

Keio University

Hiyoshi International Dormitory

Rules and Regulations



Keio University

Operated by: Nishimatsu-Jisho Co., Ltd.

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First Floor Plan of the Hiyoshi International Dormitory, Example of Unit Room, Map of Surrounding Areas

1. Introduction

At Hiyoshi International Dormitory, many students from Japan and around the world live together during their student lives while enjoying hospitable support. It is a place for the exchange of different cultures and values, where Japanese students and international students live together to develop worldly perspectives.

With this situation in mind, this Rules and Regulations provides the basic rules to be observed by the residents of this facility to ensure an environment conducive for academic activities, to deepen mutual understanding, and to lead a fulfilling life. We believe that your experience in this facility will surely be useful in your future career lives. We hope that residents of this dormitory will understand the objectives of this Guide and behave responsibly to lead a fulfilling student life.

2. Facility Overview

Location	5-11-18 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-0061 Japan * The postal address for each resident begins with his or her room number, followed by the location address shown above.
Directions	- Walk 18 minutes from Hiyoshi Station on Tokyu Toyoko Line and Yokohama Municipal Subway Green Line. - Walk 3 minutes from the HIYOSHI GOCHŌME bus stop after a 6 minute ride on the city bus from the Hiyoshi Station bus stop. - Walk 10 minutes from Keio University Hiyoshi Campus (Fujiyama Memorial Hall).
Use District	Category 1 Residential District (* category of districts where the living environment is protected)
Structure and Scale	Reinforced concrete structure with six aboveground stories
Number of Rooms	200 rooms (100 for Japanese students and 100 for international students (including RAs*))
Private Room Equipment	A bed, a desk, a chair, a bookshelf, a desk wagon with a vertically movable top plate, a closet, room/desk light, and an air conditioner, A two-door refrigerator, curtains, a laundry pole (on the balcony), Wi-Fi , etc.
Equipment in Each Unit	A community space with a TV, a shower room, a toilet and a wash basin, A space for wheeled suitcase storage and Wi-Fi
Common Use Facilities	Kitchen and dining spaces, a meeting room, a study room, a lounge, a courtyard, separate public baths for men and women, a laundry room, toilets, an elevator, bicycle parking spaces, shoe boxes, mailboxes, vending machines (for food and drink) and Wi-Fi
Security	(1) Access control system with card keys (2) Security cameras (3) Quake resistance strength that is 1.25 times that of ordinary buildings in preparation for disasters to provide safety and reassurance for residents (4) Fully equipped with disaster stockpile equipment
Environmental Considerations	(1) Natural lighting and ventilation through the light well (2) Solar panels for the electric power storage and supply and hot water supply (3) Roof greening aimed at curbing the heat island effect (4) Rank S under the Comprehensive Assessment System for Built Environment Efficiency (CASBEE)

* Resident Assistants (RAs) refer to student staff members that provide international students with support for their life in Japan.

3. Eligibility

In principle, students studying at Keio University are eligible to live in this dormitory. Among international students, those who are permitted to live in Keio University dormitories are eligible.

Upon termination of their student status at Keio University, students will lose their eligibility.

4. Dormitory Manager

(1) The dormitory manager is stationed at the dormitory manager's office to receive inquiries from residents and to carry out dormitory administrative services.

The dormitory manager offers after-hours assistance in the case of an emergency, including illness, injury or a disaster.

Phone	045-620-7880
E-mail	keio-hiyoshi@n-jisho.co.jp
Hours	From 8:00 a.m. to noon and from 1:00 p.m. to 7:00 p.m. (closed on Sundays, on national holidays, during summer vacation and the year-end and New Year vacation)

(2) The dormitory manager regularly and irregularly patrols the dormitory and its premises to check the facility and to carry out maintenance work. Security cameras are installed in the facility for safety and security reasons.

5. Hours of Operations for Facilities

Main Gate	All hours	
Dormitory Manager's Office	From 8:00 a.m. to noon and from 1:00 p.m. to 7:00 p.m. (Closed on Sundays, national holidays, five days during summer vacation and the year-end and New Year vacation)	
Public Baths	From 8:00 a.m. to 11:00 p.m., on Monday to Saturday, except cleaning times (to be announced separately)	
Laundry Room	All hours	
Kitchen & Dining	All hours * Be careful with fire and do not to make noise and vibrations.	
Lounge	From 8:00 a.m. to 11:00 p.m. * Open for visitors from 8:00 a.m. to 6:00 p.m.	
Courtyard	All hours * Open for visitors from 8:00 a.m. to 6:00 p.m.	
Study Room (Meeting Room)	All hours * Be careful with fire and do not to make noise and vibrations.	
Toilets in common areas	All hours	
Units	Shower Room	All hours
	Toilet	All hours
	Wash basin	All hours
	Community Space	All hours * Be careful not to make noise and vibrations.

* Hours are subject to change.

6. Overnight Stays for Non-Residents and Visitors

- (1) It is forbidden in principle for any non-resident to stay overnight in the dormitory.
- (2) Visitors are asked to enter their necessary information in the visitor book provided at the dormitory.
- (3) Visitors are not permitted to enter any areas other than the lounge and the courtyard.
- (4) Visitors are permitted to stay on the dormitory premises from 8:00 a.m. to 6:00 p.m.

7. Card Keys on Loan, Storage Box Keys and Security

- (1) When you start living in the dormitory, you will be given a smartcard key (hereinafter “card key”) and storage box key on loan. Handle them in accordance with the separately provided manual.
- (2) This single card key functions as (i) the key to enter the dormitory, (ii) the key to use an elevator, (iii) the key to enter your unit, (iv) the key to enter your private room and (v) the key to enter the public bath of your gender. Handle it with care.
- (3) Be sure to lock your private room for security purposes before you leave, even for a short period of time. You are asked to manage and store your cash and other valuables at your own risk and responsibility.
- (4) In the event of any loss, theft or misplacement of any object, notify the dormitory manager immediately for further instructions.
- (5) If you lose or damage the card key, notify the dormitory manager and a replacement card key will be issued. In such event, you are liable for 5,000 yen, inclusive of the replacement fee and consumption tax. The same applies to the storage box key; in this event, you are liable for 3,000 yen, inclusive of the replacement fee and consumption tax.
- (6) When a replacement card key is issued, the original card key will be inactivated. If you find the original card key after your loss or theft, no refund will be given. The original card key must be returned to the dormitory manager.
- (7) In this facility, a number of security cameras are in operation to save captured images for a predetermined period after clearly indicating their positions for the purposes of ensuring safety and reassurance of residents by checking suspicious persons and circumstances behind trouble. The recorded images will not be used for any purpose other than those stated above, except where their submission is requested in accordance with domestic laws and ordinances. Dormitory residents are asked to acknowledge this in advance.

8. Prohibition of Entry to Private Room Floors for Opposite Gender

- (1) Male residents are not permitted to enter any private room floors for female residents. The elevator for women cannot be used with any card key for men.
- (2) Female residents are not permitted to enter any private room floors for male residents. The elevator for men cannot be used with any card key for women.

- (3) The dormitory manager, the owner, university personnel, the operator, RAs and maintenance workers commissioned by the operator may enter any floor of the opposite gender to perform their respective duties or services.
- (4) Any resident entering any floor of the opposite gender without justifiable reason may be subject to disciplinary expulsion.

9. Elevators

- (1) The elevators are available 24 hours a day, but it is forbidden to use them to go to any floor for the opposite gender, as prescribed in 8.
- (2) Use of elevators is subject to limits on size and weight as specified below. Do not load any item that exceeds the size or weight limits.

[Large Elevators]

- Door opening dimensions: 2,100 mm high x 900 mm wide
- Cab dimensions: 2,250 mm high x 1,600 mm wide x 1,350 mm long
- Weight limit: 900 kg

[Small Elevators]

- Door opening dimensions: 2,100 mm high x 800 mm wide
- Cab dimensions: 2,250 mm high x 1,050 mm wide x 1,520 mm long
- Weight limit: 600 kg

- (3) In the event of fire, earthquake or other disaster, do not use any elevator, even if it is in operation. There is a risk of it stopping and opening its door at a floor where there is a fire or of locking you inside following a power outage.
- (4) If a major tremor is detected, the elevator will automatically stop at the nearest floor and open its door. In this event, exit the elevator immediately.
- (5) Should you become locked in an elevator, notify the elevator maintenance operator using the intercommunication system provided inside. Any attempt to open the door by force will cause further failure. The elevator is equipped with an emergency lamp that stays lit for a predetermined length of time even in the event of a power outage.

10. Prohibition of Drinking, Smoking and Use of Fire at Non-Designated Places

Drinking alcoholic beverages and smoking are prohibited throughout the entire facility, including private rooms, balconies and surrounding areas. Use of fire is prohibited except in the kitchen of each floor. Any resident violating this prohibition may be subject to disciplinary expulsion.

* Persons under the age of 20 years old are prohibited from smoking and drinking by Japanese law.

11. Shoe Boxes, Umbrella Stands and Corridors

- (1) No outdoor shoes are allowed inside the facility. When entering the facility, you must always remove your outdoor shoes and place them in your assigned outdoor shoe box on the first floor and put on your indoor footwear, such as slippers and sandals.
- (2) Store your umbrella at the dedicated umbrella stand on the first floor or in your private room. It is forbidden to dry your wet umbrella in any corridor or unit room. Dry it on the balcony.
- (3) The corridors in this facility are evacuation routes pursuant to the Fire Service Act. It is forbidden to put any personal belongings in any corridor, since it would obstruct evacuation in the event of an emergency.

12. Private Rooms

- (1) Take great care to keep individual equipment clean. In the event of damage or loss, notify the dormitory manager. You may be liable for compensation if the damage or loss is intentional or due to negligence.
- (2) You are not permitted to remove any equipment from your private room for any reason.
- (3) If you smoke or use fire despite the prohibition or spray an aerosol in your private room, the smoke detector may detect the smoke, fire or aerosol and trigger the fire alarm. Such acts are strictly prohibited.
- (4) Please note that the dormitory manager, the dormitory operator or university personnel may enter your private room if it is necessary for disaster prevention purposes as specified below or for checking your safety in the process of appropriate operation and management of the facility.
 - 1) Inspection of fire defense equipment and other inspections to be conducted in accordance with the law and administrative guidance
 - 2) Emergency check and remediation of water leakage or foul odor confirmed
 - 3) Necessity of checking on the safety of residents
- (5) You are required to turn off the lights and air conditioner whenever you leave the premises to reduce energy consumption.

13. Unit Rooms

- (1) In principle, each unit room is accessible solely by the occupants of the four designated private rooms.
- (2) The provision in (1) also applies to access to the shower room, the toilet, the wash basin and the community space in each unit room.
- (3) Unit rooms may be used at any time, but pay attention to the sound of the television, the radio or any musical instrument or the level of your conversation in order not to disturb anyone sleeping late at night and early in the morning.
- (4) Every weekday morning, except on non-business days, the cleaning staff carry out cleaning work in unit rooms (although they do not clean any private rooms). Residents are asked to keep their rooms clean and to cooperate with the cleaning work. On days without the cleaning service, residents are asked to keep their unit room clean on their own.
- (5) During the cleaning work in the unit room, excluding the private rooms, cleaning staff may move the equipment and resident's personal belongings.
- (6) Do not leave the tap water running or leave the lights and air conditioner on if it is unnecessary.

14. Garbage

- (1) Take the garbage out to the designated place after sorting it properly by type in accordance with the rules. Put kitchen refuse in the designated bin provided in the kitchen for hygiene reasons. You must never put kitchen refuse in the bin provided in the corridor. Cardboard boxes may be placed against the side of the bin provided in the corridor.
- (2) If you fail to take the garbage out to the designated place in time, do not place it in the garbage dump in the premises at your own discretion, as doing so would not only annoy other dormitory residents but also the neighbors. Cleaning staff will move the garbage to the garbage dump on the premises on the designated dates.
- (3) Any large-sized waste must be collected for a fee or taken to the designated area in accordance with the regulations of the City of Yokohama. For details, consult with the dormitory manager. You are required to responsibly dispose of the goods you have brought on your own.

15. Cleaning Work and Facility Inspection

- (1) For the purpose of maintaining and managing the facility to ensure comfort and safety, cleaning work and facility inspection will be carried out regularly and irregularly. Major actions and their frequency (provided as a rough guide) are as follows.

Action	Scope	Frequency (as a rough guide)
Daily cleaning	Common use areas and units (excluding private rooms)	Monday to Friday *1.
Regular cleaning	Common use areas, glass windows	Twice a year
Elevator inspection	Daily operation monitoring and statutory annual inspection	Once a month, and four inspections with elevators out of service per year
Electrical work inspection	Statutory monthly inspection	Once a month, and one inspection with power supply suspension per year
Inspection of air conditioning, water supply and discharge equipment	Inspection of air conditioners, booster pumps, etc.	About twice a year, with water supply suspension
Laundry inspection	Washing machines and laundry dryers	Irregularly
Vending machines inspection	Vending machines (of food and beverages)	Irregularly
Fire defense equipment inspection	The entire building including private rooms	Twice a year

*1. No cleaning is performed on Saturdays, Sundays, national holidays and five days during summer vacation and the year-end and New Year vacation.

- (2) Please note that, apart from that mentioned above, it is possible that relevant personnel may enter the facility and carry out repair work, governmental inspection, fire drills and other work.
- (3) In the event of any work other than daily cleaning or any work mentioned in (2), a notice will be displayed on the bulletin board. Residents are asked to look individually. Pay particular attention to any work involving the suspension of the power supply or elevator operations.

16. Security, Fire and Other Drills

- (1) In the event of a security, fire or other drill, residents are encouraged to actively take part.
- (2) Check the layout and the ways to use emergency staircases, emergency exits, evacuation equipment, fire extinguishers, fire alarms and other emergency equipment.

17. Bed Linen

- (1) The facility provides a fee-based bed linen rental service. The service includes a washing service for a maximum of two rented sheets and two rented pillowcases per month conducted by the designated service operator. For details about the bed linen rental service, please ask the dormitory manager.
Keio University will provide bed linen for international students.
- (2) Bring the used bed linen to be collected and replaced to the place designated by the dormitory manager on the date specified by the dormitory manager.

18. Bulletin Board

- (1) Notices for dormitory residents will be displayed on the bulletin board on each floor. Be sure to look on a daily basis.
- (2) If any resident wishes to post on the bulletin board, submit an application to the dormitory manager to obtain permission.

19. Mail Boxes and Home Delivery Services

- (1) Postal matters addressed to dormitory residents and invoice for rent will be sent to the mail boxes assigned to the individual residents on the first floor. Check frequently if there is anything in your box to prevent it from becoming full.
- (2) In principle, the dormitory manager is unable to receive and keep any item sent by any home delivery service. Residents are required to individually designate a time slot when they will be present and able to receive the delivered item from the delivery service operator. Alternatively, residents can request a delivery to a convenience store so that it can be collected at their convenience.
- (3) Registered mail and the equivalent addressed to a resident may be received and kept by the dormitory manager when the intended recipient is absent. In this event, a message will be put in his or her shoe box.

20. Television and Newspapers

- (1) Use the television, newspapers and other materials provided for each unit room in the designated area. It is strictly prohibited to move these things into private rooms.
- (2) Residents shall pay the fee for any television service, newspaper, or suchlike that they subscribe to at their own expense and responsibility. Be sure to unsubscribe and settle any outstanding balance when leaving the dormitory.

21. Parking Lot for Bicycles and Cars

- (1) No resident is allowed to bring any car or motorcycle onto the facility premises.
- (2) Notify the dormitory manager in advance for the use of parking lot (Moving Truck, other big vehicles concerning moving-in and out, etc.).
- (3) If you wish to park your bicycle, follow the procedures for bicycle theft prevention registration and be sure to notify the dormitory manager to obtain permission. Bicycle parking is free of charge.
- (4) Each resident is allowed to park no more than one bicycle. If no vacant space is available, you will be unable to park until there is a new vacant space.
- (5) Put the parking sticker issued by the dormitory manager onto the bicycle you are permitted to park and park it in the designated space.
- (6) The facility, the university, the dormitory manager and the operator accept no responsibility or liability for the theft, damage or other issues with your bicycle.
- (7) At the time of leaving the dormitory, the disposal of your bicycle is your own responsibility. Any bicycle with unknown ownership may be discarded after a warning period. In this event, the owner of the bicycle has no right to express any objection or protest.
- (8) If you wish to reserve a parking lot for your visitors (only parents and close relatives are allowed), notify the dormitory manager in advance to obtain permission. The space is open from 9:00 a.m. to 6:00 p.m. The area must be vacated by 6:00 p.m.
- (9) No resident or his or her friends are allowed to park any car or rented car in the area.

22. Kitchen and Dining Spaces

- (1) The shared kitchen and dining spaces are open 24 hours a day.
- (2) Residents are asked to cooperate and to share the provided kitchen equipment.
- (3) After each meal, wash and put away tableware and dispose of any leftovers. Put kitchen refuse in the designated bin provided in the kitchen to maintain a clean and hygienic area.
- (4) Stay alert while using fire. While preparing any food, stay close to the IH cooker.
- (5) Be courteous to other residents when using the refrigerator provided in the shared kitchen and dining spaces. Store any food that has a strong smell in the refrigerator provided in your private room.
- (6) Every weekday morning, excluding non-business days, cleaning staff will carry out cleaning work. Cooperate with the cleaning work. On the days without cleaning work, carry out cleaning work on your own to keep the area tidy.

23. Lounge

- (1) The lounge on the first floor is open from 8:00 a.m. to 11:00 p.m. The space is open for visitors from 8:00 a.m. to 6:00 p.m.
- (2) Read any book, newspaper or other provided reading material within the lounge and never remove it. It is strictly prohibited to cut out any part of the material or to mark it.
- (3) Every weekday mornings, excluding non-business days, cleaning staff will carry out cleaning work in the lounge. Cooperate with the cleaning work. On the days without cleaning work, keep it clean on your own.

24. Meeting Room (Study Room)

- (1) The meeting room (or the study room) is open at all hours. Do not inconvenience other users while using the space. The space is not open to visitors.
- (2) Handle the desks, the chairs, the screen, the projector and other equipment with care.
- (3) The last person to exit is asked to return any fixtures, furniture and equipment used to their original positions and turn off all of the lights and air conditioner.

- (4) To use both rooms (meeting room and study room) together as a meeting space for an event, obtain permission from the dormitory manager no later than seven days prior to use. The dormitory manager will give prior notice on the event schedule posted on the bulletin board. If you wish to bring in rented equipment for your event, be sure to notify the dormitory manager of the details in advance to ensure that this will not affect the dormitory's electrical capacity or security.
- (5) To use the kitchen in the meeting room, obtain permission from the dormitory manager one day prior to use. (This must be done within the opening hours of the dormitory manager's office). You are not allowed to bring in equipment from the shared kitchen and dining spaces. Tidy and clean the kitchen after each use and ask the dormitory manager to check the final condition.
- (6) On weekday mornings, excluding non-business days, cleaning staff will carry out cleaning work. Cleaning work might not be conducted due to an event or other reason.

25. Public Baths

- (1) The public baths are open from 8:00 a.m. to 11:00 p.m. from Monday to Saturday. They are closed on Sundays, public holidays, five days during the summer vacation and the year-end and New Year vacation. On the days when they are closed, use the shower room in your unit room.
- (2) Learn and observe the etiquette of taking a bath. For details, refer to the Directions for Use displayed in the changing rooms in the public baths.

(i) Wash in advance

Before taking a bath, wash your body, mainly around your waist.

(ii) Tie up long hair

If you have long hair, choose any one of the following: a. tying it with a hair tie, b. wrap it in a towel, or c. wear a shower cap.

(iii) Do not wash your body in the tub.

Remove dirt or make-up on your body in the washing area to keep the water in the bath clean. Putting your head into the water or in front of the hot water outlet is prohibited.

(iv) Keep your towel away from the water in the tub.

Do not enter the tub while wearing your towel or swimsuit. Keep the water in the tub clean.

(v) Do not occupy the tub for a long time.

Do not occupy the tub or the washing area for a long time when the bath is crowded. Do not make loud noises. Have a comfortable and relaxing time by being conscientious of other users.

(vi) Return what you have used to its original position.

Return the chair, the bowl or other things to their original positions after use. If you have brought in anything such as shampoo, be sure to take it with you when you leave. Place any trash in the bin provided under the sink.

(vii) If you are not in good health...

If you are not in good health, do not take a bath. If you start to feel ill while taking a bath, immediately leave the bath.

- (3) The public baths are locked except during the opening hours for cleaning and for the purposes of accident prevention.

26. Courtyard

- (1) The courtyard is open at all hours. The space is open to visitors from 8:00 a.m. to 6:00 p.m. Be careful not to make noises. Do not take any equipment outside to the courtyard.

27. Laundry Room

- (1) The laundry room is open at all hours. Be careful not to make noise late at night, particularly when opening and closing the lid of a washing machine. A wash cycle costs 100 yen. It costs 100 yen per hour to operate a dryer.
- (2) Use washing machines and dryers according to their instructions. If you cause a problem by failing to follow the instructions, you may be liable for repair expenses. During the office hours, bills can be changed into coins at the dormitory's manager's office.
- (3) After washing or drying, immediately collect your laundry from the machine. Do not leave your laundry in any machine or hang it in the laundry room to dry. Any unattended laundry will be discarded after it is stored for a predetermined period.
- (4) Please note that the laundry room is equipped with security cameras in order to prevent theft.

28. Overnight Stay Outside the Facility and Long-Term Absence

- (1) Prior to staying overnight outside the facility, submit to the dormitory manager a notice of outside overnight stay using the designated form. If the information stated in the form changes, notify the dormitory manager.
- (2) If you expect to be away from your room for seven days or longer, submit to the dormitory manager in advance a notice of long-term absence using the designated form. If you do not return to the dormitory after at least 14 days without submitting a notice of long-term absence, you may be deemed to have left the dormitory and the belongings in your private room may be discarded.

29. Prohibitions

- (1) Annoying acts
 - (i) Be sure to control the volume of the television, the radio, any musical instrument or suchlike, and the sound of your voice or from moving things late at night and early in the morning in order to avoid disturbing the other dormitory residents and neighbors.
 - (ii) The use of a mobile phone on the balcony is prohibited. Any such use would disturb the neighbors and other dormitory residents.
 - (iii) Do not cause any unusual or foul odors or conduct any acts that may endanger the environment or public health.
 - (iv) Do not leave your belongings in the corridors, entrance hall or other common use areas.
- (2) Bringing any electric heating equipment or the equivalent
 - (i) Fire is prohibited indoors. That also applies to fire for candles, incense or others. For the purposes of fire prevention, you are not allowed to bring any equipment that generates heat, such as electric, kerosene or gas heaters, gas stoves and electric blankets.
 - * The facility is equipped with air conditioning.
 - * Minimize the items you bring into the facility. Vacuum cleaners and irons are available on loan.A microwave oven, rice cooker, toaster and other kitchen equipment are available for use in the shared kitchen.
- (3) Equipment
 - (i) Do not change or add any equipment.
 - (ii) Do not drive any nail or screw into any indoor or outdoor wall, column, tile or other area.
 - * If you make changes to the original state, you may be liable for the restoration expenses at the time of leaving the dormitory.

(4) Other prohibited acts

- (i) Subleasing your room or any equipment in the dormitory to any third party other than dormitory residents
- (ii) Gambling
- (iii) Having a pet
- (iv) Entering any area with a sign suggesting that no entry is permitted
- (v) Leaving your personal belongings or garbage when leaving the dormitory
- (vi) Engaging in any commercial activity such as sales and solicitation of customers or any equivalent act
- (vii) Engaging in any activity for collecting signatures and any equivalent act
- (viii) Engaging in any political, ideological or religious activity, invitation to any such activity, organizing a rally or any equivalent act
- (ix) Any act that corrupts public morals and order or that impedes the sound operation of the dormitory
- (x) Any other act that is inappropriate for communal life

30. Expulsion

Any resident that falls under any of the items below is subject to expulsion.

- (i) Any resident that is confirmed to have committed any serious or malicious act in violation of the prohibitions.
- (ii) Any resident that has failed to observe the facility opening hours or the rules on daily life on several occasions.
- (iii) Any resident that has violated any Japanese law or the equivalent.
 - * Japanese law prohibits anyone under 20 years old from drinking or smoking.
- (iv) Any resident that has lost their student status at Keio University.
- (v) Any resident that has failed to pay the dormitory rent for two months.
- (vi) Any resident that is deemed unsuitable for communal life for health reasons.
- (vii) Any resident that the university and the operating company have determined must be expelled for other reasons.

31. Other

(1) Telecommunication equipment

The facility is equipped with Wi-Fi. The method for connection will be distributed when you move into the dormitory.

(2) Problems and damage

If you find any problems or damage in the facility, immediately report it to the dormitory manager.

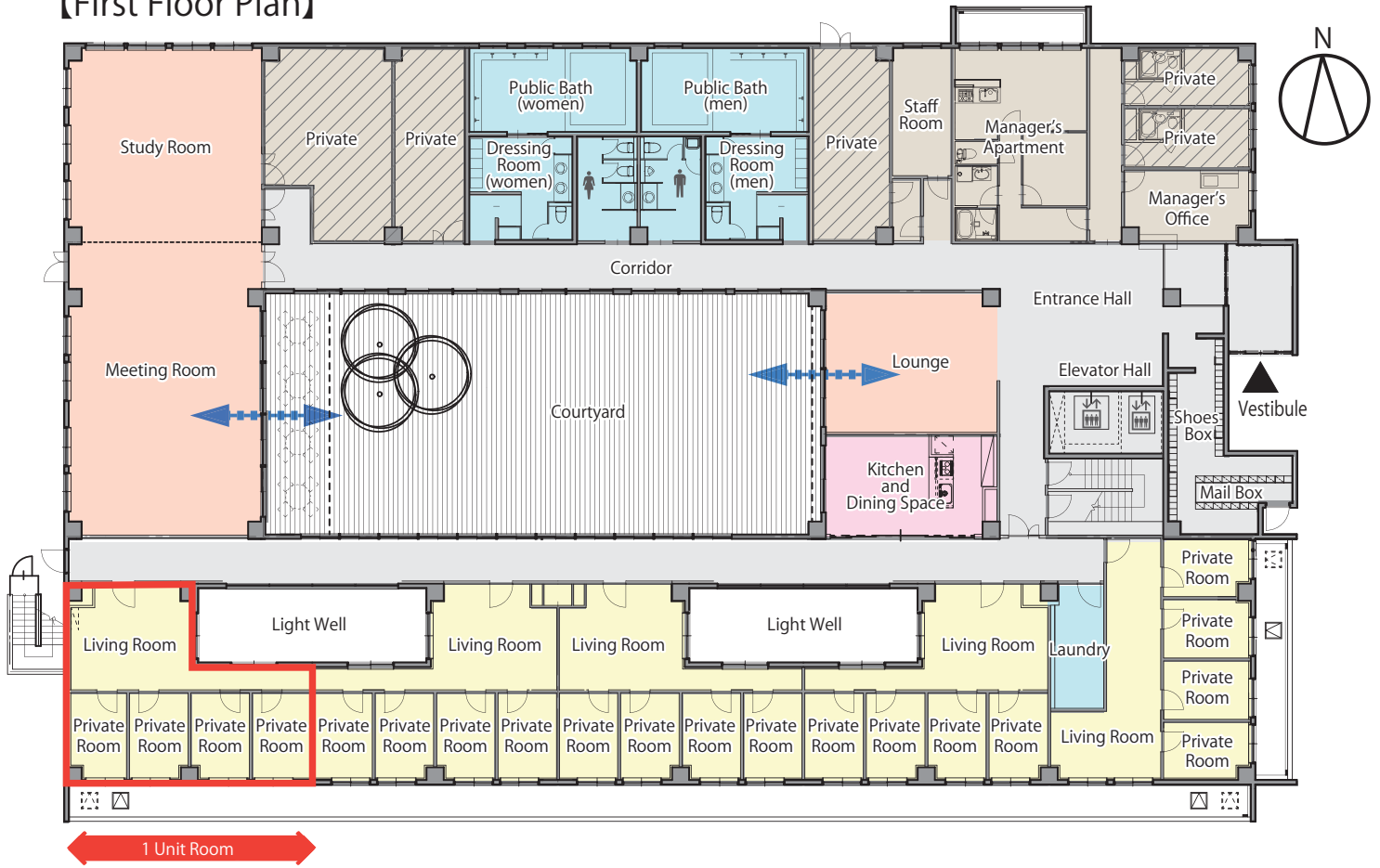
(3) Compensation for damages

In the event where any resident or anyone visiting him or her causes damage to the facility intentionally or by negligence, the resident must immediately notify the dormitory manager and accept liability for the damage. This will also apply mutatis mutandis to a case where any resident or anyone visiting him or her causes damage to any neighbor or third party.

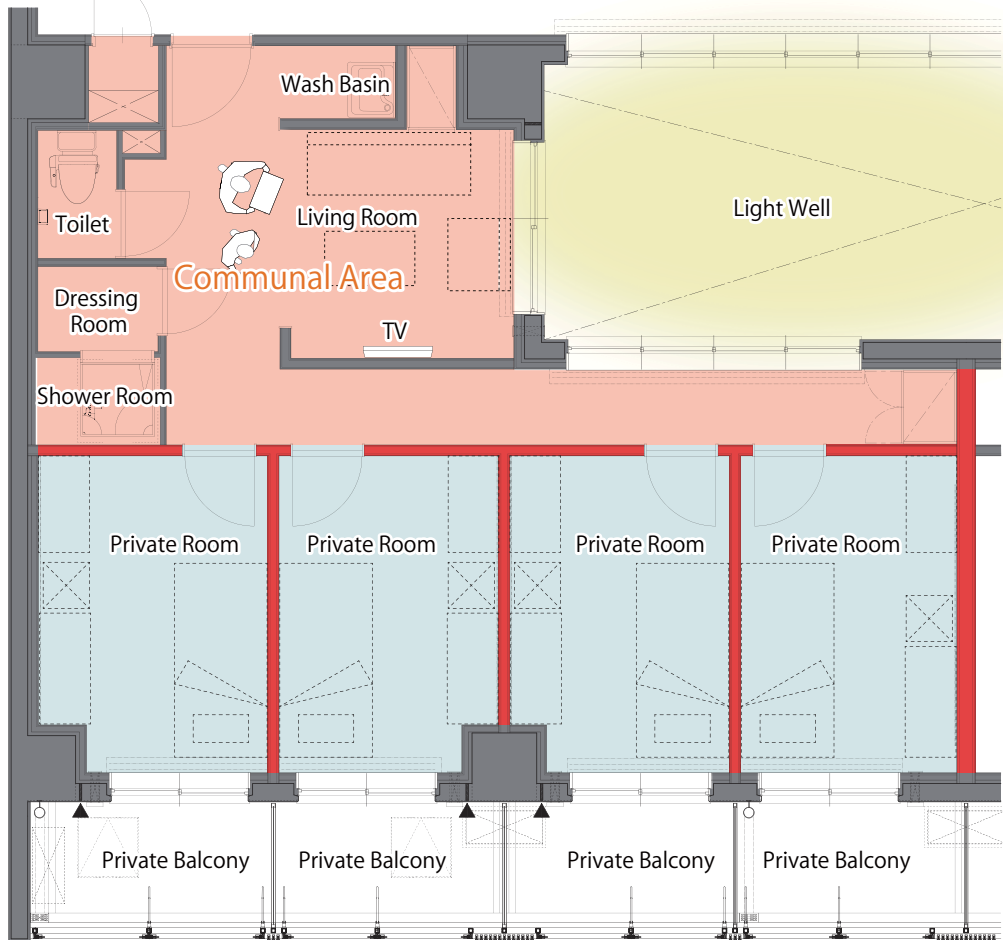
(4) Revision

This Rules and Regulation may be subject to revision in accordance with revisions to the related rules of Keio University or to the actual circumstances surrounding facility operations.

【First Floor Plan】



【Example of Unit Room】



【Map of Surrounding Areas】

