

Student Bicycle Parking Lot (Registration System) User Guide

AY 2024

Office of Student Services
Student Life Services Group

【Overview of student bicycle parking lot】

- Type of bicycle: Bicycles that have been registered under the theft-prevention scheme (motorized bicycles, motorcycles, etc., are not permitted)
- Location: Behind the West School Building (refer to the map; entry and exit of bicycles permitted only through the West Gate)
- Eligibility for use: Keio students enrolled in a program requiring them to commute to the campus (correspondence course students and Keio students who do not have classes on Mita Campus are not permitted to use the parking lot)

【Registration】

Only bicycles that have been approved after an application was made to the Office of Student Services Student Life Services Group are allowed to be parked in the bicycle parking lot.

- Period of registration: For the academic year (April 1, 2024–March 31, 2025); registration must be renewed each year
- Registration fee: 500 yen (you will also be required to pay the registration fee when renewing your registration)
A registration sticker will be issued for bicycles for which registration was approved.

- * When the number of applicants reaches the capacity for the parking lot, we will stop accepting applications.
- * When applying, you will need to fill in your bicycle theft-prevention registration number (name of district and number).
- * If you have been using the parking lot from the previous academic year, please complete the renewal procedures.

Registration procedures for AY 2024

- **Registration accepted from April 1 (Mon.) until capacity is reached**

Please carefully read the "Student Bicycle Parking Lot User Guide and Confirmation," and apply as outlined below:

〈Procedures for applying to use the bicycle parking lot〉

1. Check the availability of spaces at the bicycle parking lot with the Office of Student Services Student Life Services Group and fill out the application form
2. Purchase a 500-yen certificate stamp for the registration fee (certificate stamp issuing machines are located in the Office of Student Services), attach it to the designated location on the form, and submit.
3. Receive the bicycle parking lot registration sticker and attach it to your bicycle (close to the bicycle theft-prevention registration sticker).
*Those who used the parking lot in the previous year must replace the registration sticker.
4. Start using the bicycle parking lot.

Student Bicycle Parking Lot User Guide and Confirmation

Office of Student Services
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【Days and times available for use】

Monday to Saturday: 6:30–23:00

Sundays and holidays: 7:30–21:00

- Entry into and exit from the campus is only permitted through the West Gate. Please refer to the map for the location of the bicycle parking lot.
- Please get off your bicycle while on the campus grounds.
※Minor collisions between bicycles and pedestrians occur frequently. If you cannot adhere to the rules, your registration will be revoked.

【Dates unavailable for use】

2024: August 9–18; December 15, 28–31

2025: January 1–5; February 3, 7–14

※If there are any changes to the dates on which the parking lot will be unavailable, these will be posted separately on the bulletin boards.

【Insurance】

All full-time degree students at Keio University are covered by the "Personal Accident Insurance for Students Pursuing Education and Research (which includes a special agreement covering the risk of injury while commuting to and from university)." This insurance pays out for bodily injuries resulting from accidents while travelling between university facilities or while commuting to and from a university facility and your home (for reasonable routes). Please inquire at the Office of Student Services Student Life Services Group for further details. Additionally, the following compensatory systems can also be joined voluntarily:

"Comprehensive Student Compensation System"

Inquiries: Keio Academic Enterprise Co., Ltd. (affiliated company of Keio University), 03-3453-3846

"Student Comprehensive Mutual Insurance"

Inquiries: Keio University Cooperative, 045-563-8489

【Important notes for using the bicycle parking lot】

- One bicycle per person can be registered to use the bicycle parking lot. Only bicycles that have been registered under the theft-prevention scheme are permitted to use the facility.
- Only Keio students enrolled in a program requiring them to commute to the campus can apply to use the bicycle parking lot. Correspondence course students and Keio students who do not have classes on Mita Campus are not permitted to use the facility.
- The university will not bear any responsibility for vandalism or theft of bicycles left at the bicycle parking lot. Please take any necessary steps to protect your bicycle at your own accord.

- If your sticker is damaged or you replace your bicycle during the academic year, a new sticker will only be reissued free of charge if you bring the old sticker to the office.
- In principle, please strictly observe the opening hours of the facility and do not leave your bicycle at the university. In particular, if you will not be coming to university for an extended period of time such as when you return home, please do not leave your bicycle in the bicycle parking lot. Bicycles that are left for long periods of time will be removed. (Unregistered bicycles that are left in the bicycle parking lot will also be disposed of by the last day of May.)
- The bicycle parking lot is located close to classrooms. Please take care not to make any disruptive noise. Furthermore, when using the facility, please give due consideration to other users and passers-by to avoid any trouble. The bicycle parking lot may be abolished if it cannot be properly operated due to the poor manners of users.
- With regard to bicycle registration, if there are any dishonest acts such as name lending or if the above important points are not followed, we will immediately revoke you as a registered user and your bicycle will be removed.

Please follow the traffic rules, ride safely, and take care to ensure you are not involved in any accidents when cycling to university.

〈Tokyo Metropolitan Police Department homepage Preventing bicycle accidents〉
<https://www.keishicho.metro.tokyo.lg.jp/kotsu/jikoboshi/bicycle/menu/index.html>

