

Rules and Regulations for Comfort Ikebukuro (コンフォルト池袋)

1 Purpose

The rules and regulations for this apartment are designed so that all residents can co-exist in an environment where they can study hard, and have a fulfilling lifestyle. We ask that you behave responsibly in order to get the most out of your student life. The rules and regulations stated in this document apply to Rikkyo International students who reside in Comfort Ikebukuro and do not necessarily correspond with the rules and regulations addressed to other residents.

* The rules are subject to change from time to time without prior notice. When any changes of the rules take place, we will let you know on the apartment's "Notice Board".

2 Use of the Facilities

- There are other residents besides Rikkyo University students living in *Comfort Ikebukuro*, so we would like students to behave appropriately as members of a community and maintain good manners. Residents are expected to observe quiet hours between 10:00p.m. and 7:00a.m. Please be considerate of others when you watch TVs and use sound equipment at night.

3 Rules for Daily Life

【Important notices】

- Be sure to check your mailbox and the notice board when you return to the apartment.

【Mail box】

- Residents are assigned a mail box which is labeled with the same number as your room. The mail boxes are located at the entrance of the residence. Letters sent through regular mail will be put into the residents' mail boxes. Parcels and large boxes will be delivered directly to you. When you are out at the time of delivery, you will receive a delivery notice in your mailbox. For the request of redelivery, please follow the instruction written on the delivery notice. Facility manager does not hold residents' items temporarily.

【Locking Your Room】

- Be sure to lock the door of your room when you go out, including short absences such as having a meal.
- Keep and manage your cash, keys, and valuables at your own risk.
- Contact the management company immediately if you lose or break your key. The management company will lend you a master key to your apartment temporarily. The master key can be received between 9:00 a.m. and 6:00 p.m. on weekdays (not available on Saturdays and Sundays).
- The management company can arrange copying the room key. You are responsible for the associated fees.

【Access to the Room】

- Only the resident of the apartment can access to his/her room. Bringing any guests into the resident's room is strictly prohibited. * staff from the moving company and family members visiting the room for helping the resident move into/out of the apartment are exception.

【Long-term absence】

- Notify the international office in advance when you are going to be out of the apartment for more than a week.

【Cleaning】

- Residents are responsible for keeping their own room clean and tidy. Especially kitchen, bath room, and toilet are easily soiled, so it is important to clean every time you use it.
- Do not leave your personal belongings or waste in common areas such as hallways and entrance areas.

【Disposal of Waste】

- Residents are responsible to take their own garbage and recycling items to the designated areas in the apartment.
- Separate the waste and recycling items properly and take them into the appropriate places by following the rules.
- Please take responsibility for discarding oversized refuse when you move in and out the apartment. Toshima ward will collect oversized 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 workshops or fire drills when exercised.

【Water Leakage】

- Please watch out for water leaking from the bathroom caused by clogged drain
- Please watch out for water leaking from drainage outlet (caused by clogged drain) of the washer.
- Please watch out for Water leaking from the kitchen sink

【Maintenance and Inspection】

- Resident manager may conduct inspections and enter the residents' room if there is a reason to believe it is necessary for cleanliness, safety, and maintenance purposes.

【Emergency Information】

- Any information of which residents need to be aware will be announced on the apartment's "Notice Board." Be sure to check it occasionally.

【Emergency Situations】

- Should any incidents such as a fire, flood damage, and theft occur, report them to the management company or the international office immediately.
- Should you or other residents (Rikkyo students) fall ill, report it to the management company or the international office immediately.

【Social gathering in the Apartment】

- There is no space for social gathering in the apartment. The social gathering should not be held in the communal spaces, such as hallways and entrance area, for fear that it might interfere with other residents and cause troubles.
- Please be sure not to post any fliers or posters on the notice board in the apartment.

【Bicycle-parking Area】

- Only those who reside in the apartment may use the bicycle-parking area.
- Please ask the resident manager for getting a parking permit (sticker) to use the bicycle-parking space.
- You may not park motorcycles or cars in the parking area. On-street parking is also strictly prohibited as it causes a nuisance to neighboring residents.

【Furniture and Electrical Appliances】

- Be sure to keep the installed furniture and electrical appliances in this apartment clean and in working order.
- If a defect or malfunction are found, please inform the management company immediately.
If the cause of the defect or malfunction is due to your willful intentions or negligence, we will charge you for repair or replacement.
- If you take any installed furniture or electrical appliances when leaving this apartment, we will ask you to cover the expense of purchasing replacement goods.
- You need to purchase or bring any household goods (bedding, silverware etc.) other than the installed furniture and electrical appliances yourself.

【Payment of the Bills】

- Please be sure to pay all the bills, e.g. subscription to a newspaper and cable TV, by due date only if you have signed the contracts for those services on your own decision and terminate the services when you move out.

【Breaking down and Damage to Residence Property】

- If you break or give serious damages to residence property, including furniture and electrical appliances in your apartment, please inform the management company immediately. Any repair, cleaning, and replacement costs associated with the damage or loss of residence property will be charged to the residents.

4 Prohibited Matters

【Troublesome Behavior】

- Avoid causing a nuisance to other residents in the apartment by keeping the volume of TVs, radios, and musical instruments low, and moving and talking quietly late at night or early in the morning (from 10 pm to 7 am). Also, be sure not to disturb other residents with ill manners and troublesome conducts.
- Do not leave your personal belongings in common areas such as the hallways 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 the apartment and premises of the apartment complex, including on the balcony and at the entrance hall.
- * If your room becomes discolored due to smoking, you will be required to pay for cleaning and repairs when you move out of the apartment.

【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 the apartment.
- Do not disassemble or decorate your apartment (i.e. repapering and painting on the walls).
*If you disassemble furniture from the original condition, you will be charged for any costs associated with reassembling it.

【Other Prohibited Matters】

- Entering a room with your shoes on
- Subleasing your room or any facilities in this apartment to third parties.
- Entering prohibited areas, including but not limited to roof tops, 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 of the apartment or any other common areas of the facility.
- Selling goods or 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 apartment.
- Gambling.
- Having a pet.
- Corrupting public morals to disrupt the operation of the apartment.
- Bringing flammable, explosive, and dangerous items into the apartment.
- Making noises, generating offensive odors, or doing things that impact the safety and well-being of the residence community.
- Any other acts inappropriate to community life.
- * It is illegal to drink or smoke if you are under 20 years of age.

5 Eviction from the Residence

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

- If you regularly violate “3. Rules for Daily Life”.
- If your behavior violates any items stated in “4. Prohibited Matters” and is considered to be malicious.
- If you violate any Japanese laws or local regulations.
- If you are not enrolled in Rikkyo University as a student or are expelled from school.
- If you are delinquent in residence fees or other charges for more than two months.
- If your conduct has been identified as severely inappropriate or dangerous for other residents and residence community.
- If we or Rikkyo University determine for any other reasons that you should be expelled from the apartment.
- In the event that the apartment building has collapsed completely or has been damaged partially caused by a fire or an act of God, and the management company determines the use of the facility is no longer possible.

6 When International students vacate the Apartment

- Special International students need to follow the rules and instructions given by the International Office when they move out of the apartment.
- Please read over the terms and conditions stated in the housing contract again for your own information.
- Please clean up your apartment and reassemble in a manner for which it was originally designed.
- When you move out of the apartment, please take responsibility for discarding your belongings (including bicycles, furniture, and electrical appliances), which you have purchased during your stay and are no longer in need, following the rules Toshima Ward Office stipulates. Please allow yourself enough time for it might take time to complete all the procedure for discarding oversized refuse. If we find any residents vacate the apartment without discarding their belongings accordingly, we'll charge those individuals for any costs associated with the disposal of them, and inform their institutions of it.
- * We will inspect the rooms and facilities, and if any damage or losses are found, we will ask the residents to pay for the expenses.

■Contact Information

International Office TEL:048-471-6792 NkokusaiC@rikkyo.ac.jp

Management Company (TOBU Properties) 24 hours support dial (English Available) TEL:06-6131-4416

Comfort Ikebukuro Management Office(Monday~Saturday 1p.m~5p.m) TEL:03-3985-6417

Apartment manager is on duty during the following office hours: Monday to Saturday 13:00~17:00