

Regulations at Tokyo Female Students' Dormitory

Please follow these regulations below in order to maintain a healthy environment and orderly cohabitation. Please cooperate so that we can all have a comfortable life at the dormitory.

1. General Rule

(1) Curfew and Opening gate

- (i) Curfew is 24:00. Entering or leaving the hall outside of the opening hours is prohibited. (It will automatically be locked by the security system) You are allowed to have a part time job only when you can come back by the curfew.
- (ii) The gate shall open at 6:00.
- (iii) Entering the hall after curfew or leave before the opening gate time will only be allowed by granting permission at the office beforehand for reasons like special occasions at school etc., If entering and/or leaving without permission happens frequently, we may terminate the contract.

(2) Office business hour, closed hour and hall closed days

- (i) Active duties and opening hours are generally from 9:00 to 21:00.
(We temporarily pause the duties for a break at 12:00-13:00 and 18:00-19:00)
During the period of the New Year and the Bon Festival (Mid-August), office hour will be 9:00-18:00.
- (ii) If there is any urgent situation outside of the hours stated above, please contact us using the intercom by the office room. The staff is available in the hall for 24 hours, however, they may be dealing with other duties at that hour, so if it is not urgent, then please manage it during the office hours stated above.
- (iii) If there is an emergency, press the “ALSOK emergency button” located by the elevators on every floor. After detecting an abnormality, security guards from the security firm will arrive.
- (iv) Our hall and the office are open throughout the year.

(3) Confirmation of being in and out

We will confirm the residents' status of being in or out by the name plates on the indication board. Please flip your name plate as you go out or come back. It is one of an indication for rescue if emergency like fire or earthquake happened.

(4) Management of the card key

All of the rooms and the entrance of the hall are self-locking. We will lend you a card key at the time of entering the hall when you go out and come in. You will have to use “card key to enter/exit” It will be your own responsibility to manage.

It is strictly prohibited to lend the card key to someone else other than the resident himself/herself. If you lost one, report it to the office. (In that case, a new card key will be made for security reasons, and the residence will be responsible for the fee)

(5) Staying out, returning home etc.

- (i) When you stay out or go home, please follow the designated procedure at the office in advance. Depending on where you stay, we may ask permission from the residents' guardians.
Please follow the designated procedure when you come back to the hall as well.
- (ii) When you stay out without reporting back often, we may order the resident to leave the hall.

(6) Visitors

- (i) All visitors must register at the office and grant permission to enter the hall. Meetings will be only at the lobby or the lounge area. During the visitation, they must wear the visitor pass.
- (ii) The reception hours are 9:00- 18:00. Visitors must leave by 20:00.
Only for the New Year period (December 30th-January 3rd), the reception hours will be 9:00-17:00. They must leave by 18:00.
- (iii) Generally, male visitors must not enter the hall. Only the male family members, or the staff from the school which the resident attends are permitted to visit only at the lobby and lounge area.
- (iv) We ask all visitors to be quiet and follow our regulations. If there is any nuisance, the visitor will be asked to leave the hall immediately and may not be allowed to visit again.

(7) Visitor lodging

- (i) Only the female family members may stay overnight in the guest room.
They may visit the rooms and use the facilities in the hall. During lodging, the visitors must wear the visitor pass all times. There is only one set of bedding in the guest room. There are no amenities such as toothbrushes or towels.
- (ii) In order to lodge, the reservation is required by 18:00 of the prior day. Generally, we do not accept request on the day. For cancellation, 3-day advance notice is needed.
- (iii) Check-in time is 15:00-20:00. Please follow the designated procedure in the office. The fee of lodging is 5,500yen /night (exclude tax), and is required to be paid at check-in, only in cash. Also, if the visitor does not check-in before 20:00, generally we do not allow her to lodge.
For the New Year period (December 30th-January 3rd), check-in time is 15:00-18:00. If the visitor does not check-in before 18:00, generally we do not allow her to lodge.
- (iv) Check-out time is 9:00- 12:00. Please visit the office at check-out to return the key.
- (v) Lodging period is generally 3 days at maximum.
- (vi) We ask all the visitors to be quiet and follow our regulations. the visitor will be asked to leave the hall immediately and may not be allowed to visit again.

(8) Mail and delivery

- (i) General mail goes to the mailbox of every resident. Other mail such as registered mail, special delivery or larger packages will be received at the office. They will then be delivered to each resident.
- (ii) Delivery with receipt goes to the delivery box or the office. However, refrigerated delivery and cash on delivery will not be accepted in the office when the receiver is not in the hall. This also applies when the resident is out of the hall for a longer period of time.

(9) Communication

Any messages to the residents are put in their mailboxes or on the message board. Please check them carefully. As for phone, generally we only take messages. We do not directly connect the line for the residents other than if the line is from family members or school staffs.

(10) Quiet time

Please be careful not to bother others with the noise of TVs etc. Quiet time is 10pm to 7am. Please pay extra attention.

2. Room and share-dining room

(1) Facilities and furniture in room

Facilities and furniture, including air conditioner, bed, desk, chair, closet, shoe box, lights, curtain rail. Also, there are TV connection terminals and internet connection terminal (you may connect your PC to internet without extra charge.).

(2) Facilities and furniture in share-dining room

Room B and Room C have an adjoining dining room shared by 6 people. In there, you can use the shared items: air conditioner, kitchen, kitchen ware, refrigerator, microwave oven, rice cooker, TV, table, vacuum cleaner, light, free Wi-Fi spot. The space and all utensils are provided for 6 people to share and use, please keep them clean and tidy all the time

- (i) Do not put self-belongings at the share space including corridor and in front of the door
- (ii) Do not dry the laundry by hanging on the window blinds
- (iii) Dispose garbage by yourself or on duty
- (iv) Wash the kitchen ware right after used, do not leave it on the sink
- (v) Clean the microwave by yourself after used
- (vi) The refrigerator is for sharing, please tidy up your belongings and dispose the expired items
- (vii) Put the valuables in your room, we do not responsible for any loss

(3) Purpose of use

Rooms are only used for residing.

(4) Lending

You must not lend the room to other(s).

(5) Fixture

It is strictly prohibited to change the fixture of the room, or the fixture which may leave the scar or trace of tape, nails and hooks. If there is any damage, dirtying or loss intentionally or unintentionally, the resident must compensate the expense required to fully recover.

(6) Cleaning

- (i) Please clean and keep the room neat.
- (ii) All the waste must be divided as indicated, then put out in the dedicated area.
As for oversized garbage and/or recyclable electronic appliance such as TVs and refrigerators, disposal fee will be charged.
Please follow the designated procedure in the office for this occasion.

(7) Entering

In cases, e.g., devices need to be inspected, staff may enter your room with notification in advance.

In the case of emergency, we may not ask for approval.

3. Shared facilities

(1) Facilities summary

(i) 1F lounge

Facilities include: IH system kitchen, oven microwave, ice maker, vending machine for food and drinks, TV. It is also a Wi-Fi free spot. Please feel free to use IH system kitchen, oven microwave etc. (※Turn on the range hood during cooking)

These are shared facilities so please use them cleanly and speedily for the next person. You

may use them 24 hours though please remain quiet and be careful to handle the fire especially during the quiet time (10pm to 7am). In addition, the windows in the lounge may not be opened except if the emergency occurs at 12am to 6am due to the active security system.

- (ii) 1F Terrace
Available time is 7am to 9pm.
- (iii) 1F 2 sound-proof rooms
Each room has an upright piano. Available time is 9:00-21:00. During the New Year period (December 30th-January 3rd), it is open 9:00-18:00. Please register and borrow the key at the office. You may use the sound-proof room 2 hours at maximum. but may extend the time by an additional hour only if there is no other reservation afterwards.
- (iv) 2 guest rooms
Refer to previous paragraph 1.(7)Visitor lodging
- (v) 2F training room
Training room includes training gym equipment and a vending machine. Available time is 9:00-22:00. During the New Year period (December 30th-January 3rd), it is 9:00-20:00. Please feel free to use training gym equipment. Please be conscientious with others when they are waiting since they share the equipment.
- (vi) 3F study room
Room includes: 2 Large tables with 8 chairs each, 2 coin-operated computers, coin-operated copy/fax machine, 2 sewing machines, 2 ironing boards. (There are irons for rental at office) It is also a Wi-Fi free spot. The room is available 24 hours. The fee of each coin operated machine is indicated on each machine. Please feel free to use any facilities in the room. Please be conscientious with others when they are waiting since it is shared.
- (vii) Laundry drying area and green space on roof
Opening hour is 6:00-23:00. Laundry drying area is a shared space, so please be conscientious with each other. Also, please be careful taking others' clothes mistakenly. (We do not take any responsibilities in the case of a loss. It depends on each resident's responsibility)
- (viii) Coin operated shower on every floor
Coin operated showers are available 24 hours. They are shared by everyone so please maintain a clean space and use them quickly for the next person. The fee is listed on the shower.
- (ix) Coin operated laundry on every floor
Opening hours are: 7:00-22:00. From 22:00 is the quiet time, laundry must be finished by 22:00. They are shared by everyone so please maintain a clean space and use them quickly for the next person. The fee is listed on the laundry machine.
- (x) Small kitchen on every floor
There are microwave ovens. They are 24-hour available. They are shared by everyone so please maintain a clean space and use them quickly for the next person, and do not leave your self-belongings (e.g., seasonings, kitchen ware, etc.) Please be very careful to handle fire and turn on the range hood when cooking.
- (xi) Bicycle parking
You must register prior in order to use the bicycle parking. After following the prescribed

procedure in the office, please use the designated parking spot. The parking spots are limited so the booking will be first-come-first-served basis. (However, residents who are bicycling to school would be in priority). Motorcycles are not allowed. Entering and leaving the parking is impossible after curfew and before opening the gate.

<Paying method>

Use between April and September will be paid by April 27th. Use between October and March will be paid by September 27th. It is in advance only in cash.

Fee: 500 yen (exclude tax) x number of month(s)

(xii) Car-Parking area

Parking area is available only for the staff, people from associated companies, and visitors. The residents cannot use it.

(1) Maintenance

Any failure, damage or loss of shared facilities and furniture must be reported to the office. If it was caused by the residents with or without intention, she must compensate the expense required to fully recover.

(3) No trespassing

The area such as machine room with the indication of "no trespassing" cannot be reached for the safety reason. In the normal situation, using the emergency exit is also prohibited in order to avoid invasion from outside. (The staff-only exit and emergency exit have the abnormality sensing sensor directly connected to the security company. In addition, the door connected to the terrace from the lounge on the first floor, has the security system which starts working after curfew until the gate-opening time. It cannot be opened during the time, please be noted.)

(4) Limitation of use

Visitors who are not lodgers may use only the lobby, lounge and washroom for visitors.

4. Disaster and crime prevention

(1) Disaster prevention

- (i) Our hall has a no smoking policy including the residents' rooms, shared space and the outside lot around the hall. We do not tolerate smoking at all.
- (ii) Please pay extra attention for fire prevention. It is prohibited to bring in fire or use dangerous substances.
- (iii) In case of fire, please report by pressing the nearest fire alarm. Also, please announce that to the surrounding rooms with a loud voice. Please follow the orders by staff.
- (iv) Please participate in the fire and disaster prevention drills. Please confirm the location of emergency facilities such as the emergency staircases, fire extinguishers and fire detectors. Moreover, please learn how to use them as well as confirming the evacuation route.
- (v) We have food and water stock for 3 days following the law, "Tokyo troubled people prevented from going home solution act".

(2) Crime prevention

- (i) If you observe a suspicious individual, please immediately report to the office or press the "ALSOK emergency button" located by the elevators.
- (ii) Not only when the resident goes out, but also when her room is vacant temporarily, please close the windows and the door of the room. If you have a bicycle, it should be locked for antitheft.
- (iii) We have the double security system of every security system such as security cameras, automatic-locking system at exits as well as the staff available 24 hours at this hall.

5. Disease and injuries

- (1) When suddenly sick, or feel abnormal in health, please report to the office.
You may also press the “ALSOK emergency button” located by the elevator hall, BUT only if there is no staff or during emergency.
- (2) Most hospitals are closed on weekend, public holiday and night. Please visit the doctor earlier than later even if the symptoms are light.

6. Prohibited items

- (1) It is prohibited to do the following for the residents and their visitors.
 - (i) Drinking alcohol and smoking (including electronic cigarette) in the hall.
 - (ii) Taking any actions related to politics, ideology or religion in the hall.
 - (iii) Taking any commercial or related actions.
 - (iv) Posting any handouts in the shared space without permission.
Please obtain permission in order to post anything on the message board in the hall.
 - (v) Handling the fire on the stove, kotatsu table, gas cooking stove, hot plate or iron other than in a designated area. Or bringing dangerous substances in.
 - (vi) In the room, it is prohibited to use high power electrical appliances such as the microwave and toaster oven, and electrical appliance which may cause fire, like iron.
 - (vii) Keeping a pet.
 - (viii) Locating a private belonging in the hallway or other shared space.
All the objects left behind will be collected. After two weeks from the collection, all items will be disposed. You are responsible for keep an eye on your self-belongings, the office does not take any responsibilities due to any lost
 - (ix) Taking any actions to disturb public morals and interfere the healthy management of the hall.
 - (x) Other actions recognized as inappropriate in cohabitation.
- (2) If any of those items are violated, she may be ordered to leave the hall.

(Contact)

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