

Rules for Rikkyō Global House

These rules create an environment where the student residents can strive for academic excellence. They allow students to share a pleasant, fulfilling life together. And they provide the basic conditions for character development through living with other students in a multi-cultural context. We believe that the rule-bound life that you experience here, and the understanding of other cultures that you develop here, will be of great value to you in the future as you take on jobs and enter the world.

I. Use of the Private Rooms

1. At check-in and at check-out, the manager and the resident will together examine the room and note the condition of the room on a Room Check Sheet. The resident will be responsible for any damage or dirt created while living in the room.
2. At check-in the resident will be issued a room key and an entrance card key. If either of these is lost, a new key will be issued for 16200 yen per key (tax included). It is prohibited to make a copy of the room key.
3. It is the responsibility of the residents to look after their valuables, money and other possessions. Neither the management company nor Rikkyō University will be responsible for loss or theft.
4. When leaving the private room, be sure to turn off the lights and the air conditioner, and for crime prevention purposes it is strongly recommended that the door be locked.
5. It is absolutely forbidden for men to enter the women-only floor and for women to enter the men-only floor. Also, on the co-ed floor, it is prohibited to enter the rooms of the opposite sex. All interactions with the opposite sex must take place at the dining room (event & meeting room) on the first floor.
6. For fire prevention, hygiene or building maintenance, it is sometimes necessary for the manager or other staff members to enter the private rooms of residents.
7. It is the responsibility of the resident to keep their private room clean. It is especially important to clean the air conditioner filter at least once a month. The resident is responsible for any damage caused by a dirty air filter. Cleaning supplies are available in the office, so please use them.
8. Do not attach anything to the walls or doors of the room with tape or hooks. To display items in the room, please purchase a bulletin board.
9. At check-out, be sure to clean the room thoroughly. If the room is not clean at check-out, the departing resident may be subject to a charge. Also, it is forbidden to leave any item behind when a room is vacated.
10. The furniture and electronic appliances in the private room should be kept clean and in good order.

II. Use of the Common Areas

The common areas include everything on the property except the manager's office and the private rooms.

1. Use the items in the common areas with great care. Use them in the appropriate place and return them quickly to where they are kept.
2. Whether by intention or negligence, if the facilities or equipment in the common areas are damaged, dirty or lost, compensation will be required.
3. In the common areas it is forbidden to leave personal items anywhere except in the designated areas.

4. It is necessary to get the manager's approval before putting up any notice or advertisement on the bulletin boards in the common areas.
5. Please cooperate in saving energy when using the gas, water and electricity, and when using devices like lights, air conditioners, televisions and appliances.
6. Do not wear outdoor shoes inside the building. Also, do not go outside the building while wearing indoor slippers or while barefoot.
7. Temporary notices will be posted on a bulletin board, so please check the board everyday for the latest information.
8. Before holding a party or event, be sure to get the approval of the manager. (Refer to the remarks)

III. Prohibited Activities.

The following activities are prohibited.

1. Not following the instructions or heeding the warnings of Rikkyō University, the manager or the resident supporter.
2. Using a private room for any purpose other than residence.
3. Letting anyone who is not a resident into the dorm.
4. Using the common areas in a way that excludes other residents, or treating communal items as personal belongings.
5. Making a new room key or lending one to another person.
6. Not washing or putting away dishes or cooking utensils after using them in the communal kitchen.
7. Partaking of the food or beverages of other people without permission. (All items stored in the communal refrigerators must have a name written on it)
8. Changing the design of a room or repairing it in a way that alters the current condition of the room.
9. Inserting a hook or a screw directly into the wall.
10. Playing mahjong or betting money on any game.
11. Caring for dogs, cats, birds or any other animals.
12. Using or possessing dangerous substances or illegal drugs.
13. Cooking with an electric heater or a gas stove, or using an open flame in the room.
14. Smoking in the building. (If a resident smokes in a private room, the resident may be liable for stains to the wallpaper)
15. Initiating a violent exchange of action or speech. This may include action that may affect the health, safety, well-being or peace of the other residents or neighbors.
16. Disturbing neighboring residents with loud noises. (When watching television, listening to the radio or playing music, or when walking or talking in the hallways, be sure to keep the noise down. Residents should be especially quiet between 11:00 PM and 7:00 AM) (Refer to the remarks)
17. Using file sharing software that allows for the illegal sharing of online content.

IV Other Rules

1. Visiting hours for friends* and family are between 9:00 AM to 7:00 PM. Be sure to have all visitors sign the visitor log each time they visit. Visitors should stay in the common areas and not go into the private rooms.
*Friends are limited to other students from Rikkyō University.
**Visitors are not allowed to enter into living area which is from 2nd to 6th floor of the building.
2. When staying the night outside of the dormitory, residents should submit an "Overnight Absence Form" by the morning of the night of the sleepover. An emergency contact

number should be provided, and any changes to the plan should be reported promptly to the manager.

3. All forms should be submitted to the manager during the manager's office hours.
4. Please read all notices on the bulletin board. It will be assumed that the residents are aware of everything announced through the notices, but if anything is unclear about them, please ask the manager for clarification.
5. If there is a fire or an incident of theft or a similar emergency, contact the manager immediately. Also, if a resident contracts a disease, the manager should be contacted quickly. If the manager is absent in an emergency situation, contact SECOM. Co. Ltd. by pushing the red button placed in front of the manager's room.

V. Eviction from the Dormitory

If any of the following actions is determined to have taken place, a resident will be evicted from the dormitory.

1. If there is a serious or grave breach of the above "Prohibited Activities."
2. If the Rules for Rikkyō Global House, including the observation of the hours of operation, are repeatedly broken.
3. If any crime is committed, either inside or outside the dormitory.

VI. International Students.

1. International Students must carry out procedures after receiving instruction from the International Office.
2. In principal, moving out of the dormitory halfway through a contract is not allowed.
3. If through some unforeseen circumstances it is absolutely necessary to move out early, please apply to the International Office and carry out procedures according to their instructions.

*When a resident moves out of the dormitory, the room and the facilities will be checked. In the case of damage or loss, the resident may be charged for the damaged or lost item. Furthermore, it may be necessary to charge a resident for cleaning if the room is not cleaned in time for check out.

Remarks

I .Noise in residences

The most common complaint when staying in a dormitory is noise. Excessive noise at any time of day is nuisance and can disturb others studying. Pay attention to the following points for all residents to live comfortably.

- Please close the door softly.
- Please keep your voice down at your room and common spaces.
- Please keep the volume of computers, televisions and music equipment down at all times.
(Use an earphone if necessary)
- If other resident complaints about your noise, respond positively and take action immediately.

Quiet Hours are established between **11:00 PM and 7:00 AM** in the dormitory. It is essential that a person's needs for sleep and study be particularly respected during quiet hours. A sound which reaches other individual rooms is recognized as noise, so please be careful.

If you experience a problem with noise, you are encouraged first to speak directly with the responsible individuals. Then, if the problem is not result by talking directly to the responsible individuals, please seek your dorm manager or resident supporter for assistance.

II. Gatherings in the dining room.

If you wish to hold a party or gathering in the dining room, please see the dorm manager at least 7 days prior to the event and submit the designated application form. A person who organizing the event should take responsibility for following:

1. Do not make excessive sounds during a party or gathering.
2. If alcohol is present at the event, please drink responsible. Also, the event organizer is responsible to make sure NO underage drinking is happening.
3. Please clean up the dining room no later than 11:00 PM.

If the above points are not observed, we may prohibit future parties and gathering.

Other Important Information

I. Garbage Disposal

In order to prevent the improper disposal of trash or garbage inside these facilities, it is the responsibility of residents to follow the rules of the City of Niiza.

1. For garbage that is created in a private room, the resident must buy trash bags, separate the garbage, and take it to the garbage pick up area on the specified garbage pick up days.
2. For larger items like furniture or futon mattresses, and for electronic devices, please consult the manager. To dispose of some items it may be necessary to buy a Niiza City “sticker” at a convenience store or at the Niiza city office. The normal garbage trucks of the City of Niiza cannot pick up a large amount of trash at one time, so it is important that the resident plan ahead and gradually dispose of things in small amounts.

II. Smoking

Smoking is prohibited in all areas of the building and the property. This rule is applied to not only residents, but also visitors, too.

III. The Common Areas

1. Hours of Operation

The Manager’s Office Hours	8:30 to 11:30 AM and 3:30 to 7:00 PM*	Except in case of emergency, please make all official inquiries during these hours.
Front Door	6:30 AM to midnight	
The Dining Room (event & meeting room)	6:00 AM to 11:00 PM	Please be considerate of others when using the kitchen and dining room(event & meeting room).
The Kitchen	7:00 AM to 11:00 PM	
The Shower Room	6:00 AM to midnight	The shower room and laundry room are not available during cleaning (1:00 to 4:00 PM)
The Laundry Room	6:00 AM to midnight	

* The Manager's days off are Friday and Saturday (However, the manager is on duty in the first, third and fifth Saturday morning)

During the New Year Holiday the Manager's Office Hours are from 10:00 AM to 6:00 PM.

2. Rules of the Common Areas:

The kitchen

Please do your part in following the guidelines below so that everyone can feel safe and at home using the equipment.

- 1) Do not leave the gas stove unattended while in use.
- 2) If there is garbage left over after cooking, please separate it and dispose of it yourself as necessary.
- 3) Please do not neglect or put off cleaning the gas stove, sink, and/or counter after use.
- 4) After you are done using kitchen utensils and dishes, please wash and towel-dry them and return them to their proper place.
- 5) When storing food in the refrigerator, please write your name and the date of storage, and use only the proper amount. The manager will conduct inspections and dispose of items as necessary.

The shower room, changing room and washroom

- 1) These facilities cannot be used when they are being cleaned.
- 2) Please think about the next person to use the facilities and wash or rinse the floor and walls, and dispose of hair caught in drains yourself.

3. Use of the Dining Room (event & meeting room) by GLAP

Students from GLAP (Global Liberal Arts Program) are residing at this dormitory. A few times a month events will be held for GLAP students in the dining room (event & meeting room). Events will be announced with a notice on the bulletin board two weeks in advance. Please be aware that during GLAP events part of the dining room (event & meeting room) will be unavailable. In principal, GLAP events should not be held during the "core time" (6:00 to 8:00 PM), although depending on the nature of the event they will sometimes take place during the "core time."

IV. Bicycle Parking

There are a limited number of spaces to park bicycles. When there is an opening, a drawing will be held for open parking place.

For alternative solution, there are some Bicycle Parking available around Shiki station