

1**Purpose**

The Student Housing Rules (or Guide) 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.

You will find that these general rules of conduct and principles of consideration for others will prove useful in the near future, once you finish your studies and enter the workforce.

You are expected to act in a responsible manner and abide by the rules and requirements set out below, in order to ensure the enjoyment of this facility by all resident students.

Note: The Student Housing Rules may be updated at any time. Changes will be posted on the notice boards.

2**Using Facilities/Equipment****● Hours of Operation**

Office Hours		7:00 AM – 9:00 PM	• Except for emergencies, all applications and notifications should be submitted during office hours.
Gate Entry		Open: 6:30 AM Close: 12:00 AM (midnight)	• When you need to leave the facility earlier than the stated opening time, you must inform the Resident Manager no later than the day before. • If you return to the facility later than the stated closing time, you must contact the Resident Manager beforehand.
Meals	Breakfast	7:00 AM – 8:30 AM	• Meals must be taken in the dining room (cafeteria). Note: Meals are not served on designated holidays (see below).
	Dinner	6:00 PM – 10:00 PM	
Baths	Monday through Saturday	5:30 PM – 12:00 AM (midnight)	• Outside these hours, and on designated holidays (see below), use the private shower rooms.
Private shower rooms		• Available 24 hours, except during cleaning and maintenance.	
Laundry room		7:00 AM – 11:00 PM	• There is no charge for use of the washing machines (closes at 11:00 PM). However, payment is required for use of the driers.
Dining room (cafeteria)		9:00 AM – 11:00 PM	• Not available for use during meal times (see “Meals”).
Student lounge		6:30 PM – 12:00 AM (midnight)	

Designated holidays

The office will be closed and meals will not be served on the following days:

- Sundays • Public holidays • Five-day summer break • Five-day New Year break • Seven-day break at the end of the academic year
- Applications and notifications should be submitted to the office by 9:00 PM the day before a designated holiday.

In addition, meals will not be served on the following days:

- Fifth Saturday of the month • Employee training day (one day only)

● Telephone and internet

- All rooms are equipped with IP telephones.
- Internet connections are available upon application.

* Students will be provided with instructions on IP telephone usage and internet connection upon arrival at the facility.

● Coming and going

- Student names are displayed on the name board in the entrance hall. When you leave the facility, you must change your status to OUT; when you return, remember to change it back to IN.

● Room key

- For security reasons, always lock your room when you leave, even for short times such as meals.
- Take care of cash and valuables, as these are your own responsibility.

● Women-only floor

- Male students are not permitted to visit the women-only floor of the building.

● Garbage

- Garbage must be sorted in accordance with the rules and placed in the designated locations.
- Note: For large garbage items, contact the Resident Manager. A fee may be charged for disposal of large garbage items.

● Security and fire drills

- You are expected to participate in security and fire drills.

● Maintenance inspection

- From time to time, the Resident Manager and/or other personnel may need to inspect your room for maintenance procedures associated with fire prevention, hygiene, or building safety and administration.

● Notices

- Important notices to resident students will be posted on the designated notice boards. Be sure to check the notice boards regularly for updates.

● Emergencies

- In the event of fire, burglary, or similar event, inform the Resident Manager immediately.
- If you or another student becomes ill, promptly contact the Resident Manager.

● Overnight stays

- If you plan to stay away from the facility overnight, you must submit an Overnight Stay form to the Resident Manager the morning before you leave.
- Any changes to the information on the Overnight Stay form should be notified to the Resident Manager immediately, to ensure that you can be contacted in the event of an emergency.

● Posters and meetings

- The Resident Manager's approval is required to put up posters or organize meetings at the facility.

● Vehicles

- Resident students are not permitted to bring vehicles into the facility.
- Note: There is limited parking space for bicycles at the facility. The Resident Manager's approval is required.

● Behavior that may disturb other resident students

- Do not use televisions, radios, instruments, 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.

● Electric heaters and equipment

- 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 AC unit, while toasters and microwave ovens are available in the Dining Room.
- * Irons and vacuum cleaners are available upon request. Students are encouraged to use these rather than bring their own.

● Smoking

- Smoking is prohibited inside the buildings.
(Use the designated outdoor smoking areas.)

● Equipment and fittings

- Equipment and fittings must not be modified or altered in any way, including attaching hooks and nails.
Note: Where equipment or fittings are found to have been modified, students may be asked to pay for repairs when departing the facility.

● Other

- All forms of gambling and betting for monetary gain are strictly forbidden.
- As stated in “3. Rules of Conduct” above, overnight visitors are strictly limited to parents/guardians and siblings. Approval is required before overnight visits.
- 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).
Note: Cigarette and alcohol consumption by persons less than 20 years of age is prohibited by law.

● 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 “2. Hours of Operation” and “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 the university or Kyoritsu Maintenance to be worthy of expulsion

- Resident students are not normally permitted to terminate their contract with the facility before the end of the contract period.
- Where early contract termination is necessary for compelling reasons, such as expulsion from university or offer of employment, a consent form from the student’s parent or guardian will be required (except for the international students).
- Departing students must submit the appropriate form to the Resident Manager at least two months prior to the date of departure.
- If the appropriate form is not received two months prior to the departure date, the following month’s rent will be charged.
- Full rent of the month will be charged even if the resident students leave in the middle of the month.

Note:

- Room inspections will be conducted prior to departure. Any damage to or loss of equipment or fittings will be charged to the resident student.
- International students are expected to follow directions from the International Center at Keio University.