

# DORMITORY REGULATIONS (II)

## 1: PURPOSE

These dormitory regulations are the basic rules for the purpose of making a good environment for your student life, having a comfortable life with other students, and realizing each self-actualization by living together with other students from various cultural backgrounds.

Rules of time facilitate your communal life regularly, rules of daily life make your life safely, and the prohibition leads better life for each of you.

We hope you will understand this purpose, and please have a fulfilling student life with responsible attitudes.

When you will be working in the future, your regular life in the dormitory and your consideration for others will surely be beneficial

## 2: TIME TO USE FACILITIES

### SERVICE HOURS

Manager's Office		7 : 0 0 AM ~ 9 : 0 0 PM	Please contact the dormitory manager during this office hours except for emergency.
Gate Open / Close		6 : 3 0 AM ~ 0 : 0 0	Notification is required in advance if you go out before the gate opening time, or if you are unable to go back to the dorm before midnight.
Meals	Breakfast	6 : 3 0 AM ~ 8 : 3 0 AM (SAT. 6 : 3 0 AM ~ 1 0 : 3 0 AM)	You can have meals only in the dining room. No meals are served when the office is closed. (See 'REGULAR HOLIDAYS') Last call for breakfast is 15min before Last call for supper is 30min before * Applications for those who sign up without meals must order it 3 days in advance cancellation is 2day in advance.
	Supper	6 : 3 0 PM ~ 1 0 : 3 0 PM (SAT. 6 : 3 0 PM ~ 9 : 0 0 PM)	
Public Bath	Mon-Sat	6 : 3 0 PM ~ 0 : 0 0	Not available when the office is closed. (Please use shower room.) *You can only use shower in public bath If you have no private shower room. ( available on a time basis)
Shower Room		Open 24 hours/365 days	Not available during cleaning / occasional inspection time. Some dormitories don't have a shower room, or have the different service time.
Laundry		8 : 3 0 AM ~ 1 0 : 0 0 PM	Free washing machines are available. drying machines is chargeable Some dormitories don't have drying machines.

### < REGULAR HOLIDAYS >

The manager's office closes on Sundays, National holidays, Summer holidays for 5 days, Winter holidays for 5 days, Spring holidays for 7 days, the 5<sup>th</sup> Saturdays and the training days for the dormitory staff.

- ※ The administrative service is not available on holidays, so your notification is required to be done by 9PM of the day before.
- ※ Meals are not served and public bath is closed on regular holidays while the shower room is open except for cleaning time.

< INTERNET >

Each room has a WIFI router, you can use it with your PC.



### 3: RULES FOR DAILY LIFE

#### <GOING OUT / IN >

- You are required to put your IC key on a reader at the entrance every time you go out from and come back to the dorm.

Otherwise, please show with a board that you are in the dorm or not.

#### < LOCK THE DOOR>

- Your room door must be locked every time you go out from the room even for just a short while for meals or bath.
- We are not responsible for any losses or damages of your valuables and belongings.
- You will be charged extra when you lost your entrance key and your room key.

#### <GARBAGE>

- Please separate the garbage according to the dormitory manager's instructions.
- ※ You might be charged for disposal of bulk trash. Please ask the manager before you dispose of it.

#### <DRILL / TRAINING>

- In case of a fire drill or crime prevention drill is conducted, please take part in it.

#### <INSPECTION>

- There might be inspections related to fire prevention, hygiene or security. In that case, inspectors and the dorm manager might enter your room.

#### <NOTICE & INFORMATION>

- Please pay attention to the bulletin board in your dormitory.
- Dormitory manager gives you important notices there.

#### <EMERGENCY>

- In the case of a fire, theft, or any accident, please notify the dormitory manager immediately.
- When you or your friends in the dorm get sick, please notify the manager immediately as well.

#### <STAY OUT (overnight)>

- "Gaihaku Todoke" a form to notify of staying at other place overnight, must be submitted to the dorm manager by the morning of the day you stay out overnight.
  - If there are any changes in the contents of the form, it must be informed to the dorm manager.
- This procedure is necessary to contact you in case of emergency.

#### <VISITORS>

- You must notify the dorm manager in advance in case you invite your guests over to the dorm, and they must be the same gender as yourself.
- Only the same gender with prior notice can stay in your dorm\* maximum3days 2nights.

#### <PART-TIME JOB>

- When you get a part time job, please submit 'Arubaito Todoke' (a form for part-time job) to the dormitory manager.
- \*Please get your parents' permission to do part-time work
- \*Please be back before the closing gate time
- ※If your school prohibits part-time job, you are not allowed to have it.

#### <PARCEL DELIVERY>

- The dorm manager received your parcel instead of you and temporarily keep it until you come to receive it. Please come to the manager's office to receive it soon after you check the message that your parcel arrived.
- ※ The manager is not able to receive your parcel on his/her holidays and during off-duty.
- ※ Parcels for chilled or frozen food, and cash on delivery is not acceptable for temporary storage by the manager. In order to avoid redelivery, please arrange to receive your parcel directly from the delivery person.

#### <MEETING & BULLETIN>

- If you would like to have a group meeting, or to put a poster on the bulletin board, you must get a permission in advance from the dormitory manager.

#### <VEHICLES>

- You are not allowed to bring in any vehicles.
- If there is a parking space, you may be able to bring in your bicycle with the permission of the dorm manager.

### 4: PROHIBITION

#### <DISTURBING OTHERS>

- You should not disturb other residents by making loud noise including the sounds of TV, radio, instruments, and chatting with others, especially in the middle of the night and early morning.
- Your shoes and other personal belongings must not be left in the entrance hall, corridor, and other public space.
- You are not allowed to have any pet in the dormitory for hygiene reasons.
- Political and religious solicitations are prohibited.

#### <ELECTRICAL APPLIANCES>

- In order to avoid a fire, bringing in a heater, electric blanket, and other electrical appliances which can cause a fire is not permitted. As for other electric appliances, make sure that you ask the dorm manager before making a purchase.
- ※ A toaster and a microwave oven are available in the dining room.
- ※ There are irons and vacuum cleaners to borrow in the dorm so there is no need to buy or bring in those items.

#### <SMOKING>

- Smoking inside the dorm is prohibited. If you smoke and the smell of cigarettes seeps in, you will be charged for additional cleaning fee.
- \*If you are over 20 years old and want to smoke, please use designated area..

#### <ALTERATIONS / REMODELING>

- It's prohibited to make alterations or conversion of all rooms / public facilities / building.
- You should not drive nails, make holes or affix anything to the wall or ceiling.
- ※ In case any damages are caused during your occupancy, you will be held responsible to cover the repairing expenses.

#### <OTHERS>

- All gambling is prohibited in the dormitory.
- Illegal acts are strictly prohibited.
- ※ The legal smoking and drinking age in Japan is over 20 years old.

### 5: EXPULSION FROM THE DORMITORY

If the following acts are found, the resident will be expelled from the dormitory.

- In case of violation of 'DORMITORY REGULATIONS No.4: PROHIBITION'
- In case of repeated deviation from DORMITORY REGULATIONS No.2: 'HOURS TO USE FACILITIES' and No.3: 'RULES FOR DAILY LIFE'.
- In case of illegal acts in/outside the dormitory.

#### NOTIFICATION OF EARLY LEAVING

- If you leave the dorm before your contract expires, you have to notify the dorm manager at least one month in advance or you'll be charged an additional rent of the following month as a penalty. Please submit 'Henkou Kakuninsho' (a confirmation form to change the contract) to the manager.

#### MOVE-OUT PROCEDURES

- Once your move-out date is fixed, inform the dorm manager of it to arrange a move-out room inspection.
- If any loss or damages are found at the time of inspection, a repairing cost may be charged.
- If everything is in good condition, the remittance request form will be handed to you. Please make sure to fill it in and submit it to the dorm manager before leaving the dorm to receive a refund
- As general rule, you can not move out till your contract done.
- Please let the dorm MG know a month advance that you want to leave with unavoidable circumstances.
- If you are leaving on your contract, we will not refund your entrance fee, yearly management fee, electricity etc.

**Customer Center**

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