

# DORMITORY REGULATIONS

## 1. PURPOSE

This student dormitory regulations and facility information was established to notify the basic rules and information and to let you and other students concentrate on your and their study and have an enjoyable student life.

We hope that you will learn a great deal by living together at student dormitories.

The hours are established to lead a regular life, and the dormitory rules are made to lead a safety life. The prohibition is made to let you have a comfortable life with other students in a dormitory community.

We would like you to understand this purpose and have an enjoyable study life with good manners.

## 2. FACILITY HOURS AND INFORMATION

|   |                      |           |                            |  |
|---|----------------------|-----------|----------------------------|--|
| I | Manager's Office     |           | 7 : 0 0 AM ~ 9 : 0 0 PM    | Please contact the dormitory manager during this office hours except for emergency   |
|   | Gate<br>Open / Close |           | 6 : 3 0 AM ~ 1 1 : 0 0 P M | Notification is required in advance if you are unable to go back in time or you would like to go out before the gate opening time    |
|   | Meals                | Breakfast | 7 : 0 0 AM ~ 8 : 3 0 AM    | Please do not take out meals to your room.<br>No meals are served when the office is closed.<br>(SEE "REGULAR HOLIDAYS")             |
|   |                      | Supper    | 6 : 0 0 PM ~ 8 : 3 0 PM    |  |
|   | Public Bath          | Mon-Sat   | 5 : 3 0 PM ~ 1 1 : 0 0 PM  | Not available when the office is closed.<br>(Please use shower room.)  |
|   | Shower Room          |           | Open 24Hours               | Not available during cleaning / occasional inspection time. Not installed at some dormitories, and the time may be changed.          |
|   | Laundry              |           | 8 : 3 0 AM ~ 1 0 : 0 0 PM  | The washer is available free of charge.<br>The coin-operated dryer is also available.<br>Some dormitories don't have dryer machines. |

|    |                      |           |                           |  |
|----|----------------------|-----------|---------------------------|--|
| II | Manager's Office     |           | 7 : 0 0 AM ~ 9 : 0 0 PM   | Please contact the dormitory manager during this office hours except for emergency   |
|    | Gate<br>Open / Close |           | 6 : 3 0 AM ~ 1 1 : 0 0 PM | Notification is required in advance if you are unable to go back in time or you would like to go out before the gate opening time    |
|    | Meals                | Breakfast | 7 : 0 0 AM ~ 8 : 3 0 AM   | Please do not take out meals to your room.<br>No meals are served when the office is closed.<br>(SEE "REGULAR HOLIDAYS")             |
|    |                      | Supper    | 6 : 0 0 PM ~ 1 0 : 0 0 PM |  |
|    | Public Bath          | Mon-Sat   | 5 : 3 0 PM ~ 1 1 : 0 0 PM | Not available when the office is closed.<br>(Please use shower room.)  |
|    | Shower Room          |           | Open 24Hours              | Not available during cleaning / occasional inspection time. Not installed at some dormitories, and the time may be changed.          |
|    | Laundry              |           | 8 : 3 0 AM ~ 1 0 : 0 0 PM | The washer is available free of charge.<br>The coin-operated dryer is also available.<br>Some dormitories don't have dryer machines. |

|     |                      |           |                           |  |
|-----|----------------------|-----------|---------------------------|--|
| III | Manager's Office     |           | 7 : 0 0 AM ~ 9 : 0 0 PM   | Please contact the dormitory manager during this office hours except for emergency.  |
|     | Gate<br>Open / Close |           | 6 : 3 0 AM ~ 0 : 0 0      | Notification is required in advance if you go out before the gate opening time, or if you are unable to go back to the dorm before midnight. |
|     | Meals                | Breakfast | 7 : 0 0 AM ~ 8 : 3 0 AM   | You can have meals only in the dining room.<br>No meals are served when the office is closed. (See the 'REGULAR HOLIDAYS' )                  |
|     |                      | Supper    | 6 : 0 0 PM ~ 1 0 : 0 0 PM |  |
|     | Public Bath          | Mon-Sat   | 5 : 3 0 PM ~ 1 1 : 0 0 PM | Not available when the office is closed.<br>(Please use shower room.)  |
|     | Shower Room          |           | Open 24Hours              | Not available during cleaning / occasional inspection time. Some dormitories don't have a shower room, or have the different service time.   |
|     | Laundry              |           | 8 : 3 0 AM ~ 1 0 : 0 0 PM | Free washing machines are available.<br>Some dormitories don't have drying machines.   |

|    |                      |           |   |  |
|----|----------------------|-----------|---|--|
| IV | Manager's Office     |           | 7 : 0 0 AM ~ 9 : 0 0 PM                                       | Please contact the dormitory manager during this office hours except for emergency.  |
|    | Gate<br>Open / Close |           | 6 : 3 0 AM ~ 0 : 0 0  | Notification is required in advance if you go out before the gate opening time, or if you are unable to go back to the dorm before midnight. |
|    | Meals                | Breakfast | 6 : 3 0 AM ~ 8 : 3 0 AM<br>(SAT. 6 : 3 0 AM ~ 1 0 : 3 0 AM)   | You can have meals only in the dining room.<br>No meals are served when the office is closed.<br>(See the 'REGULAR HOLIDAYS' )               |
|    |                      | Supper    | 6 : 3 0 PM ~ 1 1 : 3 0 PM<br>(SAT. 6 : 3 0 PM ~ 1 0 : 0 0 PM) |  |
|    | Public Bath          | Mon-Sat   | 6 : 3 0 PM ~ 0 : 0 0  | Not available when the office is closed.<br>(Please use shower room.)  |
|    | Shower Room          |           | Open 24 hours   | Not available during cleaning / occasional inspection time. Some dormitories don't have a shower room, or have the different service time.   |
|    | Laundry              |           | 8 : 3 0 AM ~ 1 0 : 0 0 PM                                     | Free washing machines are available.<br>Some dormitories don't have drying machines.   |

### 【Dormy Oizumigakuen • Dormy Ayase CH】

|                      |           |  |  |
|----------------------|-----------|--|--|
| Manager's Office     |           | 7 : 0 0 AM ~ 9 : 0 0 PM  | Please contact the dormitory manager during this office hours except for emergency   |
| Gate<br>Open / Close |           | Students in SD dorm don't have a curfew, but if you can't go back by 12:00AM, please make sure to inform the manager about it. |  |
| Meals                | Breakfast | 6 : 3 0 AM ~ 8 : 3 0 AM  | Please do not take out meals to your room.<br>No meals are served when the office is closed.<br>(SEE "REGULAR HOLIDAYS")             |
|                      | Supper    | 6 : 3 0 PM ~ 9 : 0 0 PM  |  |
| Public Bath          | Mon-Sat   | 6 : 0 0 PM ~ 1 1 : 0 0 PM  | Not available when the office is closed.<br>(Please use shower room.)  |
| Shower Room          |           | 6 : 0 0 AM ~ 1 0 : 0 0 PM  | Not available during cleaning / occasional inspection time. Not installed at some dormitories, and the time may be changed.          |
| Laundry              |           | 8 : 3 0 AM ~ 1 0 : 0 0 PM  | The washer is available free of charge.<br>The coin-operated dryer is also available.<br>Some dormitories don't have dryer machines. |

#### <Regular Holidays>

Sundays, National Holidays, Summer Holiday for 5 days, Winter Holiday for 5 days, Spring Holiday for 7days (3/25~3/31), the 5th Saturdays and the training days for the dormitory staff.※The manager's office is closed on regular holidays. Please get any notifications done by 9:00PM on the day before.※Meals are not served and public bath is closed on regular holidays. During holidays, the shower room is open except for cleaning time.

<Telephone & Internet>Each room has an IP telephone and access to the Internet.※The instructions for IP telephone and the Internet are handed out when you move into the dormitory.

**【WID】**

**【WID Hanakoganei 2 · WID Tokorozawa · WID Kasai Annex · WID Kodaira】**

|                      |           |  |  |
|----------------------|-----------|--|--|
| Manager's Office     |           | 7:00AM ~ 9:00PM  | Please contact the dormitory manager during those office hours except for emergency.   |
| Gate<br>Open / Close |           | No Curfew<br><small>*Make sure to tap your IC key when going out from and coming back to the dorm.</small> | Advance notification is required when you stay out overnight.  |
| Meals                | Breakfast | 6:30AM ~ 8:30AM<br>(Sat. 6:30AM~10:30AM)   | You can have meals only in the dining room.<br><br>No meals are served when the office is closed.<br><br>(See the 'REGULAR HOLIDAYS')  |
|                      | Dinner    | 6:30PM ~ 11:30PM<br>(Sat.6:30PM~10:00PM)   |  |
| Public Bath          | Mon - Sat | 5:30PM~0:00  | Not available when the office is closed.<br>(Please use shower room)   |
| Shower Room          |           | Open 24 Hours  | Not available during cleaning / occasional inspection time. Some dormitories do not have a shower room, or have the different service time.<br><br><b>All rooms in WID Kodaira are equipped with bathroom.</b> |

**【WID Tanashi2· WID Nishi-Tokorozawa· WID Shimoigusa】**

|                      |           |  |  |
|----------------------|-----------|--|--|
| Manager's Office     |           | 7:00AM ~ 9:00PM  | Please contact the dormitory manager during those office hours except for emergency.   |
| Gate<br>Open / Close |           | No Curfew<br><small>*Make sure to tap your IC key when going out from and coming back to the dorm.</small> | Advance notification is required when you stay out overnight.  |
| Meals                | Breakfast | 7:00AM ~ 8:30AM  | Please do not take out meals to your room.<br><br>No meals are served when the office is closed.<br><br>(See the 'REGULAR HOLIDAYS')   |
|                      | Dinner    | 6:00PM ~ 8:30PM  |  |
| Public Bath          | Mon - Sat | 5:30PM~11:00PM   | Not available when the office is closed.<br>(Please use shower room)   |
| Shower Room          |           | Open 24 Hours  | Not available during cleaning / occasional inspection time. Not installed in some dormitories, and time may be changed.<br><br><b>All rooms in WID Nishi-Tokorozawa and WID Shimoigusa are equipped with bathroom.</b> |
| Laundry              |           | 8:30AM~10:00PM   | Washing machines are free of charge.<br><br>Coin-operated dryers are available.<br><br>Some dormitories do not have dryers.  |

**【WID】**

**<Regular Holidays>**

Sundays, National Holidays, Summer Holiday for 8 days, Winter Holiday for 8 days, Spring Holiday for 5days (3/21~3/25), the anniversary of school, school festivals and the training days for the dormitory staff.

※The manager's office is closed on regular holidays.Please get any notifications done by 9:00PM on the day before.※  
Meals are not served and public bath is closed on regular holidays. During holidays, the shower room is open except for cleaning time.

**<Telephone & Internet>**

Each room has an IP telephone and access to the Internet.※The instructions for IP telephone and the Internet are handed out

when you move into the dormitory.

### 3 . REGULATIONS

<STAY IN / OUT> ● Please make sure to tap your IC key on the reader at the entrance every time you go out from and came back to the dorm.

<DOOR LOCK> ● Be sure to lock the door whenever going out.

(Should be locked for any length of time when you go to supper or take a bath.)

● We are not responsible for any losses or damages of your valuables and belongings.

<GARBAGE> ● Sort the garbage according to the dormitory manager's instructions.

● Each area has its own garbage rules.

● You might be charged for bulk trash. Please ask the manager before you dispose of it.

<FIRE DRILL> ● Take part in the fire drill.

<INSPECTION> ● A firefighting equipment inspection will be carried out by Fire Department.

For fire prevention and security, the inspectors or the dorm manager might enter each room.

<NOTICE & INFORMATION>

● Look over the bulletin board everyday.

● The dormitory manager sometimes gives you an important notice.

<EMERGENCY> ● When you have a fire or an accident, please notify the dormitory manager immediately.

● Please notify the manager when your friends or you get sick.

<STAY OUT OVERNIGHT>

● Hand in "Gaihaku Todoke", a form to notify of staying at other place.

● Let the manager know in case of any change.

<VISITORS>

● Advance notification is needed when a visitor is expected.

● Visitors must be the same gender as you.

● Only your family members are allowed to stay at your room within 2 nights and three days.

<PART-TIME JOB>

● Submit a notification before you do a part-time job.

● You are not allowed to work if your school prohibits.

<MEETING & BULLETIN >

● You get permission when you would like to have a meeting or put up a poster in the dormitory.

<VEHICLES>

● You are not allowed to bring in vehicles.

● If there is a parking space you may be able to bring in your bicycle with permission of the manager.

### 4 . PROHIBITION

<DISTURBING OTHERS>

◆ For other residents, be careful not to make much noise especially at night and in the early morning.

◆ Do not leave your shoes or personal belongings in the entrance hall and other public space.

◆ Pets are not allowed in the dormitory.

<ELECTRICAL APPLIANCES>

◆ You are not allowed to bring in a clothes iron, a heater or an electric blanket to avoid a fire.

As for other electrical appliances, ask the dormitory manager before you get them.

- ◆ A toaster and a microwave oven are available in the dining room.
- ◆ You can borrow a clothes iron and a vacuum cleaner in the dorm, so you don't need a lot of things to bring in.

- <SMOKING>
- ◆ No smoking allowed in the dormitory. You will be charged for additional room cleaning of any wall discoloration caused by smoke.
  - ◆ Smoking is allowed if there is designated area.

<REMODELING>

- ◆ You cannot remodel your room or public facilities in the dormitory.
- ◆ Do not drive a nail into a wall.
- ◆ You will be charged for repairing expenses.

- <INTERNET >
- ◆ Please refrain from using the following PC software in the dormitory, as they may cause problem of over loading. Software may cause the network loading ※Example
    - Winny, Share, BitTorrent, Limewire, Gnutella, EMule, QQ, etc.
    - Skype Video chat(verbal communication is available), etc.Recently, QQ Installer itself may include computer virus, which infects the network load.

- <OTHERS>
- ◆ Gambling or any Illegal acts are strictly prohibited.
  - ◆ The legal smoking/drinking age is 20 years old in Japan.

## 5 . EXPULSION FROM THE DORMITORY

If the following acts are admitted, a student may be dismissed from the dormitory.

- ◆ The flagrant violation of DORMITORY REGULATION No. 4: 'PROHIBITION'
- ◆ The repeated infractions of DORMITORY REGULATIONS No.2: 'FACILITY HOURS and INFORMATION' and No.3: 'REGULATIONS'
- ◆ An illegal acts in/outside the dormitory.

### **NOTIFICATION OF LEAVING**

- **If you leave the dorm before your contract expires, you have to notify the dorm manager at least one month in advance or you'll be charged an additional rent of the following month as a penalty for breaking a lease.**  
Please submit 'Tairyo Todoke', the notification form of leaving to the manager.
- **Before you leave the dormitory, the dorm manager inspects your room.**
- **If we find any loss or damages, an additional room cleaning charge might be required.**

**KYORITSU MAINTENANCE CO., LTD.**

**International Section**

**2-18-8, Sotokanda, Chiyoda-Ku, Tokyo 101-8621**

**TEL : 03-5295-7889**

**FAX : 03-5295-5906**