**Welcome to the Indy Hostel!**

We are very pleased to be hosting you and your group and hope to make this as pleasurable of an experience as possible. We are grateful for the opportunity to open our home to you and give you all a space to gather.  Below is some information that you may find helpful during your time here, but if you have any questions or needs during your stay please find a staff member or give us a call at 317-727-1696.

**DOOR CODE:  -----**

**WIFI NETWORK: The Indy Hostel**

**WIFI PASSWORD:  trotter317**

**CONTACT:  317-727-1696  (staff on call)**

**EMERGENCY CONTACT: 9-1-1   (there is a fire station at 42nd and College Ave)**

**Staff**

We do have staff who live in both the Red House and Green House and have separate access to their rooms and use the common kitchen.  They are here to welcome guests, give a local perspective to the area, and help keep the hostel tidy.  However, during your time here we ask that you treat our home as your own and clean up your own messes, dishes and shared space.  Each staff member works or goes to school elsewhere and may not be always on the property during your stay. However someone will always have the phone to answer any questions

**Entering/Exiting the Hostel**

As you enter and exit the Hostel please be conscious that Heat/Air are usually on.  We attempt to keep doors closed and locked at all times, this is also for safety.

PLEASE**,** **USE ONLY THE BACKDOOR** with the keypad.  The front door does not lock behind when exiting.  Your door code for the backdoor is listed above.

**Kitchen**

The Kitchen is completely free for your use. We have 2 fridges, an oven, microwave, plenty of pots &  pans, cutlery, and dishes.  Please feel free to use any food that is not labeled with someone else's name and store any food that you may bring yourself. We ask that you please wash the dishes when you are finished using them.

    Groceries nearby: **Fresh Market**  54th and College Ave  (nearest)

**Marsh**  2350 Broad Ripple Ave

**Trader Joe's**  5473 E 82nd Street

**Whole Foods**  1300 E 86th Street  (furthest)

Extra Tables and chairs are located at the front annex of the house, near the lockers.

**Fire Alarm**

We assume that you will cook and if it gets a bit smoky our fire alarm may sound.  This is not common, but may occur.  If it does please know that it will be loud yet it will NOT automatically call the fire department.  In the case the alarm does sound please:

        1. Open windows and doors to fan out the smoke in the kitchen

2.  Send someone to the basement with a flashlight (next to the counter under the coffee       maker)

    3.   Go in to the mirrored doors of the utility room, back room.

    4.  Find the RED fire alarm box at the back of the room.

5.  Press 1. RESET ALARM 2. ENTER

This should turn off the alarm and you can go back to cooking :)

**Bathrooms**

There are 4 bathrooms in the red house:  2- Top of the stairs   1- Near the back door    1- In the “Monument Room”

All of the bathrooms include showers; feel free to use the toiletries in the baskets that have been left by other guests. We have plenty of towels which are located on top of the washer/dryer next to the kitchen.

**Laundry**

We have both a washer and dryer, which are located behind a curtain next to the kitchen in the main house. The dryer is a $1.50 (payable in quarters to the dryer) and $0.50 to utilize the detergent we have available. If you don’t have quarters for the machine, see a staff member and they can help.

**Cleaning Supplies**

Hopefully you are like us and "clean as you go".  We have a lot of supplies arranged around the house and you are free to use any of them as needed:

    -**Cleaning Buckets-** full of cleaning sprays, rags, and small trash bags under                          the sink in the  LOCATED UNDER 1. Kitchen sink 2. Right upstairs bathroom

sink

    - **Large Trash bags** (kitchen/black)- under kitchen sink

    - **Vacuum-**  in the front entry way across from the lockers

    - **Hand Vacuum**- under the postcards table in the dining room

    - **Mop/Broom**-  next to the refrigerator in the kitchen

    - **extra rags/towels**- above the washer/dryer in the kitchen

Please do your best to keep all common areas clean.  Staff will take care of all laundry and beds the day of your departure.

**Where to take Trash/ Recycling**

Again, staff should be there to help assist in Trash/Recycling removal however if you need to take some out yourself the **Trash** goes in the Blue Bin on the right hand side of the backyard and **Recycling** goes just through the garage door through the deck.  **Paper is** in the basket under the postcards in the living room.

**Trash bags** are located under the kitchen sink

**Turning on/off lights**

In the morning and evening the Hostel staff will turn on/off 3 lights to the exterior.

1.  The switch nearest the back door will turn on the sensor light to the back porch

2. The lamp in the back door entry way/ shoe mats will illuminate the large window.

3.  The far right switch near the stairwell/ front door will turn on the street lamp

Please feel free to use any lights in the interior of the house but remember to turn them off when not in use.

**Key/ Towels/ Extra Blankets**

Keys and towels will be left on the beds of each room of your space.  Extra blankets can be found in most of the closest of each room.  Please ask a staff member if any more are needed.

**Heaters**

The rooms in both the upstairs and common areas are heated by a central heating system.  However the basement is helped by 2 portable heat registers.  Please feel free to use these when staying in the basement.   PLEASE turn them off when not in use as they use a lot of energy when on.

**Checking Out**

There is not much to be done when checking out other than:

    1. Ensuring the rooms keys are left on each room’s dresser table

    2. Making sure the common areas are tidy and the kitchen utensils are clean

**We hope you enjoy your stay here at the hostel and look forward to seeing you again soon!**