence Hall.

In the common area, there is a kitchen equipped with a fridge/freezer, a stove, a microwave oven, a coffee maker, an electric water boiler (kettle) and a dish washer. In the common area, there is also a laundry room with a washing machine and a tumble dryer.

Visitors

You may invite visitors to the Residence Hall but they are not allowed to stay overnight. Silence starts at 22.00 p.m.

Entrance to the Residence Hall

You should always use the entrance door to the Residence Hall behind the building. You should also use this door when going to the Cafeteria for breakfast – there is **no direct access indoors**. Remember to make sure that the doors and windows are closed always when leaving the Residence Hall.

If you forget your key in your room, the Caretaker (tel. +358 40 341 5994) will open the door for you. She works from Mon to Fri from 8.00 to 16.00.

In the evening from 16.00 to 20.00, you can get a spare key from the Resident Advisor of the **Harju Residence Hall** (address Sepänkatu 3, tel. +358 40 341 5465).

At other times (during the weekends and the weekdays from 20.00 p.m. to 8.00 a.m.), you shall call the Security Guard (tel. +358 400 644 820) and **pay the cost of opening the door**.

Kitchen

You can use the kitchen in the common area to cook or to make coffee, tea etc. Remember to clean the kitchen after use. Make sure the stove, coffee maker, electric water boiler etc. is switched off after use. Wash your own dishes (or use the dishwasher) – remember to unload the dishwasher, as well.

If you keep food in the cupboard or fridge / freezer, remember to write your name on the packages. When you check out, make sure you do not leave any foodstuffs in the cupboard or fridge/freezer.

Alcohol, Drugs and Smoking

The use of alcohol and drugs is forbidden in the Residence Hall and the campus area. The possession of drug utensils is forbidden in the Residence Hall and the campus area. The breach of these rules leads to a warning or immediate dismissal from the Residence Hall. The campuses of Jyväskylä College are smoking free areas, which means that smoking is absolutely forbidden in the Residence Hall, too.

Silence

Silence must be observed in the Residence Hall between 22.00 p.m. and 06.00 a.m.

Laundry

The washing machine and tumble dryer in the laundry room can be freely used by the residents. You can reserve a time for your laundry in the reservation book, which you will find next to the washing machine. Remember to unload the washing machine / tumble dryer. Also, remember to empty the water container of the tumble dryer and clean the filter (it easily accumulates flint and fluff). Always turn off the tap (faucet) after you have used the washing machine.

Sauna and Free time Activities

The sauna is located in the Harju Residence Hall (Sepänkatu 3). The free time activities arranged at Harju dorm are also available to the residents of the Priimus Residence Hall. Further information from the Resident Advisor and the Leisure Activities Instructor (see the telephone numbers below).

Timetable for the sauna: Men on Mondays and Wednesdays from 19.00 to 21.00. Women on Tuesdays and Thursdays from 19.00 to 21.00.

Cleaning

The residents are required to clean their rooms once a week. The Caretaker is allowed to check the rooms, if needed. Every resident is also responsible for the tidiness of the common area at all times. There is a cleaning trolley with cleaning instructions available in the common area. Clean the room carefully before you check out. The room should be clean and ready the day before you leave so that the Caretaker can check it. Also, follow the waste sorting and disposal instructions carefully. There are special bins for bio waste, mixed waste, paper, cardboard and metals.

Maintenance and Repairs

If you notice that something needs repairing in your room or in the common area, contact the Caretaker / Resident Advisor immediately (phone number on the front page).

Fire Extinguishers

If there is a fire, immediately call the **general emergency number 112**. In the kitchen, there is a fire blanket for extinguishing small fires. In the corridor next to the entrance door, there is another fire extinguisher.

Rescue Plan

Please familiarize yourself with the Rescue Plan. You will find it in the folder in your room.



Welcome to Harju Campus Residence Hall!

Welcome to the Harju Campus Residence Hall! This Residence Hall is maintained by Gradia Jyväskylä. It is located on Harju Campus, the street address is Sepänkatu 3 B, 40720 Jyväskylä.

Important and useful telephone numbers, please, save them on your mobile phone.

Ms. Sirpa Viita, **Resident Advisor** of the Harju Residence Hall: Tel. +358 40 341 6185

Ms. Aino Malin, **International Affairs Specialist**: Tel. +358 40 341 5147

Security Guard and Serviceman: Tel. +358 20515 9100, +358 1044 36100

General Emergency Number: Tel. 112

Please read these practical instructions and rules carefully!

By signing the contract at Harju Campus, you agree to obey the rules and general practices of the Residence Hall. You also agree to pay the rent accordingly.

Keys and key card

You will get a key for your room and a key card for the main entrance door. A key card for the main door is valid from Sunday 18.00 p.m. to Friday 16.00 p.m. You need to get another key card for weekends.

On Fridays, Harju Campus Residence Hall will be closed at 16.00 p.m. and it will open again on Sundays at 18.00 p.m.

The charge for a lost key / key card is EUR 50.

Weekend

Please, note that you need a different key card for the weekends.

You can get a weekend key card on Thursday evenings from the Residence Advisor's Office from 18.00 to 19.00 p.m.

If you have any problems with the keys / doors during the weekends, please, contact the Security Guard (phone number above).

Laundry

The washing machine and tumble dryer in the laundry room can be freely used by the residents. You can reserve a special time for your laundry in the reservation book, which you will find next to the Residence Advisor's Office.

Please, remember to unload the washing machine / tumble dryer after use. Also, please, remember to empty the water container of the tumble dryer and clean the filter (it easily accumulates flint and fluff). Always turn off the tap (faucet) after having used the washing machine. You need your own washing powder. During the weekends, it is not possible to use the washing machines.

Sauna

Timetable for sauna:

- Women Tuesdays from 19.00 to 21.00
- Men Wednesdays from 19.00 to 21.00

Free time activities

The Youth Center *Seukka* is open from Monday to Thursday from 17.00 to 21.00 p.m. There you can play billiard, table tennis, Play Station, board games, watch TV and meet other students.

Cleaning

The residents are required **to clean their rooms once a week**. The Gradia staff has the right to check the rooms, if needed.

Each resident is also responsible for tidiness of the common areas at all times. There is a cleaning trolley with cleaning instructions available in the common area.

Clean the room carefully before checking out. The room shall be clean and ready for the next resident before you return the keys.

Also, please, follow the waste recycling and disposal instructions carefully. There are special bins for bio waste, mixed waste, paper, cardboard and metals.

A penalty fee of 350 eur will be sent to the resident / resident's college in case the room has been left untidy.

Alcohol, Drugs and Smoking

The use of alcohol and drugs is strictly forbidden in the Residence Hall and the campus area. The possession of drug utensils is forbidden in the Residence Hall and the campus area. The breach of these rules leads to a warning or immediate dismissal from the Residence Hall.

The campuses of Gradia Jyväskylä are smoke free areas, which means that smoking is forbidden in the Residence Hall, too.

Silence

Silence must be observed in the Residence Hall between 22.00 p.m. and 07.00 a.m.

Visiting time in the rooms

Visiting time in the rooms is from 13.00 to 20.00 p.m. At all other times, it is not allowed to host visitors in the rooms (neither other residents).

Maintenance and Repairs

If you notice that something needs repairing in your room or in the common area, please, contact the Resident Advisor immediately (phone number above).

Fire Extinguishers

In case of fire alarm, immediately call the **general emergency number 112**. In the room, there is a fire blanket for extinguishing small fires.