

狛江インターナショナルハウス KOMAE INTERNATHIONAL HOUSE

Dormitory rule

WELCOME TO JAPAN

You will soon be starting to study at Meiji University. We hope that this is a good chance to understand Japanese culture for you. Let's do our best to experience the university life here. In this dormitory, you can not only study well but also learn about Japanese manners. In our dormitory, we mind basic rules to spend our time comfortably. There will be a lot of cultures here that are different from your home country. However, we encourage you to enjoy the differences between your country and Japan! Finally, don't hesitate to ask us if you have any trouble.

1. Facility Houres and Information

Manager office		7:00AM- 9:00PM	Please contact the dormitory manager during this office hours expect for emergency.
Gate Open/Close		No Curfew	Hold your IC key over the IC reader.
Meal	Breakfast	6:30AM – 8:00Am (Sat. 6:30PM – 9:30PM)	Please have meals in the dining room. No meals are served, when the office is closed.
	Dinner	6:30PM-11:00PM (Sat.6:30PM-9:30)	
Laundry		7:00AM -0:00AM	The free washing machine and the coin-operated dryer are available in the dorm. (100¥)
Recreation Room (the dining room)		9:00AM -0:00AM	Except meal serving houres.
Courtyard/Entrance		9:00AM-0:00AM	

Meals are not served on Sundays , National Holidays during the Summer Holidays for 5 days, Winter Holidays for 5 days, Spring Holidays for 7 days, the 5thSaterdays and the training days for the dormitory staff.

<Regular Holiday>

The manager's office is closed on Sunday, National Holidays, Summer for 5 days, Winter Holidays for 5 days, Spring Holidays for 7 days. (The administration service is not available on regular holidays, so please have your notification done by 9:00PM on the day before.)

<Smoking>

- You are not allowed to smoke in the dormitory except at the smoking space.
- You will be charged for the cleaning of any wall discoloration caused by smoke.

<Alterations to the room>

- You are not allowed to make alterations to your room or public facilities.
- Do not drive a nail into the wall. (You will be charged a maintenance fee.)

<Others>

- Gambling is prohibited in the dormitory.
- **△ Only family members are allowed to stay over the dormitory. No other visitors are allowed to stay the night.**
- The legal smoking/drinking age in Japan is over 20 years old.

2. Expulsion from the dormitory

If any of the following acts are admitted, a student will be dismissed from the dormitory after consultation.

- The flagrant violation of DORMITORY REGULATIONS No.4 PROHIBITION
- The repeated deviation from DORMITORY REGULATION No.2 FACILITY HOURS and INFORMATION and NO.3 REGULATIONS.
- Illegal acts in/outside the dormitory
- In case of dismissal from school
- Meiji University or Kyoritsu Maintenance deciding to remove from the dorm.

<Visitors>

- Only the same sex can enter your room.(Do not let your friend stay for the night.)Expect for the dormitory member, no one can enter the dining room.
- Only your family member(up to 2 people) are allowed to stay over , but it should not be longer than 2 nights and 3 days. Please notify the dormitory manager in advance when a visitor is expected.

<Emergency Notice>

Please notify the dormitory manager immediately in the case of robbery, fire, or in any case of when you find dormitory students sick.

3. Prohibition

<Disturbing Others>

- **⚠ Please be careful not to make much noise, especially past midnight and into the early morning.**
- Do not leave your shoes or other belongings in the entrance hall and other public space.
- You are not allowed to have a pet in a dormitory.

<Electric Machines>

- You are not allowed to bring in a heater or an electric blanket to avoid a fire.(Please ask the dormitory manager about other electric machines)

<Internet>

Each room has an internet access. The instructions for internet are handed out when you enter the dormitory.

<Others>

Each dormitory room has an air-conditioner. A toaster and a microwave oven are available in the dining room. An Iron and a vacuum are also available. You do not need a lot of things to bring in the dorm.

4. Daily Life Regulations

<Stay in /out>

Please hold your key over the reader at the entrance when you go out or come back.

<Entry to another floor>

- Do not enter the floor or room of a friend of the opposite sex. Those who stay on the ground floor are also not allowed to enter the rooms of the opposite sex. (In all, there are 145 dorm members. If we have some problems between men and women it leads disturbance of morals.)
- Please use the dining room when you see them.

<Garbage>

- Sort the garbage according to the dormitory managers instructions. Please refer to the attached sheet.
- Ask the manager about large wastes. You might be charged for large waste.

<Stay out>

- Please hand in a Gaihaku Todoke(there is a form to notify the staying out) to the box near the reader at the entrance by the morning on the day you stay out.
- Please let the dormitory manager know if any change happens.