

Keio University

Takanawa International Dormitory

Rules and Regulations



Keio University
Operated by: Nishimatsu-Jisho Co., Ltd.

Applicable from June 25,2021

Contents

1. Introduction ... P3
2. Facility Overview ... P4
3. Eligibility ... P5
4. Dormitory Manager ... P5
5. Hours of Operations for Facilities ... P5
6. Overnight Stays for Non-Residents and Guests ... P6
7. Card Keys on Loan, Storage Box Keys, and Security ... P6
8. Elevator ... P7
9. Prohibition of Alcohol, Smoking, and Open Flames ... P8
10. Shoe Boxes, Umbrella Stands, and Corridors ... P8
11. Private Rooms ... P8
12. Garbage ... P9
13. Cleaning Work and Facility Inspections ... P10
14. Drills (Security, Fire, etc.) ... P11
15. Bed Linen ... P11
16. Bulletin Boards ... P11
17. Mailboxes and Home Delivery Services ... P12

- 18. Television and Newspapers ... P12
- 19. Parking for Bicycles and Cars ... P13
- 20. Kitchen and Dining Spaces ... P13
- 21. Use of Multi-purpose and Study Rooms ... P14
- 22. Public Bath and Shower Rooms ... P14
- 23. Laundry Room ... P15
- 24. Overnight Stay Outside the Facility and Long-Term Absences ... P16
- 25. Prohibitions ... P16
- 26. Expulsion ... P18
- 27. Other ... P18

[Supplementary Documents]

Facilities ground plan by floor, map of surrounding area

1. Introduction

At Takanawa International Dormitory, students from Japan and around the world live together and support each other during their time at university. It is a melting pot for the exchange of different cultures and values and somewhere that Japanese and international students can develop global perspectives.

With this in mind, these Rules and Regulations provide the basic rules to be observed by the residents of this facility to ensure an environment conducive to academic activities, deepening mutual understanding, and leading fulfilling student lives. We believe that your experience in this facility will shape your future careers and pursuits, and we hope that all residents will take the objectives of these Rules and Regulations to heart and behave responsibly to get the most out of their time at this dormitory.

2. Facility Overview

Location	2-12-35 Takanawa, Minato-ku, Tokyo 108-0074 (location address) *The postal address for each resident begins with their room number, followed by the location address shown above.
Directions	<ul style="list-style-type: none"> • 7-min walk from Sengakuji Station on the Toei Asakusa Line and the Keikyu Main Line • 11-min walk from Takanawa Gateway Station on the JR Keihin Tohoku Line and the JR Yamanote Line • About a 14-min walk from Shirokane-Takanawa Station on the Tokyo Metro Nanboku Line and the Toei Mita Line
Use district	Category 1 mid/high-rise oriented residential zone
Structure and scale	Reinforced concrete structure with four aboveground stories
Number of Rooms	44 rooms (22 for Japanese students and 22 for international students [including RAs*], private rooms)
Private room Furnishings, Fittings & Equipment	Bed, desk, chair, bookcase, closet, lighting, AC, toilet, 2-door fridge, curtains, clothesline (on balcony), Wi-Fi, etc.
Common use facilities	Kitchen and dining spaces, multi-purpose room, study rooms, large public bath, laundry room, toilets, elevator, bicycle parking spaces, shoe boxes, mailboxes, delivery boxes, vending machines, Wi-Fi
Security	<ul style="list-style-type: none"> (1) Access control system with face recognition and card keys (2) Security cameras (3) Fully equipped with disaster stockpile equipment
Environmental considerations	(1) Solar panels for the electric power storage and supply

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

3. Eligibility

In principle, eligibility to live in this dormitory is limited to female students studying at Keio University. For international students, female students with permission from Keio University 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 emergencies, including illness, injury, or in the event of a disaster.

P h o n e	03—3473—8259
E-mail	keio-tid@n-jisho.co.jp
H o u r s	From 9:00 a.m. to 12:00 noon and from 3:00 p.m. to 7:00 p.m. (closed on Sundays, national holidays, during summer vacation, and the year-end and New Year vacation)

- (2) The dormitory manager patrols the dormitory and its premises on a regular and intermittent basis 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 Operation for Facilities

Main gate	All hours
Dormitory manager's office	9:00 a.m. to 12:00 noon, 3 p.m. to 7 p.m. (Closed on Sundays, national holidays, five days during summer vacation and the year-end and New Year vacation)
Public bath	From 8:00 a.m. to 11:00 p.m. on Monday to Saturday, except cleaning times (to be announced separately)
Shower room	All hours
Laundry room	All hours
Kitchen & dining	All hours *Be careful when using open flames and do not make excessive noise and vibrations.

Study room, multi-purpose room	All hours * Be careful when using open flames and do not make excessive noise and vibrations.
Toilet in common areas	All hours

* Hours are subject to change.

6. Overnight Stays for Non-Residents and Guests

- (1) It is generally forbidden for any non-resident to stay overnight in the dormitory.
- (2) In principle, guests are not allowed to enter the dormitory.

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

- (1) When you start living at the dormitory, you will be given a smartcard key (hereinafter “card key”) and a storage box key on loan.
- (2) The card key doubles as 1) a key to enter the dormitory and 2) a key to your room. Please keep it safe.
- (3) For security reasons, be sure to lock your private whenever you leave, even if only for a short period of time. You are solely responsible for any cash and valuables left unattended in the room.
- (4) In the event of loss, theft, or misplacement of any object, notify the dormitory manager immediately for further instructions.
- (5) Notify the manager if the card key is lost or damaged. A replacement card key will be issued. In such an event, you will be charged 5,000 yen (inclusive of the replacement fee and consumption tax).
The above also applies to the storage box key. In this case, you will be charged 3,000 yen (inclusive of the replacement fee and consumption tax).
- (6) Once a replacement card key is issued, the original card key will be deactivated. If you find the original card key after the 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 and their locations are clearly indicated. For the purposes of ensuring the safety of and reassuring residents, the footage is kept for a predetermined period to check for suspicious persons and to ascertain the circumstances behind any trouble that arises. The recorded images will not be used for any other purpose than those stated above, except when the submission of footage has been requested in accordance with domestic laws and ordinances. When dormitory residents move in, they are required to consent to this policy.
- (8) The dormitory manager, the owner, university personnel, the operator, RAs, and maintenance workers (including men) commissioned by the operator may enter any floor to perform their respective duties or services.

8. Elevator

- (1) The elevator is in operation 24 hours a day.
- (2) Use of the elevator is subject to limits on size and weight as specified below. Do not load any item(s) that exceeds the size or weight limits.

Elevator

- Door opening dimensions: 2000 mm high x 800 mm wide
- Cab dimensions: 2250 mm high x 1050 mm wide x 1150 mm long
- Weight limit: 250 kg

- (3) In the event of fire, earthquake, or other disaster, do not use the elevator even if it is in operation. During an emergency, there is a risk of it stopping and opening on a floor on which a fire has broken out 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 the door. In such an 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.

9. Prohibition of Alcohol, Smoking, and Open Flames

Drinking alcoholic beverages and smoking are prohibited throughout the entire facility, including private rooms, balconies, and surrounding areas. The use of fire is also prohibited. Any resident violating this prohibition may be subject to disciplinary action, including expulsion.

*Note: Japanese law prohibits anyone under 20 years old from drinking or smoking.

10. Shoe Boxes, Umbrella Stands, and Corridors

- (1) Outdoor shoes are not allowed inside the facility. Outdoor shoes, etc., should be stored in the shoe boxes for dormitory students on the first floor.
You must change to indoor footwear (slippers, sandals, etc.).
- (2) You may either store your umbrella at the dedicated umbrella stand on the first floor or keep it in your private room. It is forbidden to dry wet umbrellas in the corridors. You may do so on the balconies.
- (3) The corridors in this facility are evacuation routes pursuant to the Fire Service Act. It is forbidden to leave any personal belongings in the corridors as this would obstruct the evacuation of residents in the event of an emergency.

11. Private Rooms

- (1) Take great care to keep individual furnishings, fittings, and 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 individual furnishings, fittings, or equipment from your private room for any reason.
- (3) If you smoke or use fire despite the prohibitions, or spray an aerosol in your private room,

the smoke detector may be activated 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 deemed necessary for disaster prevention purposes as specified below or for checking on your safety in the process of appropriate operation and management of the facility:
 - 1) Inspection of fire safety equipment and other inspections to be conducted in accordance with the law and administrative guidance
 - 2) Emergency check, remediation of water leakage, or if a foul odor is detected
 - 3) Checking on the safety of residents
 - 4) Necessity of checking the plumbing or ventilation.
- (5) Make sure to turn off the lights and AC when going out. Take care to conserve electricity.
- (6) Do not leave the water tap running or leave the lights and air conditioner on if it is unnecessary.
- (7) Do not insert any thumb tacks, pins, or screws into any walls, pillars, or other areas. Please use the picture rails provided to display items on the walls.

12. Garbage

- (1) Take the garbage out to the designated place after sorting it properly by type in accordance with the rules. For hygiene reasons, put kitchen refuse in the designated bin in the kitchen. You must never put kitchen refuse in the bins placed in the corridors. Cardboard boxes may be placed against the side of the bins in the corridors.
- (2) If you are late to put the garbage out to the designated place, do not place it in the garbage dump on the premises at your own discretion, as doing so would not only inconvenience 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 garbage must be collected for a fee or taken to the designated area in accordance with the regulations of Minato Ward. For details, consult with the dormitory manager. You are responsible for disposing your own garbage.

- (4) Do not illegally dump garbage or otherwise inconvenience other residents and neighbors.

13. Cleaning Work and Facility Inspections

- (1) For the purpose of maintaining and managing the facility to ensure comfort and safety, cleaning work and facility inspection will be carried out on a regular and intermittent basis. Major cleaning work and inspections are listed below, along with the frequency thereof. Note that this is a rough guide.

Item	Scope	Frequency (rough guide)
Daily cleaning	Common areas	Monday to Friday *1.
Regular cleaning	Common use areas, windows	Twice a year
Cleaning and weeding the premises	Premises	At least twice a week
Elevator inspection	Daily operation monitoring and statutory annual inspection	Once a month, and four inspections with an elevator 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 dryers	Intermittently
Vending machines inspection	Vending machines (beverages)	Intermittently
Inspection of fire alarms, smoke detectors, fire extinguishers, etc.	Entire building including private rooms	Twice a year

*1. Cleaning is not performed on Saturdays, Sundays, national holidays, five days during the summer holidays, and the year-end and New Year vacation.

- (2) Please note that, in addition to that mentioned above, it is possible that relevant personnel may enter the facility and carry out repair work, government inspections, 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 should check the bulletin board regularly for such updates. Pay particular attention to any work involving the suspension of the power supply or elevator operations.

14. Drills (Security, Fire, etc.)

- (1) Residents are encouraged to actively take part in all drills, including fire drills, disaster drills, or other drills.
- (2) Check the location of and familiarize yourself with how to use the staircases, emergency exits, evacuation equipment, fire extinguishers, fire alarms, and other emergency equipment.

15. 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 the place designated by the dormitory manager on the date specified for collection and replacement.

16. Bulletin Boards

- (1) Notices for dormitory residents will be displayed on the bulletin board on each floor.
Be sure to check 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.

17. Mailboxes and Home Delivery Services

- (1) Postal items addressed to dormitory residents and invoices for rent will be sent to the mailboxes assigned to the individual residents on the first floor. Check frequently to see if there is anything in your box and to prevent it from becoming full.
- (2) In principle, you must personally receive parcels sent to you through home delivery services. Please receive parcels in the windbreak room. If the addressee is not in the dormitory, the parcel will be put into a delivery locker. If there are no vacant delivery lockers, the parcel will be redelivered. In this case, please contact the delivery company. In principle, the dormitory manager is unable to receive and keep any item sent by a home delivery service.
- (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.

18. Television and Newspapers

- (1) Please use the television, newspapers, and other materials in the designated areas only. It is strictly prohibited to bring these items into private rooms.
- (2) Residents shall pay the fee for any television service, newspaper, etc., that they subscribe to at their own expense. Residents are personally responsible for unsubscribing and settling any outstanding balance when leaving the dormitory.
*If you wish to watch TV in your private room, you will need to enter into a contract with NHK. When leaving the dormitory, please ensure that you carry out the procedure for concluding the contract.
*If you wish to watch cable television in your private room, you will need to enter into a contract with the relevant company. When leaving the dormitory, please ensure that you carry out the procedure for concluding the contract.

19. Parking for Bicycles and Cars

- (1) Residents are not allowed to bring cars, motorcycles, or bicycles onto the facility premises.
- (2) Notify the dormitory manager in advance for use of the parking (for moving trucks and other big vehicles for moving in and out, etc.).
- (3) The dormitory facilities have bicycles parking on-site that are available for residents to use after they have submitted the required form to and received approval from the manager. Make sure to adhere to the terms and conditions stipulated.
- (4) Residents and their friends are not allowed to park cars (including rental cars) in the surrounding area.

20. Kitchen and Dining Spaces

- (1) The shared kitchen and dining spaces are open 24 hours a day.
- (2) Residents are asked to cooperate with sharing the kitchen equipment provided.
- (3) After each meal, wash and put away tableware and dispose of any leftovers. Be sure to put kitchen refuse in the bin provided in the kitchen. Please keep the spaces clean and hygienic.
- (4) When cooking, do not leave the inductor stove unattended.
- (5) Be courteous to other residents when using the refrigerator in the shared kitchen and dining spaces. Keep any food that has a strong smell in the refrigerator in your private room.
- (6) Every weekday morning, excluding non-business days, cleaning staff will carry out cleaning work. Please cooperate with the cleaning staff. On the days without cleaning work, play your part in keeping the kitchen and dining areas clean and tidy.

21. Use of Multi-purpose and Study Rooms

- (1) The multi-purpose and study rooms are open 24-hours a day. Do not inconvenience other users while using these spaces.
These spaces are not open to visitors.
- (2) Handle the desks, chairs, screen, projector, and other equipment with care.
- (3) The last person to exit the room is asked to return any fixtures, furniture, and equipment to their original positions and turn off all the lights and air conditioner.
- (4) To use the multi-purpose room as a meeting space for an event, please 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 up 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) On weekday mornings, excluding non-business days, cleaning staff will carry out cleaning work. Cleaning work might not be conducted when events are held, etc.

22. Public Bath and Shower Rooms

- (1) The public bath is open from 8:00 a.m. to 11:00 p.m. from Monday to Saturday. It is closed on Sundays, public holidays, five days during the summer holidays, and the year-end and New Year vacation. Please use the shower rooms when it is closed. The shower rooms are open at all hours.
- (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 bath.
 - 1) Wash in advance
Before taking a bath, wash your body, mainly around your waist.
 - 2) Tie up long hair
For long hair, either tie it with a hair tie, wrap with a towel, or wear a shower cap.

3) *Do not wash your body in the tub.*

Remove dirt and any 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 not permitted.

4) *Keep your towel out of the bathwater*

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

5) *Do not occupy the tub for a long time*

During periods when the bath is busy, do not occupy the tub or the washing area for an extended period of time. Do not make loud noises. Have a comfortable and relaxing time and be conscientious of other users.

6) *Return things to their original position*

Return the chair, the bowl, and any other items 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.

7) *Do not use the bath if you are feeling unwell*

If you are not feeling well, do not use the bath. If you start to feel ill while taking a bath, please vacate the bathing area immediately.

(3) Outside of opening hours, the public bath is locked for cleaning and to prevent accidents.

23. Laundry Room

(1) The laundry room is open at all hours. Be careful not to make excessive noise late at night, particularly when opening and closing the washing machine lids.

A wash cycle costs 100 yen, while the dryer costs 100 yen per hour.

(2) Use washing machines and dryers according to their instructions. If you cause the machines to malfunction due to failing to follow the instructions, you may be liable for the repair expenses.

During office hours, you can break notes down into coins at the dormitory manager's

office.

- (3) Collect your laundry from the machine immediately after washing or drying. Do not leave your laundry in the machines or hang it in the laundry room to dry.
Any unattended laundry will be stored for a predetermined period and then disposed of.
- (4) Please note that the laundry room is equipped with security cameras in order to prevent theft.

24. Overnight Stay Outside the Facility and Long-Term Absences

- (1) Prior to staying overnight outside the facility, submit the designated form to the dormitory manager. If the information stated in the form changes, please notify the dormitory manager as soon as possible.
- (2) If you expect to be away from your room for seven days or longer, submit the designated form to the dormitory manager well in advance.
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 disposed of.
- (3) International students who are going back to their home country temporarily should submit the necessary paperwork at the manager's office at least one day ahead of their departure.

25. Prohibitions

- (1) Causing a public nuisance
 - 1) Be sure to keep down the volume of televisions, radios, musical instruments, etc., and the sound of your voice, or when moving things late at night and early in the morning. These may disturb the other dormitory residents and neighbors.
 - 2) Using mobile phones on the balconies is prohibited. This may disturb the other dormitory residents and neighbors.
 - 3) Do not cause any unusual or foul odors or conduct any acts that may endanger the surroundings or public health.
 - 4) Do not leave your belongings in the corridors, entrance hall, or other common areas.

(2) Bringing in heaters, etc.

Lighting of fires is prohibited inside the facilities and inside private rooms (including candles, incense, etc.). 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/heating.

*Minimize the items you bring into the facility. Vacuum cleaners and irons are available on loan.

Microwave ovens, rice cookers, toasters, and other kitchen equipment are available for use in the shared kitchen.

(3) Making changes to facilities/equipment

- 1) Do not change or add any equipment.
- 2) Do not drive nails or screws into indoor or outdoor walls, columns, tiles, or any other area.

*If you make changes to the original state of the dormitory, you may be liable for the restoration expenses when you leave the dormitory.

(4) Other prohibited acts

- 1) Subleasing your room or any equipment in the dormitory to a third party
- 2) Using the dormitory for purpose other than as accommodation
- 3) Bringing in dangerous goods
- 4) Gambling
- 5) Keeping a pet
- 6) Entering any area with a sign suggesting that no entry is permitted
- 7) Leaving behind your personal belongings or garbage when leaving the dormitory
- 8) Engaging in any commercial activity such as sales and solicitation of customers or any equivalent act
- 9) Engaging in any activity for collecting signatures, etc.
- 10) Engaging in any political, ideological, or religious activity, invitation to any such activity, organizing a rally, etc.
- 11) Any act that corrupts public morals and order or that impedes the sound operation of the dormitory
- 12) Any other act that is inappropriate for communal life
- 13) Causing a nuisance to neighbors

26. Expulsion

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

- 1) A resident who has committed a serious or malicious act in violation of the prohibitions.
- 2) Any resident that has failed to observe the facility opening hours or the rules on daily life on several occasions.
- 3) A resident who has violated any Japanese law.
- 4) *Japanese law prohibits anyone under 20 years old from drinking or smoking.
- 5) A resident who has lost their student status at Keio University.
- 6) A resident who has failed to pay the dormitory rent for two months.
- 7) A resident who is deemed unsuitable for communal life for health reasons.
- 8) A resident who the university and the operating company have determined must be expelled for other reasons.

27. Other

(1) Telecommunication equipment

- 1) The facility is equipped with Wi-Fi. Residents will be informed about the method for connection when they move into the dormitory.
- 2) Transmitting large data volumes and staying connected for long periods of time may cause network issues. Take care so as not to inconvenience other residents.

(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 of any residents or anyone visiting them 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 any cases where a resident or anyone visiting him or her causes damage to a neighbor or third party.

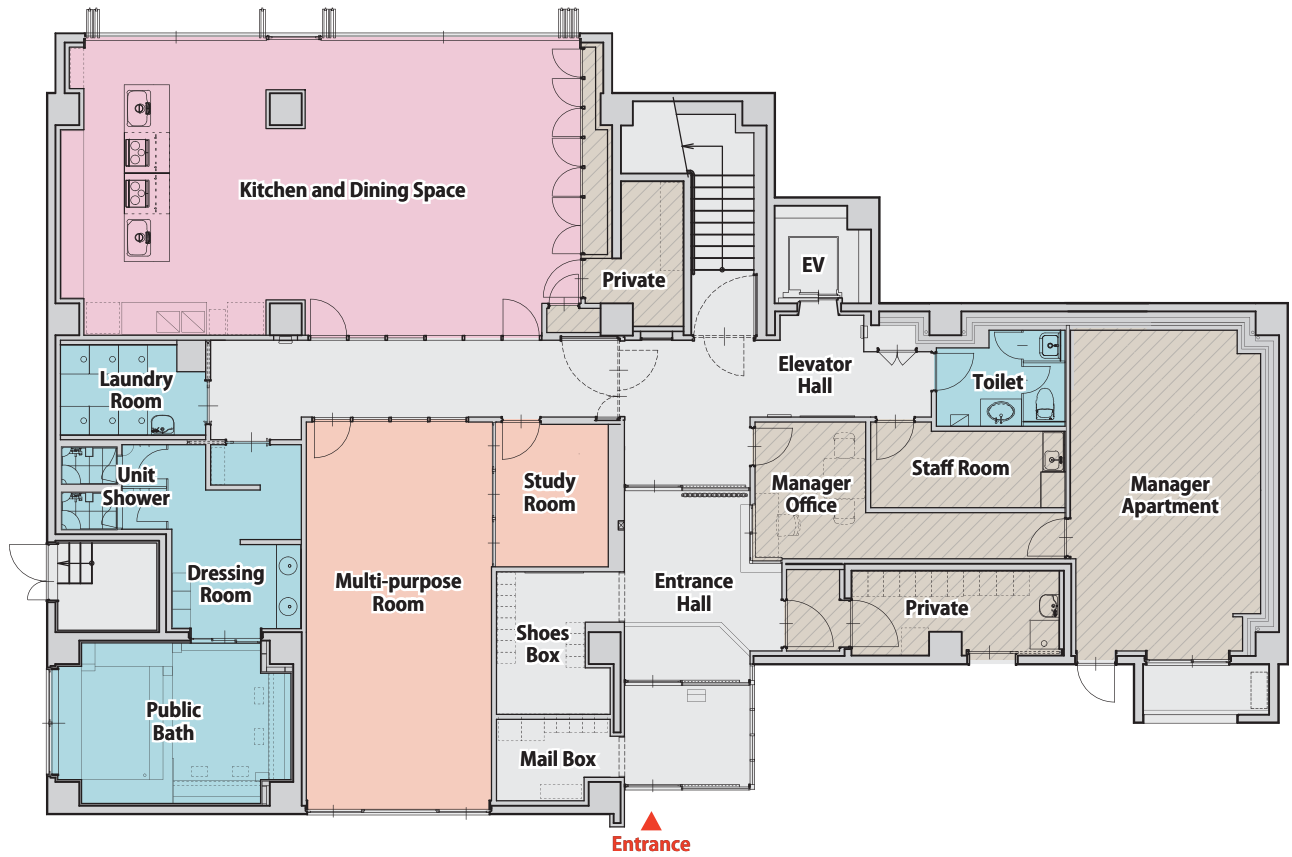
(4) Rules to be adhered to by residents according to the Regulations to Implement the Ordinance on Constructing and Managing Apartment Houses for Single Occupants in Minato Ward

- 1) Please submit a notification of moving in or change of address.
- 2) Please help out with local activities, such as those of the town council.

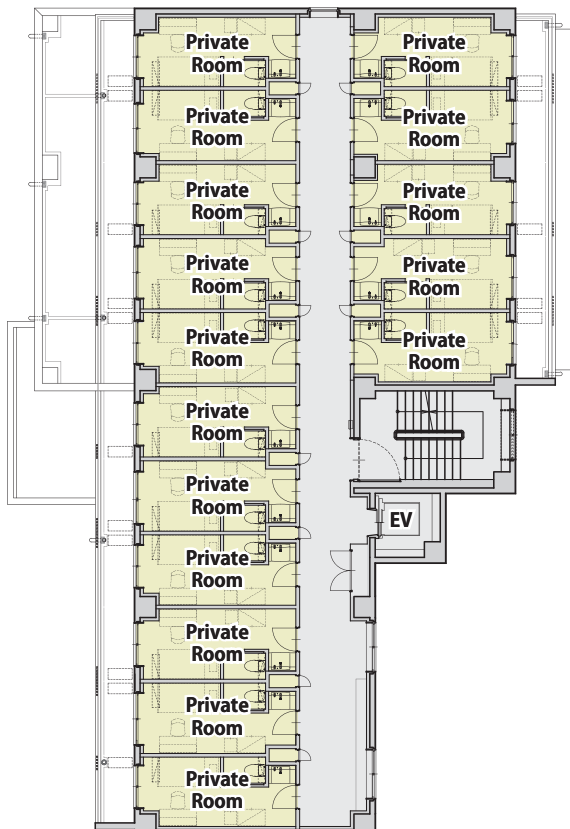
(5) Revision

These Rules and Regulation may be subject to change in accordance with any revisions to the related rules of Keio University or as a consequence of the actual circumstances surrounding facility operations.

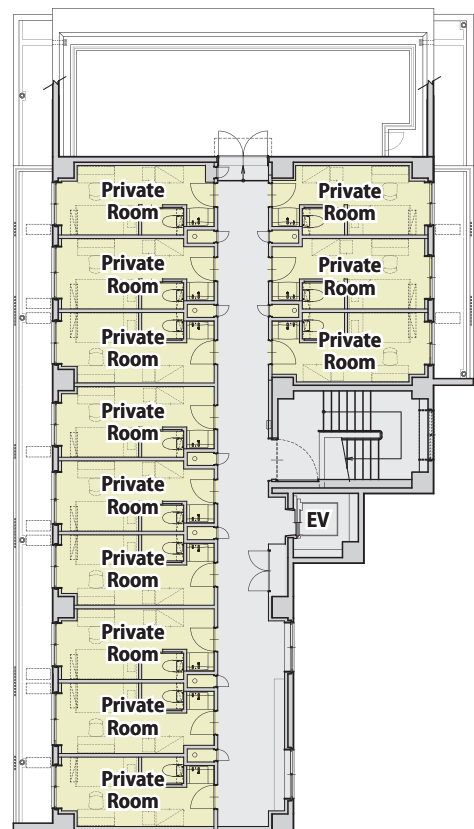
<Floor Map>



【First Floor Plan】

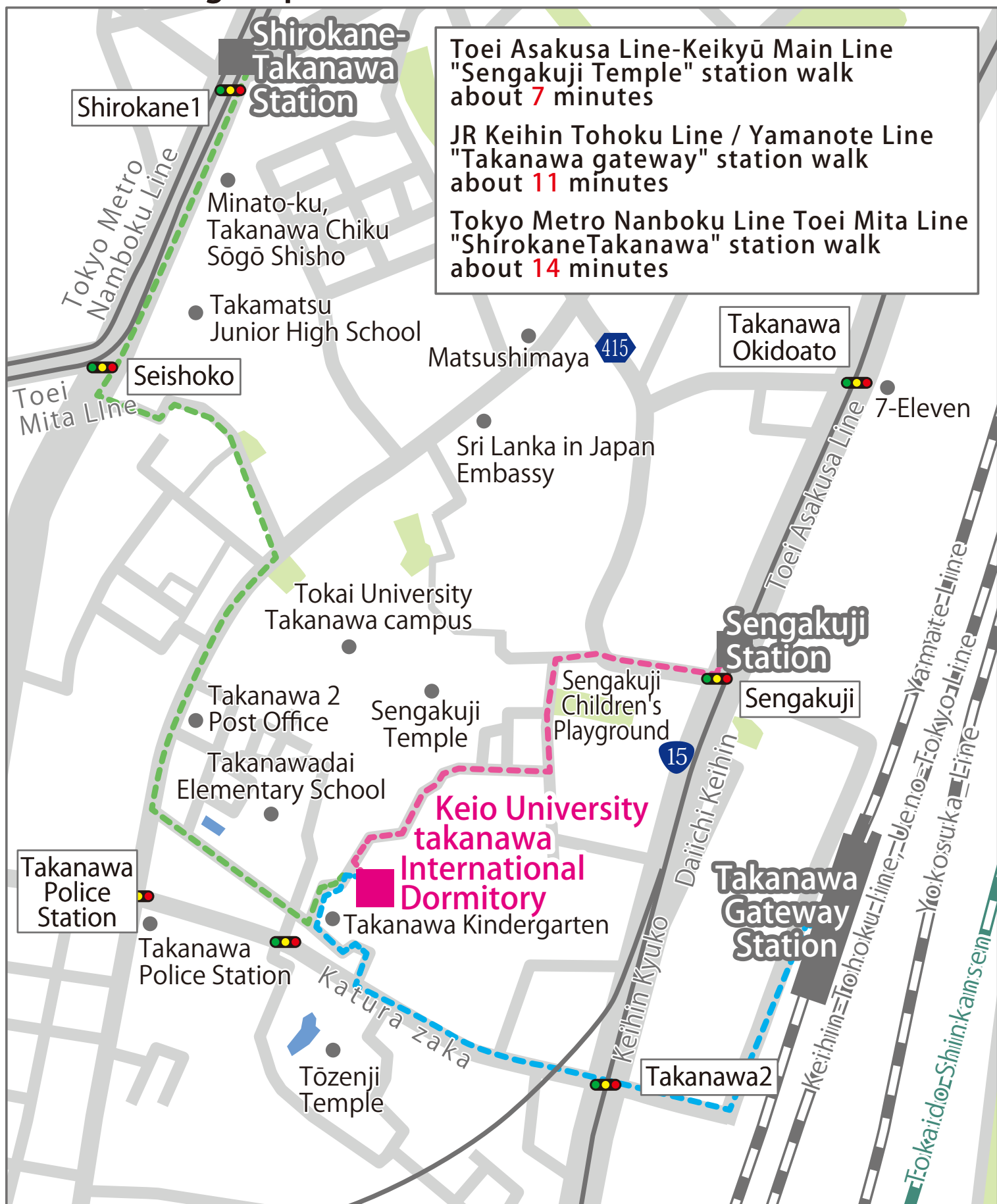


【Second/Third Floor Plan】



【Fourth Floor Plan】

【Surrounding map】



About **25** minutes,
Keio University Mita Campus walk

