

MOTOSUMIYOSHI RESIDENCE REGULATIONS

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.

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

2: Using Facility / Equipment

<Office Hours>

➤ 7:00 AM – 9:00AM 5:00 PM – 8:00PM

* Except for emergencies, all applications and notifications should be submitted during office hours.

<Designated Holidays>

➤ The office will be closed 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 8:00 PM the day before a designated holiday.

* Resident Manager corresponds to the emergency procedure in designated holidays.

< Intercom and Internet>

➤ All rooms are equipped with Intercom.

➤ Wi-Fi is available in room.

3: Rules of Conduct

<Room key>

- For security reasons, always lock your room when you leave, even short times.
- Take care of cash and valuables, as these are your own responsibility.
- In case of loss of room key, contact the Resident Manager immediately for following guidance.
- In case of loss of room key, separate fee (i.e. replacement cost) will be charged.

<Floor visiting>

- Male students are not permitted to visit the women-only floor of the building.
- Female students are not permitted to visit the men-only floor of the building.
 - * However, RA is permitted to visit both floor.

<Visitors>

- Visitors must fill in the visitors form when they enter/leave the facility. Visitors are not allowed to stay in the facility between 10:00 PM – 7:00 AM.

<Garbage>

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

<Leave personal items at the common utilities>

- Do not leave your personal items at the common utilities such as entrance, elevator Hall, corridors, etc.

<Mailbox>

- To avoid filled mailbox, check your mailbox regularly.

<Packages and Registered mail>

- Each student needs to schedule receiving packages and registered mail. Resident Manager cannot store any mails and packages.

<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 have the right to enter 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.

<Security Camera>

- Please understand the placement of security cameras at the 1st floor entrance, elevator halls 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.

<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.
 - * 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>

- 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.

<Electric devices 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.
 - * Vacuum cleaners are available upon request. Students are encouraged to use these rather than bring their own.

<Smoking>

- Smoking is prohibited inside the building.

<Visitor's stay or overnight stay>

- 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>

- Cellphone calls are prohibited at the deck. It may annoy the people living in the neighborhood and other residents.

<Signatures collecting>

- Any signature collecting is not permitted in the facility.

<Soliciting and Sales>

- Any soliciting and sales are not permitted in the facility.

<Equipment and fittings>

- 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>

- 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.