

Rules and regulations for Tsunashima Dormitory of Keio University

1. Purpose

These rules and regulations were established for the purpose of providing all students who stay in this dormitory with a healthy living and learning environment. We ask that you endeavor to improve the quality of community life to create the ideal environment for Japanese students and foreign students to live, learn and communicate while strengthening mutual understanding.

We also ask that you behave responsibly in order to get the most out of your student life.

- ※ The dormitory rules are subject to change from time to time without prior notice. When the rules are amended, we will let you know on the dormitory’s “Notice Board”.

2. Use of the Facilities and Dining Room

- The curfew is 24:00. Be sure not to be late for this curfew. Be sure to be punctual when you are engaged in a part-time job. Should you be running late, please ensure that you call the head of the dormitory by 22:00p.m.

- Meal service hours are 7:00 to 9:00a.m. in the morning and 18:00 to 22:00p.m. in the evening.
- We will not provide meals on Sundays, holidays, during summer vacation time (five days in the middle of August), winter vacation time (five days during year-end and new-year) or spring vacation time (11 days at the end of March: March 21 to March 31). (You may use the microwaves provided in the dining room)

- We will not set aside meals outside of the designated service hours in the interests of health and safety.
- Taking the served meal to your room is prohibited.
- We cannot cater for individual needs for the served meal.
- Kitchens are not provided inside the rooms or common areas of this dormitory.

3. Rules for Daily Life

【Going out/Staying in】

- Be sure to indicate on the “In-dorm Board” in the entrance area whether you are in or out of the dormitory.
- Be sure to check your mailbox when you return to the dormitory.

【Locking Your Room】

- Be sure to lock the door of your room when you are out, including short absences such as having a meal.
- Keep and manage your cash, keys and valuables at your own risk.
- We can lend you the keys temporarily. The hours are from 7:00 to 22:00, and from 9:00 to 18:00 on Sundays and holidays.
- The management company will help you make an additional key. In this case, you will be responsible for the costs.

【Access to the Floor and Room】

- Females are prohibited from accessing the male floor, and males are prohibited from accessing the female floor.
- However, removal workers and any family members helping you move are exceptions and may access the floor.

【Sleeping Out】

- Submit the sleeping out form to the resident manager in the morning of the day you are going to sleep out.
- Notify the resident manager immediately if you need to amend the contents of the sleeping out form. Please fill out the form thoroughly as the contact information on the form may become necessary in an emergency.

【Visitors】

- Usage of or lodging in your room by your parents/guardians, siblings or third parties is prohibited.
- You may meet visitors only in the dining room.

【Cleaning】

- Be sure to keep your own room clean by cleaning yourself. Do not leave your personal belongings or waste in common areas such as the corridors.

【Disposal of Waste】

- Comply with the rules for waste disposal by segregating it properly and taking it to the designated place.
- Do not take the waste to the local waste collection point. Yokohama City will collect oversize waste for a fee. If necessary, buy the prescribed waste collection sticker and make a request to the City in advance.

【Crime Prevention and Fire Drills】

- Please actively participate in crime prevention or fire drills when exercised.

【Maintenance and Inspection】

- When maintenance or management for fire-safety, hygiene and facilities is necessary, the resident manager and authorized staff may enter your room.

【Emergency Information】

- We will notify you of emergency information on the dormitory’s “Notice Board”. Be sure to check it when you go out or come back to the dormitory.

【Security Camera】

- We operate security cameras in and around the dormitory for the purpose of crime prevention.
- Viewing of video recordings is permitted only when necessary such as for maintenance of the security camera system or at the occurrence of an incident.
- Those permitted to view the records are limited to Keio University staff and any management companies that we permit.

### 【Emergency Situations】

- Should any incident such as a fire or theft occur, report it to the resident manager immediately.
- Should you or an other dormitory student fall ill, report it to the resident manager immediately.

### 【Meetings in the Dormitory】

- If you wish to hold a meeting in the dormitory, be sure to apply to the resident manager to obtain approval at least seven days before the meeting is to be held.

- Obtain approval from the resident manager in advance if you wish to put up a poster in the dormitory.

### 【Usage of the Rooftop】

- Access to the rooftop is prohibited and the door to this area is locked at all times.

### 【Bicycle-parking Area】

- Only those who stay in the dormitory may use the bicycle-parking area.
- Please apply to us when you wish to use the bicycle-parking area. We will provide you with a parking sticker.
- You may not park motorbikes or cars in the parking area. On-street parking is also strictly prohibited as it causes a nuisance to neighboring residents.
- It is your responsibility to dispose of your bicycle when it is no longer necessary or you leave this dormitory.

### 【Furniture and Electrical Appliances】

- Be sure to keep the installed furniture and electrical appliances in this dormitory clean and in working order.
- If a defect or malfunction occurs, please inform us immediately. If the cause of the defect or malfunction is due to your willful intentions or negligence, we will ask you to pay the repair charge.
- If you take any installed furniture or electrical appliances when leaving this dormitory, we will ask you to cover the expense of purchasing replacement goods.
- You are required to provide any goods and livingware other than the installed furniture and electrical appliances yourself. Bedclothes are provided in the room.

## 4. Prohibited Matters

### 【Troublesome Behavior】

- Avoid causing a nuisance to other students in the dormitory by keeping the volume of TVs, radios and musical instruments low, and moving and talking quietly late at night or early in the morning. Also, be sure not to disturb the lives of neighboring residents.
- Do not leave your personal belongings in common areas such as the corridors or entrance area.

### 【Fire-based Appliances】

- In order to lower the risk of disasters, you may not use appliances which use fire such as oil heaters, gas heaters and gas burners.

### 【Smoking】

- Smoking is prohibited in all buildings and premises of this dormitory.

### 【Facilities】

- You may not change the original condition of the facilities.
- Do not use any nails or screws on the walls, pillars or tiles inside or outside of this dormitory.

※ If you change the original condition, you are required to pay for any repair charges when you leave the dormitory.

### 【Other Prohibited Matters】

- Subleasing your room or any facilities in this dormitory to third parties other than the students staying in this dormitory.
- Entering areas indicated as prohibited such as the water tank room and machine room.
- Using the emergency exits unnecessarily and leaving personal belongings in the escape routes.
- Building or installing objects such as signs, advertisements, or flags on the premises or around the buildings of the dormitory or any other common areas.

- Selling goods, performing commercial acts such as soliciting customers, or any similar acts.

- Conducting political, ideological, or religious meetings, or any similar acts.

- Putting up or posting any fliers on the windows or walls of the dormitory.

- Gambling.

- Having a pet.

- Corrupting public morals to disrupt the operation of the dormitory.

- Any other acts inappropriate to community life.

## 5. Expulsion from the Dormitory

You will have to leave the dormitory should any of the following be observed:

- If you regularly violate “2. Use of the Facilities and Dining Room” or “3. Rules for Daily Life”.
- If your behavior violates any items stated in “4. Prohibited Matters” and is considered malicious.
- If you violate any Japanese laws or regulations.
- If you are not registered at Keio University or are expelled.
- If you are delinquent in paying dormitory expenses for two months.
- If we or Keio University determine for any other reason that you should be expelled from the dormitory.

## 6. Requesting to Leave the Dormitory

- 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](mailto:keio_dormitory_contact@info.keio.ac.jp)) before submitting one.

We will inspect the room and facilities, and if any damage or losses are identified, we will ask you to pay the expenses.

**MAINICHI COMNET CO., LTD.**