

Visitor's stay or overnight stay	<ul style="list-style-type: none"> • Visitors (even family members or friends) are not permitted to stay in the facility between 10:00 PM – 7:00 AM. The resident students have responsible for their guests to follow the Student Housing Rules. In case of visitor's overnight stay, the resident student may expel from the facility. Also, the resident students have joint responsibility when their guest causes a trouble.
Deck	<ul style="list-style-type: none"> • Cellphone calls are prohibited at the deck. It may annoy the people living in the neighborhood and other residents.
Signature collecting	<ul style="list-style-type: none"> • Any signature collecting is not permitted in the facility.
Soliciting and Sales	<ul style="list-style-type: none"> • Any soliciting and sales are not permitted in the facility.
Equipment and fittings	<ul style="list-style-type: none"> • Equipment and fittings must not be modified or altered in any way, including attaching hooks and nails. * Where equipment or fittings are found to have been modified, students may be asked to pay for repairs when departing facility.
Other	<ul style="list-style-type: none"> • All forms of gambling and betting for monetary gain are strictly forbidden. • Student rooms and other areas of the facility may not be loaned or leased to any third party (i.e., a person who is not a resident student). * Cigarette and alcohol consumption by persons less than 20 years of age is prohibited by law.

5. Expulsion

Students will be expelled from the facility in the event of any of the following:

- * A serious and malicious violation of the stipulations listed in "4.Restrictions" above
- * Repeated failure to adhere to the requirements of "3.Rules of Conduct"
- * Violation of the laws and regulations of Japan
- * Expulsion from university
- * Failure to pay the rent for two months in succession
- * Other behavior deemed by Keio University or Kyoritsu Maintenance to be worthy of expulsion

6. Final departure

- Residents who wish to move out are required to register their "Moving Out Date" on "Mypage" one month before they move out. In principle, "Moving Out Date" on "Mypage" can be registered only once and never be re-registered. Should you have any questions regarding the "Moving Out Date", please kindly send an e-mail to the Keio Housing Coordinator (keio_dormitory_contact@info.keio.ac.jp) before submitting one. It is not possible to move out on Saturday, Sunday, or on public holidays. The New Year's holiday is also not acceptable.
- * If the appropriate form is not submitted one month prior to the departure date, the following month's rent will be charged.
- * Room inspections will be conducted prior to departure. Any damage to or loss of equipment of fittings will be charged to the resident student.
- * International students are expected to follow directions from Keio University.

MEMO

Keio University Okurayama Dormitory

 **KYORITSU MAINTENANCE CO.,LTD.**

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Okurayama Dormitory Rules and Regulations of the Dormitory

 **KYORITSU MAINTENANCE CO.,LTD.**

1. Objective

The Student Housing Rules provide a set of minimum standards designed to create an environment conducive to study while ensuring that all resident students are able to live together in a spirit of goodwill and harmony.

The Student Housing Rules also seek to promote cross-cultural understanding and personal development through engagement with resident students from other cultures.

The Student Housing Rules include the Hours of Operation, which are designed to ensure efficient operation of the facility; Rules of Conduct, which are designed to ensure the safety of resident students; and Restrictions, which are designed to promote proper behavior and fair usage of the facility.

In the near future, when students start working as a member of society, we believe that an orderly lifestyle and attitude of caring for other people in the dormitory will certainly be beneficial.

Please understand the message and through actions with responsibility according to the following items, have a full and enriching student-life.

* These Rules and Regulations are subject to change without prior notice. At the time of a change, they will be promptly notified on the dormitory bulletin boards.

2. Use of facilities and equipment

Office Hours	<ul style="list-style-type: none">• 7:00 AM - 9:00 PM* Except for emergencies, all applications and notifications should be submitted during office hours.
Designated Holidays	<ul style="list-style-type: none">• Sundays, public holidays, 5 days during summer, 5 days during New Year period.* Please complete to submit those applications and communication by 21:00 the day before.* The office opens on holidays only for emergency.
Shared kitchen, Laundry room, Music room	<ul style="list-style-type: none">• As a rule, those rooms are available between 7:00 AM and 10:00 PM.• Resident students use those rooms based on cooperation and mutual concession.• When using those rooms, be sure not to bother others by making noise.• In the kitchen, personal items can be placed in the locker specified for each student's room. Do not place personal items in other locations. We assume no responsibility for loss, damage or other trouble.• Entering into the kitchen and other common places by persons other than resident students is prohibited.• When you plan to hold a party/meeting, you should get the permission from the dormitory manager one week before the event.• If you want to use the music room, you should get the permission from the resident manager in advance.
Public bath and private shower	<ul style="list-style-type: none">• The public bath can be used between 6:00 PM and 11:00 PM (except on management office holidays)• Shower booths and private shower rooms are available 24 hours a day. However, it is not available during cleaning time.• The public bath switches between men and women depending on the day of the week. Please check the bulletin board in the dormitory for the available days and time by gender.
Telephone and Internet	<ul style="list-style-type: none">• Each room is equipped with an IP phone.• Students can access the Internet using a dedicated line.• Students will be provided with instructions on IP phone usage and internet connection upon arrival at the facility.

3. Rules of Conduct

Room key	<ul style="list-style-type: none">• For security reasons, always be sure to lock your room when you leave, even if you are only leaving for a short time.• Take care of cash and valuables at your own responsibility.• If you lose or misplace items, immediately contact the resident manager (administrator) to ask for advice.• If you lose your room key, you should pay the fee including replacement cost.
Floor Visiting	<ul style="list-style-type: none">• Male students are not allowed to visit women-only floors.• Female students are not allowed to visit men-only floors.* However, R.A. is permitted to visit both floor.

Overnight stays	<ul style="list-style-type: none">• If you plan to stay away overnight, submit an "Overnight away notice" to the resident manager by noon on the day you will stay away overnight.• If there is any change to the descriptions provided in the "Overnight away notice", please notify the resident manager immediately. Please be sure to provide a thorough explanation since it necessary for contact in case of emergency.
Guest	<ul style="list-style-type: none">• When inviting a guest to the dormitory, enter the specified items on the guest roster, at both the arrival and departure times. Also, guests are not allowed to stay in the dormitory between 10:00 PM and 7:00 AM.
Garbage	<ul style="list-style-type: none">• Please sort garbage properly and take it to the predetermined place.* Please contact the management office for oversize garbage. You may incur a handling fee.
Personal belongings left in shared spaces	<ul style="list-style-type: none">• Do not leave personal belongings in shared spaces such as hallways.
Mailbox	<ul style="list-style-type: none">• Check your mailbox frequently so that it does not overflow with mail.
Crime prevention drills and fire drills	<ul style="list-style-type: none">• When crime prevention or fire drills are conducted, please attend proactively.
Maintenance and inspection	<ul style="list-style-type: none">• From time to time, the resident manager and/or other personnel have the right to enter your room for maintenance procedures associated with fire prevention, hygiene, or building safety and administration.
Notices	<ul style="list-style-type: none">• Important notices to residents will be posted on the bulletin board. Be sure to check the bulletin board regularly for updates.
Emergency situations	<ul style="list-style-type: none">• In case of fire or theft, please contact the resident manager immediately.• Also contact the resident manager as soon as possible if you or some other student become ill.
Security cameras	<ul style="list-style-type: none">• Please understand the placement of security cameras at the 1st floor entrance, the dining room entrance, and the corridors of 3rd, 4th, and 5th floor in order to manage the safety. (1) Check suspicious individuals—regularly check suspicious individuals to prevent entering. (2) Troubleshooting—in case of trouble, the security cameras will be checked.
Bulletin board	<ul style="list-style-type: none">• Important notices from the university, operating company, resident manager and RA are posted on the bulletin boards at the entrance. Please check every day. The resident manager's approval is required to put up posters on the bulletin board.
Vehicles	<ul style="list-style-type: none">• Resident students are not permitted to bring vehicles into the facility.* There is limited parking space for bicycles at the facility. The Resident Manager's approval is required.

4. Restrictions

Behavior that may disturb other resident students	<ul style="list-style-type: none">• Do not use televisions, radios, instrument, or other sound equipment at high volume. Do not engage in noisy activity late at night or early in the morning, such as loud conversation or movement.• Do not leave your belongings, in public spaces such as corridors and the entrance hall.• For public health reasons, no pets of any kind are permitted in the facility.
Bringing in of electric heating equipment, etc	<ul style="list-style-type: none">• For fire safety reasons and to prevent electrical overloading, heating devices such as electric blankets and heaters of any kind (including electric, kerosene and gas units) are not permitted in the facility.• Contact the Resident Manager regarding other types of electric equipment.* Student rooms are equipped with A.C. unit.* Vacuum cleaners are available upon request. Students are encouraged to use these rather than bring their own.
Smoking	<ul style="list-style-type: none">• Smoking is prohibited inside the building.