

DORMITORY REGULATIONS

RUID SHIKI/ASAKADAI

1: PURPOSE

These dormitory regulations are the basic rules for the purpose of making a good environment for your student life, having a comfortable life with other students, and realizing each self-actualization by living together with other students from various cultural backgrounds.

Rules of time facilitate your communal life regularly, rules of daily life make your life safely, and the prohibition leads better life for each of you.

We hope you will understand this purpose, and please have a fulfilling student life with responsible attitudes.

2: TIME TO USE FACILITIES

SERVICE HOURS

Manager's Office		7:00AM—9:00PM	Please contact the dormitory manager during this office hours except emergency.
Gate Open/Close		6:30AM—12:00AM	Notification is required in advance if you are unable to go back in time/ if you wish to go out before the gate opening time.
Meals	Breakfast	7:00AM—8:30AM	Please have meals in the dining room. No meals are served when the office is closed. (See the 'REGULAR HOLIDAYS')
	Dinner	6:00PM—10:00PM	
Laundry		7:00AM—11:00PM	The free washing machine and coin-operated drying machines are available in the dorm.
Chat/Recreation Room(the dining room)		9:00AM—11:00PM	Except meal serving hours.

<Regular Holidays>

- ※ The manager's office is closed on Sundays, National Holidays, Summer Holidays for 5 days, Winter Holidays for 5 days, Spring Holidays for 7 days.
(The administration service is not available on regular holidays, so please have your notification done by 9:00PM on the day before.)
- ※ Meals are not served on Sundays, National Holidays, Summer Holidays for 5 days, Winter Holidays for 5 days, Spring Holidays for 7 days, the 5th Saturdays and the training days for the dormitory staff.

<Telephone & Internet>

Each room has an IP telephone and an internet line.

- ※The instructions for IP telephone and internet are handed out when you enter the dormitory.

3: RULES FOR DAILY LIFE

<GOING OUT / IN >

- When you go out from the dorm and come back to the dorm, please put your IC key on a reader of the entrance.

<DOOR LOCK>

- Please lock the door of your room every time you go out from the room, even for just a short while for meals or bath.
- You are responsible for your valuables and belongings.

<ENTRY TO OTHER FLOORS / INDIVIDUAL ROOMS>

- You must not enter the floors of the opposite sex except the ground floor.
- It's not allowed to enter the individual room of opposite sex. Please use the dining room to talk with them.

<GARBAGE>

- Please separate the garbage according to the dormitory manager's instructions.
- ※ In case of oversize garbage / bulky waste, it might be charged. Please ask to the dormitory manager.

<DRILL / TRAINING>

- In case of a fire drill / crime prevention drill, please take part in it.

<INSPECTION>

- There might be inspections for fire prevention / hygiene / security.
In that case, inspectors and the dorm manager might enter your room.

<NOTICE & INFORMATION>

- Please pay attention to the bulletin board in your dormitory.
Dormitory manager gives you important notices there.

<EMERGENCY>

- In the case of a fire, robbery, or any accident, please notify the dormitory manager immediately.
- When you get sick or when you find other residents getting sick, please notify the manager immediately.

<STAY OUT (overnight)>

- Please submit 'Gaihaku Todoke' (a form for staying out) to the dormitory manager by the morning of the day you stay out.
- If any change happens after submitting the form, please inform the dormitory manager. This procedure is necessary to contact you in case of emergency.

<VISITORS>

- Please notify the dormitory manager in advance when you invite visitors.
- Visitors are not permitted to enter individual students' rooms. Please use the dining room.
- Only your family members (parents/brothers/sisters, up to 2 people and same gender as you) are allowed to stay overnight, but it shouldn't be longer than 2 nights and 3 days.

<PART-TIME JOB>

- When you get a part time job, please submit 'Arubaito Todoke' (a form for part-time job) to the dormitory manager.
- ※ If your school prohibits part-time job, you are not allowed to have it.

<MEETING & BULLETIN>

- If you would like to have a group meeting, or to put a poster on the bulletin board, please get a permission in advance from the dormitory manager.

<VEHICLES>

- You are not allowed to bring in vehicles.

4: PROHIBITION

<DISTURBING OTHERS>

- Please be careful not to make noise, including the sounds of TV, radio, instruments, and chatting with others, especially in the middle of the night and early morning.
- Please do not leave your belongings in the entrance hall, corridor, and other public space.
- You are not allowed to have any pet in the dormitory for hygiene reasons.

<ELECTRICAL APPLIANCES>

- To avoid a fire, it's not permitted to bring a heater, an electric blanket, and other electrical appliances which emit heat. Please ask to the dormitory manager regarding other electric appliances.
- ※ A toaster and a microwave oven are available in the dining room.
- ※ You can use dormitories' irons and vacuum cleaners, so please refrain from bringing many electrical appliances in the dormitory.

<SMOKING>

- You are not allowed to smoke in the dormitory.
- You will be charged for the cleaning of any wall discoloration caused by smoke.

<ALTERATIONS / REMODELING>

- It's prohibited to make alterations or conversion of rooms / public facilities / building.
- Please refrain from driving a nail into the wall, or making a hole for a hook.
- ※ You might be charged maintenance fees.

<OTHERS>

- All gambling is prohibited in the dormitory.
- Only family members (parents/brothers/sisters, up to 2 people and same gender as you) are allowed to stay overnight.
- Illegal acts are strictly prohibited.
- ※ The legal smoking/ drinking age in Japan is over 20 years old.

5: EXPULSION FROM THE DORMITORY

If the following acts are found, the resident will be expelled from the dormitory.

- In case of violation of 'DORMITORY REGULATIONS No.4: PROHIBITION'
- In case of repeated deviation from DORMITORY REGULATIONS No.2: 'TIME TO USE FACILITIES' and No.3: 'RULES FOR DAILY LIFE'.
- In case of illegal acts in/outside the dormitory.