Dear guest

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

**Some important information**

**Adaptor**
Adapters 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**
Restaurant “OASE” is open Monday - Friday, 08.00 am – 08.00 pm
(lunch 11.30 am – 01.30 pm // dinner 05.00 pm – 08.00 pm)
Cafeteria “OASE” is open Monday - Friday, 08.00 am – 03.30 pm
Cafeteria east is open Monday - Friday, 08.30 am – 04.00 pm
Cafeteria west “TIME OUT” is open Monday - Friday, 08.00 am – 04.00 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 access badge; a credit loading station is nearby. Loading by CHF cash only. Credit on badges may be converted to cash at the restaurants or cafeterias.

**Changing of towels and sheets**
Towels are changed approximately two times a week
Sheets are changed approximately every 14 days.

**Check-in / check-out**
Check-out time: 10.00 am
Check-in time: after 02.00 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/OASE*

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 noon latest at reception west. On the day of your departure please leave key on the table in your room and make sure that you leave your room by 10.00 am latest. You may also leave your access badge and dosimeter in the room on the table in case that you don’t need to go on the site of PSI again.

**Earplugs**

The guesthouse was built to accommodate users of the PSI large scale facilities close to the campus. Night shifts and the 24/7 operation of the facilities therefore may cause quite different sleeping hours of our guests and sometimes unavoidable noise may disturb your sleep. To ease this problem you will find earplugs on your bed.

**Guesthouse / map**

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

The guesthouse EAST/OASE is marked **OKAA**.

**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)*

As a guest of PSI guesthouse you can use the PSI Sports Club at a small service charge. Please contact sportclub@psi.ch

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

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

You may find a barbecue site and a table tennis on the east (OKAA) site.
**Luggage room**
There’s a luggage room for our guests at the reception west. In case of early arrival or late departure the luggage may be stored. Please contact the reception west or the security guard, thank you.

**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**
As a guest of the guesthouse 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.
PST employees are kindly requested to request their parking permit from the start of their new job at PST at the security desk on the east site. The parking permit needs to be fixed on the front windshield and allows parking in the yellow zone.

**Payment**
For the payment of your room bill we accept: cash in Swiss francs, Euro, Visa, Mastercard, Amexco, Diners, Maestro, V-Pay and Postcard. Please make the payment until 10.00 am latest on the day of your departure.

**Quiet hours**
Out of respect for other guests, we kindly ask you to observe **quiet hours** from 10.00 pm – 07.00 am

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

Conspicuous persons have to identify themselves and will be reported to the management of the guesthouse / PST contact person. PST 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 07.45 am to 12.00 pm and from 01.00 pm to 05.00 pm.

**Shopping** click for google maps
In Villigen (west side) you will find a **grocery store (VOLG)**, a **bank (Raiffeisen)** 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.

Aare Taxi: telephone number +41 56 441 41 00

**Telephone numbers**
- Paul Scherrer Institut: +41 56 310 - 2111
- First aid/emergency: internal number - 3333
- Reception West: internal number - 3222
- Security Desk: 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.

**Timetables**
You can find timetables for bus or train on [https://www.sbb.ch/en/timetable.html](https://www.sbb.ch/en/timetable.html)

**Toiletries**
You can buy a travel toothbrush set or a travel razor set at CHF 01.00 at the reception west or with the housekeeper.

**Visitors in guesthouse**
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 as well as extra towels at their disposal for a small extra charge of CHF 15.00 per night.

**Washing your laundry**
You may buy washing powder in every store nearby. Single doses may also be bought from our cleaning crew, internal telephone 5864.

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

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

**Guesthouse EAST OASE**
Behind the kitchen there is a washing machine and a dryer at your disposal.
WiFi – wireless networks
In the guesthouse you may choose between the wireless networks “guest“, „corp“ and „eduroam“. Without PSI account please use the network “guest” for free WLAN access. That will require a registration via SMS. You are free to open a „VPN“ connection to your home institution from the „guest“ network. If you already have a PSI account you may choose the „corp“ network. Finally, „eduroam“ is available for users from institutions that participate in providing eduroam access to their staff. On request the guesthouse reception will also provide the weekly password for the „conf“ network.

More information: https://www.psi.ch/useroffice/wifi-access-for-users
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