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Motosumiyoshi International Dormitory  
Dormitory Rules

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Keio University  
ITOUCHU Urban Community Ltd.  
January 2018 Edition

## [1. Dormitory Information]

### 1. Residents

The residents of this dormitory are limited to Keio University students. International students those who are permitted to live in Keio University dormitories are eligible. Also, residents must leave the dormitory if the students lose their eligibility.

### 2. Use of each floor

Residents are prohibited access to the opposite sex floor (1F, 2F men's floor, 3F, 4F women's floor\*). Some of the communal areas such as laundry rooms are also separated with security control. However, the management company and resident assistant (RA) are allowed to enter every floor for the purpose of emergencies or maintenance of facilities.

\*the floor is subject to change.

### 3. Management of Entering and Leaving the Dormitory

The dormitory keeps a record of people entering and leaving the dormitory for security reasons.

### 4. Keycard

A keycard is issued when a resident moves in (it is to be returned when you move out). The below functions are contained in the keycard. Please note that if the keycard is lost, damaged, a fine of 5,000 yen (before consumption tax, etc.) will be charged.

\*There may be cases in which we change the monetary amount.

**\*We do not take any responsibility for damage due to loss or theft.**

#### (1) Management of Entering and Leaving the Dormitory

The keycard is linked with a system that manages dormitory entrances and exits. When entering or leaving the dormitory, please be sure to take your keycard with you, and hold it to the card reader at the entrance.

#### (2) Private Room Key

Please refrain from lending the keycard to others, storing it in places such as mailboxes, etc. Also, the front desk cannot keep keycards. When leaving your room, even for a short time, be sure to lock your door, and take your keycard with you, regardless of whether you will stay in the dormitory or go out.

### 5. Usage of Common Facilities

This dormitory has multiple common facilities. In order for everyone to live comfortably, we ask residents to cooperate with each other when using the facilities. Please do not leave personal items unattended or exclusively use the facilities for extended periods.

### 6. Behavior in the Dormitory and Inside the Dormitory Property

There are many housing complexes in the neighborhood, so please be considerate of the people living nearby. Also, living in the dormitory means living with others. Residents need to understand and follow the rules and manners in order not to disturb other residents.

## [2. Front Desk]

Front Desk Hours of Operation

•Monday - Friday 10:00 AM – noon / 2:00PM – 6:00PM

•Saturday, Sunday and public holidays 9:00AM – noon / 2:00PM - 5:00PM

1. Visitors

Visitors may enter the dormitory only when residents are present. At such times, visitors must fill out their information at the front desk. After signing in, you will be handed an entry permission card; please be sure to keep it with you.

Aside from when moving in/out or viewing, usage is limited to the cafeteria (except private room, common living room and kitchen on each floor). At such times, please strictly follow the dormitory rules in the same as residents.

**\*Visiting hours are from 10:00 AM to 6:00 PM (Monday – Friday), 9:00 AM to 5:00 PM.**

**It is prohibited to make the visitor stay overnight.**

2. Staying out Overnight

When staying out overnight for 3 days or more, please submit a “Notification for Staying Out Overnight” to the front desk by the prior day.

3. Mail

Mail is delivered to individual mailboxes.

When the residents are not present, registered mail (aside from registered mail containing money), express mail, and postal parcels are received by the front desk. Mail is delivered to individual mailboxes. Please present your keycard when claiming items (the hours during which items can be claimed are the same as the front desk's hours of operation).

4. Parcels from Courier Services

When the residents are not present, parcels from courier services are received by the front desk. Please present your keycard when claiming items.

**\*Registered mail containing money, refrigerated parcels, and raw food items cannot be held by the front desk (they are to be delivered directly to the individual).**

5. Keycard

The front desk accepts requests for key card reissuing and temporary usage suspension procedures. Please present your student ID. Please note that if the keycard is lost, damaged, a fine of 5,000 yen (before consumption tax, etc.) will be charged.

6. Messages

We use the bulletin boards (signage) for messages concerning residents, so please check them often.

7. Moving out of the Dormitory

Residents who wish to move out are required to register their “Moving Out Date” on “My Page” one month before they move out. In principle, “Moving Out Date” on “My Page” can be registered only once and never be re-registered. Please register when the moving out date is confirmed. Should you have any questions regarding the “Moving Out Date”, please kindly send an email to the Keio Housing Coordinator ([keio\\_dormitory\\_contact@info.keio.ac.jp](mailto:keio_dormitory_contact@info.keio.ac.jp)) before submitting one. It is not possible to move out on Saturday, Sunday, or on public holidays. Residents must move out during the dormitory manager’s office hours.

**\*Residents have to pay one month rent if you decide to move out less than one month after moving in.**

#### 8. Other

The front desk accepts applications for the bicycle parking area. The front desk also lends out vacuum cleaners, futon cleaners, trouser presses, futon dryers, irons, ironing boards, hand tools, thermometers and first-aid kits containing household medicine.

### [3. Prohibited Acts Inside the Private Rooms]

#### 1. Prohibited Items

We do not permit residents to take items that use fire, such as oil heaters, gas cartridge stoves, candles and incense; hazardous materials; or items of heavy weight into private rooms.

In addition, we prohibit residents from taking bicycles into private rooms (this includes folding bicycles).

#### 2. Fixtures

We prohibit the altering of private rooms' fixtures, fixtures for purposes other than inhabitation.

**\*We do not allow the insertion of items such as nails or hooks into the walls in private rooms. In such cases, we will make a separate request for reparation fees.**

#### 3. Subletting

Residents are prohibited from subletting their rooms or allowing the usage of private rooms to other people.

#### 4. Electricity

The capacitance in the private rooms is 30 amperes.

(When light bulbs or fluorescent lights have gone out, residents will replace them with new items at the front desk, free of charge.)

#### 5. Cleaning

Please take individual responsibility to clean your private room, and keep your private room in a state of cleanliness.

Please separate the garbage from your private room according to instructed types, and take them to their designated locations.

Hair tends to become clogged in the bathroom drains, so please clean them regularly.

Dust tends to accumulate under refrigerator, so please clean these areas thoroughly.

#### 6. Laundry

Washing machines cannot be brought into private rooms. Please use the washing machines and dryers in the laundry rooms.

#### 7. Quiet Hours

Have an understanding of the nature of dormitory, and take care when using radios, TVs, stereos, telephones, Skype, the playing of music instruments, vocal practice, etc. Also try not to disturb others. In particular, please adequately reduce the sound volume from 10:00 PM until 8:00 AM the next morning. In addition, please refrain from visiting other residents' rooms (and having other residents visit your room) after 10:00 PM.

#### 8. Entering Rooms

There are cases in which attendants enter private rooms due to necessity, such as when conducting regular equipment inspections (fire prevention inspections, the cleaning of

miscellaneous waste water, etc.), in emergencies, etc. In cases other than emergencies, we will notify you beforehand.

9. Cooking One's Own Meals

The cooking of one's own meals is not allowed in private rooms, so please use the common kitchen on each floor.

10. Balcony

Residents are not allowed to go out onto the balconies. In addition, hanging items such as futons and laundry to dry/air out is prohibited, so please be careful.

11. Toilet

Under any circumstances, do not flush other than the supplied toilet paper down the toilet. Flushing down other items may clog the pipes.

12. Other

During the night, please shut your curtains whenever possible when spending time in your private room.

#### [4. Common Facilities and Equipment]

Precautions

Hours of operation and the hours of usage may subject to change.

Please use the common facilities and equipment in a careful and sanitary manner, and promptly return the equipment to its designated location after use.

Please promptly contact the front desk if the common facilities or equipment is broken, damaged, lost, etc.

Please note that in cases in which damage or loss due to the user's carelessness is found, we will have the user bear the actual cost of the reparation fees.

**\*Leaving personal items unattended is prohibited. We do not take any responsibility for damage due to loss or theft.**

1. Cafeteria ... (Floor 1) Hours of Operation - Breakfast: 6:30 AM – 8:30 AM

Dinner: 6:00 PM – 10:00 PM (last order: 9:45 PM)

When you wish to have a meal, please purchase a meal ticket at the ticket vending machine.

Price ... Breakfast ;400yen Dinner ;600yen

\*The cafeteria is closed on Saturdays, Sundays, and holidays, for a 7-day period for summer vacation, and for a 7-day period for the New Year's holiday.

Lights are off from 12:00 PM to 6:00 AM, and entry is prohibited (except for the vending machine area and common kitchen).

We prohibit the consumption of alcohol and behavior that is disturbing to others except event date.

2. Laundry Rooms ... (Floor 1) Hours of Usage; 7:00 AM – 11:00 PM

Fee: Washing Machines (200 yen per cycle), Electric Dryers (100 yen for 40 minutes)

\*The fee is subject to change.

The consumption of food and alcohol is not permitted in the laundry rooms.

After using the washing machines and the dryers, please promptly take your laundry with you for the next user.

\*Unattended items will be kept at the front desk. If they are not specially claimed, they will be disposed after 2 weeks.

3. Vending Machines (Installed in the cafeteria on floor 1) Available 24 hours

4. Kitchen-living space (Floors 1 – 4)

The cooking equipment (microwaves, toasters, electronic kettles, etc.) and tableware in Kitchen-living space are shared items. After using them, please wash them thoroughly and keep them in order.

In addition, please be very careful of fire. Please do not leave personal tableware and other items in the living spaces; store them in your individual room. Please take responsibility for your food sanitation. Also after 10:00PM, please consider about other residents and neighbor when you use the kitchen.

5. Smoking Area (Outside) Available 24 hours

Be careful of fire, and be sure to verify that your cigarettes have been put out.

Further, please exercise adequate consideration so that your smoke does not drift into private rooms in the area.

6. Public Restroom (Floor 1)

Under any circumstances, please do not flush other than the supplied paper down the toilet. Flushing other items may clog the pipes, which may lead to unpleasant odors.

7. Bicycle Parking Area

Please apply at the front desk if you wish to use the bicycle parking area. First-time registration: 3,000 yen (before consumption tax, etc.)

Registration on a first-come, first-served basis.

\*The number of spaces is limited, and there may be cases in which we change the monetary amount.

8. Internet

The internet (Wi-Fi) is available in dormitory. We will explain how to connect the Wi-Fi after moving-in.

9. Bed linen changes

Keio University prepares bed linen for international students. We will exchange linen once a month, please exchange bed linen at the designated place on the exchange date.

## **[5. Crime and Disaster Prevention]**

1. Crime and Disaster Prevention

If you witness a suspicious individual or a suspicious event, please report to the front desk immediately.

When leaving your private room, please check that the sources of fire in your room have been put out, turn the light off and confirm that the window and door are locked.

Please be sure to participate in the fire drills, and in order to prepare for emergencies, become well-acquainted with the evacuation routes, the emergency stairways, and the locations and usage methods of the emergency equipment such as the fire extinguishers.

We prohibit the usage of fire in places other than the designated locations and the act of bringing hazardous materials into the building.

In the event of a fire, please notify the fire department or the front desk immediately, and please also notify the residents in nearby rooms.

## **[6. Precautions When Using This Facility]**

### **1. Smoking and consumption of Alcohol**

The legal age for both smoking and drinking in Japan is 20.

Alcohol may be consumed inside the private rooms only except for the event date.

Smoking is strictly prohibited in the building other than the designated smoking area. Please use the outdoor smoking space on the 1<sup>st</sup> floor for smoking. Please note that the neighborhood parks and streets are also nonsmoking.

### **2. Management of Personal Items**

Please do not leave personal items (shoes, umbrellas, etc.) in the hallways. The hallways also function as evacuation passages, so such items become obstacles in the case of an evacuation. Items left unattended may be collected without warning.

In addition, there is a risk that items left in the hallways may be stolen. We do not take responsibility, even in cases such as theft.

### **3. Lost Items**

After lost or unattended items in the common spaces or common facilities are collected by the dormitory, they will be disposed after 2 weeks if they are unclaimed (this also includes items left at the laundry rooms).

### **4. Sorting and Disposal Methods of Recyclable Materials and Garbage**

Please be sure to separate the garbage into types: burnable garbage, plastic, glass bottles, cans, PET bottles, etc.

\*For details, please refer to "Sorting and Disposal of Recyclable Materials and Garbage in Kawasaki," which is posted in the garbage disposal area.

The garbage bags that are transparent or semi-transparent may be used.

For recyclable household electronics and oversized garbage, please follow the disposal procedures, and make a pick up appointment individually. Please take the oversized garbage to the disposal area on the 1<sup>st</sup> floor.

#### **■Kawasaki Oversized Garbage Center■**

(Contact Information: 044-930-5300) Reception Hours: 8:00 AM - 4:45 PM (Monday through Saturday) \*Closed on Sundays and 12/31 to 1/3

### **5. Equipment in Common Spaces, Etc.**

Please use the TVs, laundry rooms, living spaces, and other equipment in an orderly fashion and take turns, and communicate with other residents when doing so. Please use them with care as they are communal items. Do not handle them roughly. In the event that resident break the equipment due to an intentional action or an error, we will ask the resident to compensate bearing the actual cost.

Examples: •Remote controllers for TV and Air Conditioner …3,000yen – 6,000yen  
•Keycard … 5,000yen  
•furniture(Desk, Chair and Bed) … 10,000yen~  
(before consumption tax, etc.)

### **[7. Prohibited Matters]**

When the prohibited items below are carried out, it may result to compulsory eviction or receiving some other punishment.

1. Insert nails or hooks to the walls in a private room. \*Reparation fees will be requested separately if this happens.
2. Commercial behavior; political, ideological, or religious activities; or behavior of this type in the building or inside the dormitory property.
3. Behavior that disturbs others via noise, the consumption of alcohol (except in a private room), violence.
4. Mahjong, gambling, drugs, or smoking in the building or inside the dormitory property (with the exception of smoking in the outdoor smoking space on the 1<sup>st</sup> floor).
5. Putting up posters in the common spaces in the building (including unauthorized posters on the bulletin boards).
6. The use of footwear that has a high likelihood of damaging the floor, such as wooden clogs, spikes, etc.
7. Leaving personal items in the hallways or other common facilities.
8. Behavior involving dropping items outside from locations such as windows, the roof, or emergency stairways.
9. Keeping pets (all types of animals, fish, etc. such as dogs, cats, and birds), as well as other behavior that is deemed inappropriate or unsuitable for communal living.
10. Entering the private rooms of residents of the opposite sex  
(However, limited to relatives, entering rooms is permitted in cases such as moving in/out or on a tour when considering becoming a resident.)
11. A person other than a resident staying overnight in a private room (this also includes relatives)
12. Behavior that disturbs people living nearby, making excessive noise, improperly disposing of garbage, holding gatherings during the night, and so forth
13. Parking a bicycle, motorcycle, or car on a nearby road or parking in a disruptive manner (including parking by visitors)
14. Using the air conditioner (leaving it on), using the water supply (leaving the water running), and so forth when you go out



\*Please take care not to overuse electricity and the water supply, and endeavor to save electricity and water.

(In cases in which you have used such services in excess of a certain amount, we will make a separate request for fees.)

However, please leave the ventilation fan in the bath room running whenever possible in order to prevent substances such as mold.

15. Taking shared equipment into private rooms
16. Entering restricted area
17. Collecting signatures or similar activities
18. Disturbing the public morals and interfering with the management of dormitory
19. Any other acts that is inappropriate for communal life