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Rules and Regulations of Shimoda Student Village Dormitory

Residents of Keio university dormitories are requested and expected to observe the following regulations and to actively contribute to the maintenance and further development of a comfortable living environment for all.

These regulations may be subject to change. Please check the residence bulletin board from time to time for changes or updates.

1 Residence and address

SHIMODA STUDENT VILLAGE: 2-59-7, Hiyoshi-honcho, Kohoku-ku, Yokohama-shi, Kanagawa

2 Eligibility

The dormitories are primarily intended for international students (including exchange program students), but Japanese resident assistants are also admitted under certain circumstances. The maximum number of residents per room is indicated in the “Terms and Conditions of Use of Student Accommodation”, and you are prohibited from exceeding the allowed capacity. Also, you must leave the residence if you lose your student status at Keio University.

3 Period of Residence

In principle, the period of residence is stated in the “Terms and Conditions of Use of Student Accommodation”.

You must leave the residence if you lose your student status at Keio University, even if you are still within your period of residence.

4 Monthly Rent

The monthly rent is stated in the “Terms and Conditions of Use of Student Accommodation”.

If the resident’s consumption of water, gas, and electricity significantly exceeds a certain amount, Keio University may ask them to pay additional fees.

5 Cleaning and Maintenance Fee (Non-Refundable)

The cleaning and maintenance fee (non-refundable) is stated in the “Terms and Conditions of Use of Student Accommodation”. Residents are requested to pay a cleaning and maintenance fee (non-refundable) on entrance. This is not returned when you move out.

6 Payment of Rent/Cleaning and Maintenance Fee (Non-Refundable)

Pay your rent/cleaning and maintenance fee (non-refundable) in cash at convenience stores. You will receive the invoice and payment slip for that month by postal mail each month.

7 Internet

All rooms are furnished with Wi-Fi. Use of the internet is free of charge.

8 Bedding and bed linen changes

You can have two sets of bed linen (pillowcase and bed sheets) cleaned each month. Follow the resident manager's instructions on where and when you can return your used bed linen and receive fresh linen. Bedding (futon) will be completely replaced twice a year.

9 Garbage

- In Japan, garbage must be separated according to type (burnable/non-burnable/recyclable). Separate your garbage according to type and take it to the designated areas by the designated time. Do not take out your garbage the evening before the collection day. Consult with the resident manager about what to do with large-size garbage that does not fit in the garbage bin.
- Do not dispose of used oil into the kitchen sink drain.
- If you do not follow the garbage disposal rules, you may be asked to leave the residence.
- Please take responsibility and dispose of any garbage that you create when moving in and out. A fee is charged for disposing of large items.

For more detailed information on garbage disposal, ask the resident manager or the resident assistants.

10 Bulletin Board

General announcements will be posted on the bulletin board located in front of the vending machine on the third floor.

11 Bicycles, Motorcycles, and Cars

- If you have a bicycle and wish to park it in the designated parking area, get permission from the resident manager. Since there are only a limited number of spaces, you may have to wait until one becomes available.
- Park only one bicycle. Park your bicycle in the specified area only.
- If you wish to use a bicycle when going to Hiyoshi campus, make sure to apply for a parking space at the Office of Student Services on Hiyoshi Campus. You must also keep in mind that parking your bicycle in front of Hiyoshi station (except for the space designated) is prohibited. If you wish to park your bicycle there, inquire at the station about the necessary registration procedure.
- Keio University and the resident manager are not responsible for any loss or damage to student bicycles.
- Unregistered bicycles will be disposed of.
- Motorcycles and cars are prohibited from parking on the dormitory premises.

12 Mail and Parcels

Mail is delivered to the individual mailboxes situated in the "mail corner" in the entrance hall. Parcels will be delivered to the parcel delivery locker in the "mail corner" (common mailbox). Since the resident manager cannot accept parcels that do not fit in the mailbox or registered mail, you must call the post office for redelivery.

13 Television/Newspaper

If you buy a television and watch TV or if you subscribe to a newspaper, you must pay the monthly charges yourself. Please also make sure to unsubscribe and settle unpaid fees when moving out.

14 Common Areas

(1) Kitchen/Lounge/Study room/Laundry room:

- The kitchen, lounge, and laundry room can be used from 7 am to 10 pm. The study room can be used from 8 am to 10 pm.
- Since these are common areas, be considerate of other residents.
- Try not to make too much noise when using the common areas so as not to disturb other residents.
- For the security of all residents, personal belongings are not permitted in the hallways, stairways, lobby, lounge, or public areas. Residents can keep their personal belongings only in the specified locker (by room number) in the kitchen. Keio University will not be held responsible for any loss or damage of private belongings.

(2) Using the Meeting Room

- The meeting room can be used between 8 am and 9:50 pm.
- If you want to use the meeting room, you must first borrow the key from the resident manager. When your meeting is finished and you leave the room, make sure to lock the room and return the key to the resident manager.

- If you want to use a projector, ask the resident manager.
- Try not to make too much noise when using the meeting room so as not to disturb other residents.

***Visitors are prohibited from entering resident rooms, kitchens and lounges.**

***Visitor access is limited to the entrance hall (3F), the meeting room (2F), and the study room (4F) (reservation required).**

***Only RAs are allowed to hold meetings with 20 or more participants in the lounge or study room.**

(3) Use of gym equipment in the facilities:

The gym equipment in the facilities can only be used by members of the Keio Athletic Association.

15 Visitors

Visitors are only permitted in the following areas:

The entrance hall (3F), the meeting room (2F), and the study room (4F) (A reservation must be made in advance).

Visitors must fill out the designated visitors' book.

Entry to individual rooms is not permitted. Visitors must leave the premises by 10 pm.

16 Overnight Visitors

It is forbidden for Visitors to stay at the accommodation.

Keio University will take strict measures when a resident lets a third person stay in the room.

You may be asked to leave the residence.

17 Temporary Leave

- (1) **Residents must notify the resident manager by submitting a “Notification of Temporary Leave (prescribed form)” if they intend to be away from the room for a period exceeding seven (7) days.** An absence of seven days or more without notice is regarded as moving out and household goods and belongings may be removed.
- (2) If international students are temporarily leaving Japan, make sure to follow the prescribed procedures at the dormitory manager's office before the day of departure.

18 Key/Card key

If you lose your key/card key, notify the resident manager promptly. The resident must pay for the replacement key/card key.

19 Smoking

Smoking is strictly prohibited in the building, except in the smoking area.

Please put cigarette butts in the designated ashtray.

20 Other Prohibitions, Precautions

- Take off your shoes upon entering the building or room as indicated.
- Pets are not permitted under any circumstances.
- Residents may not make any changes, including remodeling, painting, changing wallpaper, inserting nails into walls, or moving furniture.
- Open flames are prohibited in student rooms. (e.g. candles, incense, firecrackers, gas/oil heaters, gas burners, etc.)
- For the security of all residents, no personal belongings may be kept in the hallways, stairways, entrance hall, kitchen, lobby, lounge, or other public areas. Keio University will not be held responsible for loss or destruction of private belongings.
- Utilities in public areas (chairs, sofas, etc.) may not be relocated without permission.
- Making copies of your key is prohibited.
- Your room number will be assigned by the Housing Coordinator's Office. Residents are not allowed to change rooms without permission.
- Rooms should be kept clean and in good condition.
- Furniture and equipment in the room should be kept in good condition.
- Please purchase consumable goods such as toilet paper for your room by yourself.
- Hot water in each room is supplied by storing water heated during the night (23:00–5:00) in the room's hot-water tank. As the storage capacity is limited, please use hot water accordingly and in a planned manner.

21 Resident Assistants (RA)

Resident Assistants are support staff of Keio University and reside in the Shimoda student village dormitory. They shall help the resident manager if necessary, and support international students in their daily life, including planning some activities. They are selected from graduate/ undergraduate students at Keio University. Their tasks include the following:

- ① Helping the international students when moving in and out and supporting the resident manager.
- ② Providing support to residents.
- ③ Planning, managing, and participating in international activities.
- ④ Submitting a monthly report to Keio University.

22 Moving out procedures

(1) Registering the “Moving Out Date”

Residents who wish to move out are required to register their “Moving Out Date” on “Mypage” **one month before they move out**. In principle, the “Moving Out Date” on “Mypage” can be registered only once and cannot be changed. It is not possible to move out on Saturdays, Sundays, on public holidays, and during the New Year’s holiday period. 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.

(2) Payment of rent

You must settle your rent at least 10 days before moving out.

- ① Rent for periods of residence less than a full month shall be calculated using the "Rent by Daily Rate" as specified in the Appendix 2 of “Keio University Terms and Conditions of Use of Student Accommodation”, if you register a “Moving Out Date” **one month before** you move out.
e.g.) In the case of moving out on 15th of July
If you register a “Moving Out Date” on 15th of June, the rent for July will be only for 15 days (from 1st to 15th of July).
- ② If you do not register a “Moving Out Date” one month prior to the date you leave, you will be charged for a full month’s rent calculated from the date you register your moving-out date.
e.g.) In the case of moving out on 15th of July
If you register a “Moving Out Date” on 20th of June, the rent for July will be for 20 days (from the 1st to the 20th of July).
- ③ You have to pay one month rent and the cleaning and maintenance fee (non-refundable) if you decide to move out less than one month after moving in.

(3) Cleaning the room

- Prior to departure, you are expected to clean the room and return it to the state you found it in.
- You are personally responsible for the proper disposal of large-size garbage. As regulations vary by ward or municipal office, you are expected to personally confirm proper disposal means for items such as bicycles, furniture, and electrical appliances. Ask the resident manager how to dispose of large-size garbage. A fee is charged. If you do not dispose of large-size garbage, Keio University will demand that you pay for the disposal and report it to your home university/parents.

(4) Return of the room key/card key

The resident manager will inspect the room before you leave and collect your key/card key.

If the room is unusually dirty or damaged, the actual cost of restoring the room to its original state may be charged.

(5) Cancelling your health insurance/mobile phone/television/newspaper contracts

If you are going to leave Japan after moving out, cancel any such contracts or subscriptions well in advance.

23 Use of Facilities

Any damage to the apartment building and facilities, regardless of intent, must be immediately reported to the resident manager. The resident responsible for the damage assumes legal responsibility for the cost of repair and/or replacement and/or cleaning.

24 Entry to Rooms

Keio University and the resident manager have the right to enter residential rooms with permission of the resident for the purpose of security, fire prevention, emergencies, or maintenance of facilities. In extremely urgent circumstances, however, both Keio University and the resident manager reserve the right to enter student rooms without permission of the current resident. The resident will be later notified and receive an explanation of the circumstances.

25 Compulsory Eviction

In the following cases, Keio University retains the right to immediately terminate an individual's housing contract and order the individual to immediately vacate the residential facility and its premises:

- ① the resident's behavior is a threat to the reasonable administration and maintenance of the apartment
- ② the resident has not paid their rent for two (2) months
- ③ the contractual resident has sublet the room to a third party
- ④ the resident has let someone stay in his/her room without permission
- ⑤ the resident's behavior seriously and negatively impacts other residents or neighbors
- ⑥ the resident breaks these rules or engages in behavior deemed inappropriate by social standards
- ⑦ the resident violates Japanese laws and regulations
- ⑧ the resident violates stated University apartments regulations, or when Keio University deems such eviction to be necessary

Keio University will take strict measures when a resident does not pay their rent by the deadline or let third parties stay in their room (as stipulated in section 16. of these regulations).

26 Interaction with the Community

Residents are expected, and indeed required, to act in a civil manner with each other at all times. Furthermore, as residential members of the Keio University community, all are encouraged and expected to cooperate and participate in the various programs and activities that may be organized by the local community, including festivals and cleaning days. Of course, such expectations are not intended to conflict with personal religious observance or other meaningful principles.

27 Others

Keio University is not responsible for the damage or loss to residents caused by natural disasters, including, for example, earthquakes, extreme weather conditions, floods, fires, theft, or other causes.

These rules and regulations are subject to change.

For other information:

Keio Housing Coordinator

Tel: 03-5427-1615

Fax: 03-5427-1305

Email: keio_dormitory_contact@info.keio.ac.jp