

Rules and Regulations for Rikkyo University Shiinamachi International Dormitory

1 Purpose

The rules and regulations for this international dormitory are designed so that all residents can co-exist in an environment where they can study hard, and have a fulfilling lifestyle. The Japanese and international students who live here have different cultural backgrounds, and through the dormitory community life they should try to improve mutual understanding and improve the quality of their student life.

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】

- Be sure to check your mailbox and the notice board 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.
- Contact the resident manager immediately if you lose or break your key.
- The resident manager will lend you a key temporarily. Temporary keys can be received between 7:00 a.m. and 22:00 p.m. (including Saturdays and Sundays).
- The resident manager will arrange the making of additional keys. If this is necessary, you will be required to pay for the key.

【Access to the Floor and Room】

- You may not enter the rooms or floors of students of the opposite sex.
- * The special foreign student floor is exempt from this. However, it is still forbidden to enter the room of a student of the opposite sex.
- However, removal workers and any family members helping you move are exceptions and may access the floor.
- Please use the dining room to socialize with members of the opposite sex.

【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】

- Submit the "Visitor stay" form to the resident manager in the morning of the day when visitors will stay.
- Visitors may stay in the room of the person who invited them only. As a rule, visitors are limited to up to 2 parents, guardians or siblings of the same sex, for a maximum of 2 nights.
- You may meet visitors (excluding parents, guardians and siblings of the same sex) in the dining room. Visitors may not use the resident's 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】

- Obey the rules, separate the waste properly and take it to the designated place in the dormitory.
- Do not take the waste to the local waste collection point. Toshima ward will collect oversize waste for a fee.
If necessary, buy the prescribed waste collection sticker and make a request to Toshima ward 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 Rikkyo 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 household goods (curtains, bedding etc.) other than the installed furniture and electrical appliances yourself.

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.
- * If we find that your room has become discolored due to smoking, you are required to pay for repairs when you move out of the 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.
- * It is illegal to drink or smoke if you are under 20 years of age.

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 Rikkyo University or are expelled.
- If you are delinquent in paying dormitory expenses for two months.
- If we or Rikkyo University determine for any other reason that you should be expelled from the dormitory.

6 Requesting to Leave the Dormitory

- If you must move out of the dormitory (due to expulsion, getting a job etc.), you need to submit a "Moving out notice" form 3 months before the date you will move out. If you move out before 3 months have passed you must pay the rent and management fees for the full 3 months. The day on which the "Moving out notice" reaches our office will be the day of notice.
- * Special foreign students should follow the instructions given to them by the International Center.
- Check the tenant agreement for other information.
- * We will inspect the room and facilities, and if any damage or losses are identified, we will ask you to pay the expenses.

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