



Dear guest

Welcome to our PSI guesthouse. We wish you a successful and pleasant stay.

### **Some important information**

#### **Adaptor**

Adaptors may be obtained by the cleaning crew in the guesthouse or at the reception west.

#### **Bicycle rental**

You may rent a bicycle (maximum length of rent: two weeks) at our User Office (building WLGA/018 – telephone 4666).

Deposit: CHF 50.00 or Euro 50.00

#### **Catering**

Our staff canteen OASE is open:

Monday - Friday, 8am – 8 pm (lunch 11:30 am – 1:30 pm // dinner 5 pm – 8 pm)

Cafeteria Oase is open Monday - Friday, 8 am – 3:30 pm

Cafeteria east is open Monday - Friday, 8:30 am - 4 pm

Cafeteria west (time out) is open Monday - Friday, 8 am - 4 pm

#### **Catering at night and on weekends**

The vending machines at the Cafeteria West are freshly stocked every evening and offer a wide choice of warm plate menus, cold plates and snacks as well as coffee and beverages. Payment is cashless with the badge; a credit loading station is nearby. Loading by CHF cash only.

Please ask for reimbursement of money loaded on the badge at the cashier of one of the restaurants during their opening hour.

#### **Changing of towels and sheets**

Towels are changed approx. two times a week

Sheets are changed every 14 days.

#### **Check-in / check-out**

Check out time: 10 am

Check in time: after 2 pm, on weekends after 3 pm

#### **Contact**

For any concerns, complaints or suggestions, please do not hesitate to contact us at reception west, building WLGA/002, telephone 3222 or [hostel@psi.ch](mailto:hostel@psi.ch)

We will be pleased to help you!

## **Cooking**

### **Guesthouse WEST**

The kitchen at the guesthouse is accessible to all guests. The key to your kitchen locker is attached to your room key. The number of the locker is the same as your room number. You will find the locker either in the kitchen or in the corridor. May we ask you to clean and store again your dishes after use? On the day of departure the locker must be clean and complete, thank you.

### **Guesthouse EAST**

The kitchen at the guesthouse is accessible to all guests. May we ask you to clean and store again your dishes after use, thank you.

## **Departures on weekends**

Please settle your bill by Friday 12 pm latest at reception west.

On the day of your departure please leave key and badge on the table in your room and make sure you leave your room by 10 am latest.

## **Guesthouse / map**

On our map the guesthouse WEST is marked **WGHA**.

The guesthouse EAST is marked **OKAA (Hostel East)**.

## **Hair-dryer**

Please contact our housekeeping or reception west.

## **Leisure activities** *Please click for google-maps*

Public outdoor swimming pool Villigen

Public outdoor swimming pool Bad Zurzach (Regibad)

Hot springs Bad Zurzach

Sport center Leuggern (Tennis, Fitness)

Fitness center Döttingen

Miniature Golf Bad Zurzach (Zurzigolf)

A fitness trail (start in the forest on the east side, OVGA)

In the basement of the guesthouse (reachable by elevator) you will find a dartboard and table soccer.

You may find a barbecue site on the east (OKAA) and on the west (WKPA) site.

## **Network cables**

Every room is equipped with a network cable which is already plugged in the telephone.

### **Office space for guests**

Working places for the users of our large scale facilities with a personal cabinet, access to the various WiFi networks as well as a printer/Xerox machine are available in building WBWB next to the Guest House. For further information please contact the PSI User Office (WLGA/018, phone 4666).

### **Parking**

You can use the guesthouse parking (yellow zone) free of charge for up to one week. Please place the parking permit, which can be obtained at the reception west under the windshield of your car.

PSI employees are kindly requested to buy their parking permit from the start of their new job at PSI, at the security desk on the east site.

### **Payment**

For the payment of your room we accept: cash in Swiss francs, Euro, Visa, Eurocard, Amexco, Diners, Maestro, V-Pay and Postcard.

### **Quiet hours**

Out of respect for other guests, we kindly ask you to observe **quiet hours** from **10 p.m. – 7a.m.**

Please report any disturbances immediately to the Security phone: 2600  
Regular safety tours are conducted in all areas of PSI.

Conspicuous persons have to identify themselves and will be reported to the management of the guesthouse / PSI contact person. PSI reserves the right to take further steps.

### **Reception West**

On our map the reception west is marked **WLGA**.

The reception west is open Monday - Friday from 7:45 am to 12:00 pm and from 1 pm to 5 pm.

### **Shopping** *click for google maps*

In Villigen (west side) you will find a grocery store, a bank, a post office and restaurants.

In Würenlingen (east side), you will find a shopping center (Coop Aarepark), gas station, banks, a post office and restaurants.

### **Security**

For security reasons it is strictly forbidden to cook or use candles in the rooms.

### **Smoking in the guesthouse**

It is strictly forbidden to smoke anywhere in the guesthouse. Smoke detectors will be set off. Thank you very much for your cooperation.

### **Switch boxes**

Switch boxes for double rooms can be rent at the reception west for a deposit of CHF 50.00.

## **Telephone numbers**

Paul Scherrer Institut	+41 56 310 - 2111
First aid	internal number - 3333
Reception West	internal number - 3222
Security Department	internal number - 2600
User Office	internal number - 4666

Internal numbers for room to room calls can be found on the "Telephone list room to room" at the end of this file.

## **Telephone in the room**

Each room is equipped with a telephone for internal calls only.

You will find the list for room-to-room calls in this file.

On the ground floor of the guesthouse you will find a telephone cabin which you can use with telephone cards. These cards can be bought at the reception west.

## **Timetables**

You can obtain timetables for bus or train at the reception west free of charge or see [www.sbb.ch](http://www.sbb.ch).

## **Toiletries**

You can buy a travel toothbrush set or a travel razor set at CHF 1.00 at the reception west or with the housekeeper.

## **Visitors**

If you have an overnight visitor, please inform the reception a few days in advance. For security reasons, we will need the names of all visitors. We gladly put an extra bed (if necessary) as well as extra towels at their disposal for a small extra charge.

## **Washing your laundry**

Please dry your laundry in the dryer or on the clothes line. We kindly ask you not to dry laundry in your room.

You may buy washing powder in every store nearby. Single doses may also be bought from our cleaning crew, Tel. 5864.

## **Guesthouse WEST**

In the basement of the guesthouse (reachable by elevator) there is a washing machine and a dryer at your disposal.

## **Guesthouse EAST**

Behind the kitchen there is a washing machine and a dryer at your disposal.

## **WLAN**

In the guesthouse please use the network "guesthouse" for free and unrestricted WLAN.

For the rest of the PSI area please find more information here:

<https://www.psi.ch/useroffice/wifi-access-for-users>

Telefon Liste Zimmer zu Zimmer // Telephone list room to room

Zimmer-Nr. room no	Telefon-Nr. telephone no
EG:	Ground floor:
001	4901
002	4902
003	4903
004	4904
005	4905
006	4906
007	4907
008	4908
009	4909
010	4910
011	4911
012	4912
013	4913
014	4914
015	4915
016	4916

Zimmer-Nr. room no	Telefon-Nr. telephone no
1. Stock:	First floor:
101	4917
102	4918
103	4919
104	4920
105	4921
106	4922
107	4923
108	4924
109	4925
110	4926
111	4927
112	4928
113	4929
114	4930
115	4931
116	4932
117	4933
118	4934
119	4935
120	4936
121	4937
122	4938
123	4939
124	4940

Zimmer-Nr. room no	Telefon-Nr. telephone no
2. Stock:	Second floor:
201	4941
202	4942
203	4943
204	4944
205	4945
206	4946
207	4947
208	4948
209	4949
210	4950
211	4951
212	4952
213	4953
214	4954
215	4955
216	4956
217	4957
218	4958
219	4959
220	4960
221	4961
222	4962
223	4963
224	4964

OST	EAST
Room-no:	Tel.-no:
8	4995
9	4996
10	4997
11	4998