

Keio University  
Tsunashima SST  
International Dormitory  
Regulations

## Life in the Tsunashima Sustainable Smart Town

### ■ Concept

A Town That's Shaping the Future.

*Innovating the Future Together.*

The Tsunashima Sustainable Smart Town (Tsunashima SST) is a next-generation urban smart town. Companies, local governments, and citizens will cooperate and pool their knowledge in order to develop advanced technologies, human resources, and connections with local communities and enhance the brand value of the town. Let's understand the Tsunashima SST and make our life better.

### ■ Town's Overall Targets

To materialize the concept, the Tsunashima SST set numerical targets for the town.

#### 【Environmental target】

CO<sub>2</sub> emissions  
40% reduction

Community water usage  
30% reduction

Use of new energies<sup>\*1</sup>  
30% or greater

#### 【Safety target】

CCP\*  
3 days

\*The community continuity plan (CCP) is a plan for restoring the community to its normal state following the occurrence of an emergency situation

### ■ Achieving the Town's Overall Targets

#### 【Normal Times】

- Remember that you are part of the town and know and observe the targets and rules of the town.
- Explore ways to create an ecological lifestyle without sacrificing comfort. For example, use energy-saving equipment properly and turn lights off when there is no one in the room.
- The Tsunashima SST provides services for achieving smart life. Use available services and have an eco-friendly comfortable life.
  - Ex. 1) Mobility: To save energy and space, various means of mobility, such as car-sharing and electric bicycle-sharing, are available.
  - Ex. 2) Multi-signage system: Multi-signage systems allow you to check the progress made toward the targets.
- Take part in community activities and cooperate in activities to develop a favorable community.

#### 【Emergency】

- The most fundamental concept for minimizing disaster damage is to combine self-help (each individual's efforts to protect their own safety). Learn locations vulnerable to disaster damage and accident hot spots, and actively participate in emergency disaster drills.
- After you ensure your safety, share manpower, goods, and information with others who are in need of them.

### ■ The Role of international dormitory

The Tsunashima SST international dormitory is an exchange base of the Tsunashima SST. Have new experience and make an idea real through interacting with others.

# 1: Purpose

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This Dormitory Regulations 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 Rules of Conduct are designed to ensure the safety of all resident students, and Prohibitions are to create a more comfortable living environment for each and every student in the dormitory.

You will develop consideration for others through your experiences in the dormitory, which sure will benefit you in the near future when you go out into the world.

We hope you will have an enjoyable student life in a responsible manner, abiding by rules and requirements described below.

※Dormitory Regulations may be updated at any time. Changes will be posted on the notice board.

# 2: FACILITY HOURS AND INFORMATION

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## < Office Hours >

Resident Manager's Office	AM7:00 ~PM9:00	Packages should be delivered and received during these hours. * Except for emergency, all documents and notifications should be submitted during office hours.
Curfew	No Curfew	The first door of the entrance will be locked from PM10:00 to AM7:00 for security reason. Tap your IC key on the IC reader to unlock.
2 <sup>nd</sup> Floor Kitchen & Dining Room	Open 24 Hours	Please prepare your own dishes, kitchen knives and cutting boards. Kitchen and dining areas are shared by everyone in the dorm. Make sure to clean up after use.
9 <sup>th</sup> Floor Free Space	AM7:00 ~PM11 : 00	In case of having events in this free space, please get permission from the resident manager in advance, and remember to clean up after use.
Laundry Room (2 <sup>nd</sup> ~8 <sup>th</sup> Floor)	AM7 : 00 ~PM11:00	Washing machines are free of charge. (For dryers, 100Yen will be charged per 30 minutes.) ※Please do not leave your laundry in the washing machine, and take them out as soon as it's finished.
Kitchen Space (2 <sup>nd</sup> ~8 <sup>th</sup> Floor)	Open 24 Hours	This is a shared communal area for everyone to use. Please refrain from taking out shared cooking equipment, and clean up after use.

## < Designated Holidays >

※The office will be closed on the following day : Sundays • Public Holidays • 5-day Summer Holiday • 5-day New Year Holiday • 7-day Holiday at the end of the academic year

\*The resident manager will cope with emergency situation on designated holidays.

## < Internet Facility >

All rooms are equipped with Wi-Fi is available in the dorm.

Instructions on IP Phone and the Internet will be handed out upon arrival at the dorm.

### 3: RULES OF CONDUCT

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#### <STAY IN · OUT>

- Remember to tap your IC key on IC reader at the entrance every time you go out and come back to the dorm. In the event of an emergency, safety confirmation of all residents will be carried out based on the entering and leaving record of your IC key.
- From PM10:00~AM7:00, the first door of the entrance will be locked for security reasons. Please unlock it with your IC key.

#### <STAY OUT OVERNIGHT>

- Please submit a “Overnight away notice”, a notification of staying out overnight, to your dorm manager by the morning of the day. This form is placed at the resident manager’s office.
- Make sure to let the resident manager know in case of any change in the contents as this will be your emergency contact.

#### <LOCK>

- For security reasons, remember to lock your room door when you leave, even just for a short time.
- Take care of cash and valuables as these are at your own responsibility.
- In case of loss of room key, contact the resident manager immediately to seek directions.
- In case of losing your room key, a 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 allowed to visit the men-only floor of the building.
  - \* However, the resident manager, management company staff, university staff and RA (Resident Assistants are students who support international students) are allowed to visit both floors.
- An advance notification is needed when you have your family help for moving in and out.

#### <VISITORS>

- Visitors must fill out all the necessary information in the visitors form when they enter and leave the dorm.
- Visitors are allowed to go into the kitchen and dining room on the 2<sup>nd</sup> floor only. They are not permitted to stay in the dorm between PM10:00~AM7:00.

#### <PACKAGES / MAILS>

- The resident manager will receive packages and mails for you when you are out. You are able to see the notice on the screen at the entrance. Please go to the resident manager’s office to collect it.
  - ※No packages can be accepted on designated holidays as well as outside of the office hours.
  - ※For hygiene reasons, cool delivery (raw food / frozen food) and cash on delivery cannot be accepted.

#### <GARBAGE>

- Garbage must be separated in accordance with the rules and placed in the designated locations. The resident manager will give you instructions when you move in.
  - ※ A fee may be charged for large garbage. Please contact the resident manager before you dispose of it.

#### <UNATTENDED PERSONAL ITEMS IN COMMUNAL SPACES>

- Do not leave your personal belongings in communal spaces such as entrance hall, elevator hall and

corridors. If personal items are left unattended for a certain period, they may be thrown out.

#### <MAILBOX>

- To prevent your mailbox from filling up, check it regularly.

#### <CRIME PREVENTION AND FIRE DRILLS>

- Participate in crime prevention and fire drills when they are conducted.

#### <MAINTENANCE INSPECTION>

- The resident manager as well as inspectors might enter your room for maintenance procedures associated with fire prevention, hygiene or building safety and administration when needed.

#### <NOTICE>

- Important notices will be put up on the designated notice board. Make sure to check it regularly for updates.

#### <EMERGENCY>

- In the event of a fire, burglary or similar event, inform the resident manager immediately.
- Contact the resident manager immediately if you or other residents get sick.

#### <SECURITY CAMERA>

- Security cameras are installed such as the 1st floor entrance and elevator halls for security reason. Please note that the following things are carried out for your safety.

##### (1) Monitoring of suspicious individuals :

Regular monitoring is performed in order to prevent suspicious individuals from entering.

##### (2) Troubleshooting: in case of trouble in the dorm, security cameras will be checked.

#### <BULLETIN BOARD>

- Important notices from university, management company and resident manager will be displayed on the monitor at the entrance and bulletin board on each floor. Be sure to check it every day. The resident manager's approval is required to put up posters.

#### <VEHICLES>

- Resident students are not permitted to bring in a car or motorbike in the dorm.
- If you wish to bring in a bike and use a parking lot, make sure to submit a notification and get permission from the dorm manager after the bicycle theft prevention registration. If the parking lot becomes full, you will not be able to park your bike until it becomes available.

#### <BEDDING LEASE>

- Bedding lease is available in the dorm. Please ask the resident manager for details. If you lease bedding, sheets, pillowcase and comforter cover can be changed once every 10 days on a designated day after notifying the resident manager.※As for the international students, please see the attachment for more information.

## 4: PROHIBITIONS

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#### <BEHAVIOR THAT MAY DISTURB OTHER RESIDENT STUDENTS>

- Refrain from using a TV, radio, instrument and other sound equipment at high volume. Do not engage in noisy activities such as loud conversation or movement late at night or early in the morning.
- Do not leave your personal belongings at the entrance, corridors and other communal spaces.
- For hygiene reasons, no pets of any kind are allowed in the dorm.
- Be considerate of other residents when you use kitchen and dining room on the 2<sup>nd</sup> floor and free space

on the 9<sup>th</sup> floor.

#### <ELECTRICAL APPLIANCES>

- For fire safety reasons and to prevent electric overloads, devices which generate heat such as electric blanket and heaters of any kind (including electric, kerosene and gas) are not permitted in the dorm.
- As for other electric equipment, ask the resident manager in advance.
- ※ Each room is equipped with AC unit and microwave ovens and toasters are available on each floor as well as in kitchen and dining room on the 2<sup>nd</sup> floor.
- ※ Irons and vacuum cleaners are available upon request. Students are encouraged to use these rather than bringing their own.

#### <SMOKING>

- No smoking is allowed inside the dorm property to prevent a fire, smoking inside the room as well as on the balcony is prohibited.

#### <VISITOR'S STAY OR OVERNIGHT STAY>

- Visitors (even family members or friends) are not permitted to stay in the dorm between PM10:00 ~AM7:00. You have responsibility for your guests to follow the rules. In case of visitor's overnight stay, you may be expelled from the dorm. Also, you have joint responsibility when your guest causes a trouble.
- Visitors are allowed to go into kitchen and dining room on the 2<sup>nd</sup> floor.

#### <BALCONY>

- Smoking, talking on the phone, or throwing out garbage is prohibited on the balcony, as it may disturb other residents and neighbors.

#### <SIGNATURE COLLECTING>

- No signature collecting is permitted in the dorm.

#### <SOLICITING AND SALES>

- No soliciting and sales are allowed in the dorm.

#### <EQUIPMENT AND FITTINGS>

- Equipment and fittings must not be modified or altered in any way including attaching hooks and nails.
- ※ In case the room is found to have been modified or left with odor, a repairing charge may be required when moving out.

#### <OTHERS>

- All forms of gambling and betting for monetary gain are strictly forbidden.
- No rooms and other areas of the dorm should be loaned or leased to any third party. (i.e. a person who is not a resident student).
- ※ Smoking and drinking under the age of 20 is prohibited by Japanese law.

## 5: EXPULSION

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

- Repeated failure of “No.3 Rules of Conduct”.
- A serious and malicious violation of “No.4 Prohibitions”.
- Violation of the laws and regulations of Japan.
- Expulsion from university.
- Failure to pay rent for two months in succession.
- Other behavior deemed by Keio University or Kyoritsu maintenance to be worthy of expulsion.

## 6: NOTIFICATION OF LEAVING

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- If you wish to move out from the dorm, you are required to register the “move-out date” on “Mypage” at least one month prior to the move-out date. In principle, the “move-out date” can be registered only once, and it should be registered when your move-out date is confirmed.
- Should you have any questions regarding the “move-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)). It is not possible to move out on Saturday, Sunday and public holidays. Moving out is acceptable on weekdays only, during the resident manager’s office hours.
- If “move-out date” is not registered one month in advance, rent of a following month will be charged regardless of the date of moving out.
- ※ Room inspection will be conducted before moving out. If any damages or loss of equipment are found, repairing expenses will be charged to the residents.
- ※ International students are expected to follow directions from Keio University.

MEMO

«The Attachment For More Information»

## Bedding Lease For International Students

### <Bedding Lease>

- Bedding lease is available in this dormitory.
- For international students, the fee for bedding lease is already included in the rent.

### <Change of Sheets>

- A pillowcase, comforter cover and sheets can be exchanged with new ones once every 10 days on designated dates. Please notify the dorm manager when you exchange them.
- Clean sheets are placed in the linen room located next to the mailbox area on the 1<sup>st</sup> floor.
- Please put used sheets, pillowcase and comforter cover in the collection box.