

Kwansei Gakuin University International Residence V Rules and Regulations <Short-Term Stay>

Kwansei Gakuin University
Residence Center
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※KGU outsources management work to Kyoritsu Maintenance Co., Ltd.

Introduction

Residents living in International Residence V (hereinafter referred to as Residence V) shall treat one another with the utmost respect and comply with the rules while living in the dormitory. In addition to observing the rules, residents shall listen to and follow the instructions of Residence Center as well as the Dorm Managers. **Residents who fail to do so may be expelled from the dormitory.** Residence Center may change the rules and regulations at its discretion.

1. Moving-in

1. Newly arrived residents shall check their rooms upon moving-in. If there is any room facility issue, residents shall notify the Dorm Manager within 1 week of moving-in.
2. Residents shall be held liable for the repair cost if unreported room facility issues are found upon moving-out check.

2. Curfew and security

1. Residents who enter the dormitory past 11pm shall make sure to enter quietly so as not to disturb other residents.
2. Residents shall not share with non-residents the combination code on the entrance door lock. Residents found doing so shall be expelled from the dormitory.

3. Having visitors

1. Visitors shall sign in and out at the Dorm Manager's office upon entry and exit.
2. Visitors may only enter the dining room on the first floor, and may not enter the residential floors or residents' rooms.
3. Visitors shall not disturb the other residents.
4. Visitors shall leave the dormitory by 21:00 (9 PM).
5. Visitors may not spend the night at the dormitory. Residents found hosting a visitor shall be expelled from the dormitory.

4. When you go out or stay overnight

1. Residents shall make sure to turn off and unplug all electronic devices before exiting the dormitory.
2. Residents planning to stay out overnight shall submit "Overnight Stay Notice" from the link below or QR code.

URL: <https://ws.formzu.net/dist/S906810273/>



5. "Rental Futon Set"

A "Rental Futon Set" is included in program fees. The Rental Futon Set" contains the following items

- | | | |
|------------------------|----------------------|------------------|
| ● 1 mattress / bed pad | ● 1 comforter | ● 1 pillow |
| ● 2 sheets | ● 2 comforter covers | ● 2 pillow cases |

1. Residents shall check the content of their "Rental Futon Set" upon moving-in. If any item is missing or

damaged, residents shall notify the Dorm Manager within 1 week of moving-in.

2. Residents shall be billed for the replacement if missing or damaged items are reported later than 1 week after moving-in.

6. Room management

1. Residents share a unit in Residence V. Residents in the same unit shall cooperate with each other to keep the common areas tidy and clean. Residents shall also clean their private rooms and facilities by themselves including the air-conditioner filter and the balcony. Residents in the same unit shall try to find a solution when they encounter a problem.
2. Residents receive one roll of toilet paper upon moving-in. Residents shall make sure to purchase more toilet paper before it runs out.
3. Residents shall not dispose of anything other than toilet paper such as feminine hygiene products, paper towels, wipes, or any leftover food to prevent the toilets from breaking, clogging, or emitting an odor.
4. Residents shall regularly open the window to air out the room and use the air conditioner in moderation. Residents shall notify the Dorm Manager if they find any mold or bug issues.
5. Residents shall not put any adhesives on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc. is forbidden.
6. Residents shall contact the Dorm Manager if there is water damage or any other facility issue and when the light bulbs burn out.
7. Residents shall not make any alterations, additions, or improvements to their rooms/units.
8. Members of the opposite sex may not enter each other's rooms. If found doing so, the resident shall be immediately expelled from the dormitory.
9. Pets are not allowed.
10. Cooking in any resident room is not allowed.
11. Residents shall answer the front-door intercom when it rings.
12. The red SOS button in each unit will activate a loud alarm in the building and alerts the Dorm Manager. Residents shall not press the button except in an emergency (e.g., injury, severe sickness, fire, theft, etc.).

7. Room key

1. Residents shall be responsible for their room/unit keys during their stay in the dormitory. The resident who lost the room key and/or unit key shall contact the Dorm Manager. Residents shall be billed around 30,000 JPY to replace the key.
2. Residents shall not make copies of their room/unit keys.
3. Residents shall not lend their room/unit keys to anyone.

8. Internet

Wi-Fi is available in the dormitory.

9. Showers

1. Residents shall purchase and use their own soap, towel, etc.
2. Residents shall make sure that they remove hair from the drain and leave the shower clean for the next person to use.

10. Laundry

Residents shall be mindful of their unit-mates when using the washing machine and make sure not to leave their laundry in the washer for too long.

11. Mail and Packages

1. Residents shall check their mailbox every day.
2. If residents are not in the dormitory at the time of package delivery, the mail carrier will put a notice in the residents' mailbox. Residents can request a redelivery at their convenience.
3. Residents shall specify their room number in the address. Mail or packages without a room number will not be delivered.

12. Bulletin Board

1. Any important notices as well as room check schedule will be posted regularly on the bulletin board in the Dorm Manager's office.
2. In principle, residents shall not post personal flyers, brochures or posters on the bulletin board.

13. Taking Out the trash

1. Residents shall separate burnable, non-burnable trash, cans, bottles, glass bottles according to the rules

- laid out by Takarazuka City and take them out to the designated area.
- Residents shall make sure to check the trash collecting schedule and take out the trash before 8:00 on the day of pick-up.
 - Residents who have large items to dispose of shall contact the Dorm Manager. Depending on the size of the item, there will be a fee to pay.
 - Disposing of large items without paying fees is prohibited by law.

14. Common Room (Room No. 1-102)

The Common Room (#1-102) is open from 6:00 (6 AM) till 23:00 (11 PM). Residents may not use the Common Room when it is closed.

[Entrance]

- Residents shall take their shoes off before entering the Common Room. Outdoor shoes and indoor shoes shall be put in the separate slots.

[Kitchen]

- No meals are provided in the dormitory. Residents may use the shared kitchen in their unit or in the Common Room to prepare their meals.
- Residents shall use their own cooking utensils, dishes and silverware. The kitchen amenities for shared use shall be put back to their original place after each use.
- The kitchen is a shared facility. Residents shall clean the sink, IH cooktops, rice cooker, etc. after each use and dispose of garbage in the designated place.
- Residents shall buy their own food and seasonings and keep them in their unit.
- Residents may use the shared refrigerator in the Common Room. Residents wishing to temporarily store their food in the Common Room refrigerator shall write their name on the packaging or container of their food and keep the refrigerator clean and organized. Food that emits strong, unpleasant odors or smells shall be sealed tightly and properly. The Dorm Manager regularly disposes of all spoiled food left in the Common Room refrigerator and in the kitchen.
- Dish soap and sponges are provided in the Common Room. If they run out or get old, residents shall inform the Dorm Manager.

[Dining Room]

- The dining room is a place for residents to have meals and socialize. As a general rule, parties or gatherings are not allowed.

[Toilets]

- Residents shall not dispose of anything other than toilet paper such as feminine hygiene products, paper towels, wipes, or any leftover food to prevent the toilets from breaking, clogging, or emitting an odor.
- Residents shall inform the Dorm Manager if the toilet is broken or if it emits an unpleasant odor.
- The Dorm Manager restocks toilet paper rolls. Residents shall inform the Dorm Manager when they run out.

[Other]

- No personal belongings shall be left in the Common Room.
- The Dorm Manager cleans the Common Room and dispose of trash regularly. Residents shall separate trash according to the rules of Takarazuka City.
- Residents shall inform the Dorm Manager if anything is broken or there is an unpleasant odor in the Common Room.

15. No smoking (including Heated Tobacco and Electronic Cigarette)

- Residence V is a non-smoking dormitory. Residents are not allowed to smoke in their rooms, Common Room or on the balcony. Residents may smoke by the ashtray stand on the staircase (ground level) of each building. Residents shall refrain from smoking in the surrounding neighborhood.
- Residents shall be extremely careful with fire when they smoke.
- Underage smoking (under 20 years of age) is prohibited by law.

16. Drinking

Underage drinking (under 20 years of age) is prohibited by law.

17. Disaster and Crime Preventions

- Residents shall beware of theft and make sure to lock their room/unit when they leave. KGU declines all responsibility in case of theft.
- Residents shall be extremely careful when using the kitchen to prevent fires and accidents.
- Periodic room checks and cleaning are conducted by a dormitory management company. Workers in charge may enter residents' private rooms/units if necessary. Notices and information on room checks are posted on the bulletin board or communicated through a messaging application.
- In case of emergency such as water leakage, the Dorm Manager or workers in charge will enter residents'

rooms without their permission.

18. Open Flames

1. Using candles, incense or anything with an open flame that could cause a fire is not allowed.
2. Use of gas and electric stoves, or anything that could cause a fire is strictly prohibited. Heated carpets and blankets are allowed.
3. Residents shall not use any cooking device other than the IH cooktops in the unit kitchen/Common Room kitchen.
4. Each unit has an electrical load capacity limit. Residents shall make sure not to exceed the limit to prevent a circuit breaker trip. Residents shall notify the Dorm Manager when the breaker trips.
5. Fireworks and barbecues are not allowed on the property or in the vicinity of Residence V.

19. Moving-Out

1. Residents shall restore their room/balcony/unit to its original condition before moving-out.
2. Before residents move out, the Dorm Manager conducts a thorough room check to see if there is anything damaged, lost or left behind in their room.
3. Residents may be billed a minimum of 5,000 JPY for inadequate cleaning, damaged/lost room amenities and anything left behind that requires special disposal.
4. Residents shall fold the rental futon items and put them in the bag they came in and leave it on their bed. If any of the items listed in 5. Rental Futon Set is missing or damaged, residents shall contact Residence Center ahead of time. You may be charged for the lost/damaged items even after you leave the country.
5. Residents shall return their room/unit keys to the Dorm Manager upon moving-out.

20. Other Important Information

1. Quiet hours begin at 21:00 (9 PM). Residents shall not disturb the other residents and the surrounding neighborhood. Residents shall be mindful of noise levels by lowering their voice and keeping noise to a minimum.
2. Residents who have caused any damage or destruction of the dormitory facilities or property shall be held liable.
3. Drugs and medications are not available in the dormitory. Residents shall obtain their own medications by seeing a doctor, etc.
4. Residents may not select or change their room once it is allocated by Residence Center.
5. Possession and use of illegal drugs (e.g., marijuana, stimulants), weapons are strictly prohibited.
6. Feeding animals such as wild cats living in the neighborhood is prohibited.
7. No cars are allowed on the property. Residents who wish to bring their things by car when they move in shall notify the Dorm Manager in advance.
8. Residents who own a bicycle shall notify the Dorm Manager for registration and park it in the designated area. Unregistered bicycles will be discarded without notice. Residents shall discard their bicycles upon moving-out (e.g., give it to someone, dispose as large trash, etc.)
9. Residents shall not receive a food delivery after 21:00 (9PM).

21. Dorm Manager's Office

The Dorm Manager lives and works in the Dorm Manager's Office. Their working hours are 9:00 (9 AM) to 18:00 (6 PM).

【Kwansei Gakuin University International Residence V】

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