

# Keio University H Village Student Dormitory Rules and Regulations

## The H Village Charter

**"A community in which people respect one another's diverse individuality and values and live comfortably together"**

Dormitory life is supposed to be fun, and we do not wish to weigh you down with onerous rules and regulations.  
Let's build a creative community where everyone can live with peace of mind and safety in light of the Charter, and in the relaxed way which SFC is known for, by showing goodwill toward one another, and by demonstrating a little care and ingenuity.  
Learning goes hand in hand with living.  
Put into practice a lifestyle of "living while learning, and learning while living."



Keio University  
Nishimatsu Construction Co., Ltd.  
Nishimatsu Jisho Co., Ltd.

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[Attachments]

1F Plan of the H Village Student Dormitory, Layout of Unit Room, Map of Surrounding Areas

## 1. Introduction

At the H Village, students from all over the world and throughout Japan receive bountiful support from their surrounding environment, as they live amongst one another and enjoy their student life. Living under the same roof with students from various backgrounds, students will be able to acquire an international perspective through direct contact with a variety of languages, cultures, and values.

Therefore, we have set basic rules in this “Rules and Regulations” to create an environment conducive to academic pursuits, to promote mutual understanding, and to ensure a fulfilling life for all students who live in the dormitory. We believe that your experiences at the dormitory will surely be beneficial to you when you start your career. To those students entering the dormitory, we hope that you will understand the purpose of this guide and that you will lead a fulfilling student life, accompanied by responsible behavior.

## 2. Facility overview

Location	(Provisional) 5232-1 Endo, Fujisawa, Kanagawa 252-0816 (displayed address) *The postal address for each resident is the building name and room number added to the address shown above.
Directions	- Get off at Shonandai Station on the Odakyu Enoshima Line, Sotetsu Izumino Line, and Yokohama Municipal Subway Blue Line.  - Take a 15-minute bus ride from the west exit of Shonandai Station bound for Keio University. - Walk about 3 minutes from the Keio University bus stop.
Structure and scale	Common Building: Steel construction, three above-ground floors Residential Building (East): Reinforced concrete structure, five above-ground floors, one basement floor Residential Building (West): Reinforced concrete structure, four above-ground floors, one basement floor
Number of rooms	300 rooms (276 unit-type private rooms, 20 1-person rooms, and 4 wheelchair-accessible rooms)
Private room equipment	Bed, desk, chair, bookshelf, closet, lighting, air conditioner, curtains, laundry-drying pole, etc. (single-person rooms and wheelchair-accessible rooms are equipped with a three-point shower unit)
Equipment in each unit	Living room, 2 shower rooms, 2 toilets and sinks, Wi-Fi, 2-door refrigerator, etc.
Common use facilities	Common Building: Cafeteria, mailboxes, delivery boxes, conference room, vending machines, cafe lounge, training rooms, multipurpose room Residential Buildings: Entrance lobby, learning commons, communication space, shared kitchen, lounge, laundry room, restrooms, elevator, bicycle parking, shoe storage, Internet (Wi-Fi), trunk room
Security	(1) Card key-based entry system (2) Security cameras installed (3) Fully stocked with emergency supplies
Environmental considerations	1 Obtained CASBEE Kanagawa A rank (Comprehensive Assessment System for Built Environment Efficiency) 2 Solar panels installed

## 3. Eligibility for use of facilities in buildings

**As a general rule**, current students at Keio University (including graduate school students), university faculty and staff, and persons associated with the university (who are authorized by Keio University) are eligible to use the facilities in the dormitory. International students who have been approved by the university are eligible to use the rooms for international

students. Note that if a student loses their status as a student at Keio University, takes a temporary leave of absence, or receives any disciplinary action from the university, the student will lose their eligibility to use the dormitory.

#### 4. Dormitory Manager

(1) The dormitory manager is stationed at the management office to receive inquiries from the residents and to carry out management duties in the dormitory. The dormitory manager offers after-hours assistance in the case of an emergency, including illness, injury, or disaster.

TEL	0466-48-4300
E-mail.	keio-hvil@n-jisho.co.jp
Hours	From 8:00 a.m. to noon and from 1:00 p.m. to 7: 00 p.m. (closed on Sundays, on national holidays, during summer break and the year-end and New Year's holidays)

(2) The dormitory manager regularly and occasionally patrols the dormitory and its premises to check the facility and carry out maintenance work. Security cameras are installed in the facility for safety and security reasons.

#### 5. House Leaders, Unit Leaders, and Resident Assistants (RAs)

(1) In each dormitory, one house leader and one unit leader for each unit will be appointed from among the residents. In addition, several resident assistants (RAs) will be assigned for each dormitory.

(2) Unit leaders take the initiative in maintaining comfortable living environment and solving problems within their units and are responsible for assisting the dormitory manager, the dormitory management company, and the university in managing duties related to the operation of the dormitory on their behalf. (Dissemination of information, coordination with other units, etc.)

(3) One house leader will be selected for each House from among the unit leaders. The house leader is responsible for maintaining comfortable living environment and solving problems in the shared area of their assigned house and across the H Village as a whole. House leaders will participate in the H Village Management Council meetings organized by the dormitory management company and the university as representatives of the dormitory students.

(4) Resident assistants (RAs) are responsible for providing support in English to international students with limited Japanese language skills. RAs work with unit leaders to assist the dormitory manager, the dormitory management company, and the university in managing duties related to the operation of the dormitory on their behalf. (Dissemination of information, coordination with other units, etc.)

(5) Detailed duties and compensation for each student position will be specified separately.

(6) Residents are requested to support and cooperate with the activities of the respective student positions.

#### 6. Hours of operations for facilities

##### Common Building

Main Gate	No curfew
Management Office	From 8:00 a.m. to noon and from 1:00 p.m. to 7:00 p.m. (Closed on Sundays, national holidays, five days during summer break and five days during the year-end and New Year's holidays )*

Cafeteria on First Floor	Monday to Sunday from 8:00 a.m. to 8:30 p.m. (closed five days during summer break and five days during the year-end and New Year's holidays) Breakfast: 7:30 a.m. to 9:00 a.m. Lunch: 11:00 a.m. to 2:00 p.m. (operating as a campus cafeteria) Dinner: 6:00 p.m. to 8:30 p.m. *The dining area of the cafeteria can be used until 9:30 p.m.
Meeting Room on First Floor	9:00 a.m. to 9:30 p.m. *Be careful not to make excessive noise and disturbances.
Training Room on Second Floor	9:00 a.m. to 9:30 p.m. *Be careful not to make excessive noise and disturbances.
Multi-purpose Room on Second Floor	9:00 to 21:30 *Be careful not to make excessive noise and disturbances.
Café Lounge on Second Floor	9:00 to 21:30 *Be careful not to make excessive noise and disturbances.
Toilets in Common Areas	All hours

\* Hours are subject to change.

#### Residential Buildings (East Building, West Building)

Main Gate	No curfew	
Learning Commons	All hours *Be careful not to make excessive noise and disturbances. *Visitor hours are from 9:00 a.m. to 9:30 p.m.	
Entrance lobby	All hours *Be careful not to make excessive noise and disturbances. *Visitor hours are from 9:00 a.m. to 9:30 p.m.	
Communication Space	All hours *Be careful not to make excessive noise and disturbances.	
Shared Kitchen	All hours *Be careful with fire and do not make excessive noise and disturbances.	
Laundry Room	All hours	
Units	Shower Room	All hours
	Toilet	All hours
	Wash Basin	All hours
	Living Room	All hours *Be careful not to make excessive noise and disturbances.

\*Hours are subject to change.

#### 7. Overnight stays for non-residents and visitors

- (1) It is prohibited for any non-residents to stay overnight in the dormitory.
- (2) Visitors are allowed to enter the 1F area of each residential building (see separate page) and are not allowed to enter any areas other than the designated areas.
- (3) Visitors are allowed to stay on the dormitory premises from 9:00 a.m. to 9:30 p.m.

#### 8. Card keys, Storage box keys, and Security

- (1) Upon entering the dormitory, each resident will be lent an IC card key (hereinafter referred to as "card key"). Please refer to the manual provided separately for handling the card key.
- (2) This single card key functions as (i) the key to enter the dormitory, (ii) the key to use the elevator, (iii) the key to enter your unit, (iv) the key to enter your private room, (v) the key to open the delivery boxes, and (vi) the key to receive your meals (breakfast and dinner), so handle it with care.

(3) Be sure to lock your private room for security reasons before you leave, even if only for a short period of time. Each resident is responsible for the safekeeping of their cash and valuables.

(4) In the event of any loss, theft, or misplacement of any items in the dormitory, notify the dormitory manager immediately for further instructions.

(5) Notify the dormitory manager when a card key is lost or damaged. A replacement card key will be issued. In such a case, a fee of 5,000 JPY (\*including consumption tax) will be charged, including the replacement fee.

(6) Once a replacement card key is issued, the previous card key will no longer be valid. No refunds will be made even if the previous card key is found after loss or theft. Please return any previous card keys found to the dormitory manager.

(7) In order to ensure the safety and security of dormitory students, the facility monitors the premises with multiple security cameras, clearly indicating their locations, and records the images for a certain period of time. The recorded images will not be used for any purpose other than those stated above, except for cases in which the submission of such images is required by domestic laws and/or regulations. Dormitory residents are asked to acknowledge this in advance.

### **9. Prohibited Access to Men-only/Women-only Units and Private Rooms**

(1) Entry to buildings for the men-only/women-only floors, units, and/or private rooms by respective opposite genders are strictly prohibited.

(2) The dormitory manager, owner, university personnel, dormitory management company, student positions, and maintenance workers contracted by the management company may enter areas of the opposite gender to perform their respective duties and/or services.

(3) Any resident who enters the opposite gender building, floor, unit, and/or private room without a justifiable reason may be evicted from the dormitory.

### **10. Elevators**

(1) The elevators are available 24 hours a day. The elevators are not available to visitors.

(2) The use of elevators has limits in terms of size and weight as specified below. Please refrain from carrying in items that exceed the specified size and weight.

[Common Building Elevators]

- Door opening dimensions: 2,100 mm high x 800 mm wide
- Lift dimensions: 2,250 mm high x 1,400 mm wide x 1,350 mm long
- Weight limit: 750 kg

[Residential Building Elevators]

- Door opening dimensions: 2,100 mm high x 800 mm wide
- Lift dimensions: 2,250 mm high x 1,400 mm wide x 1,350 mm long
- Weight limit: 750 kg

(3) In the event of a fire, earthquake, or other disasters, DO NOT get on the elevator, even if it is in operation. There is a risk of the elevator stopping at a floor where there is a fire, or a power outage may occur and you may become trapped.

(4) If a major tremor is detected, the elevator will automatically stop at the nearest floor and open its door. In this event, exit the elevator immediately.

(5) Should you become trapped in an elevator, notify the elevator maintenance operator using the intercommunication system provided inside. Attempting to force the elevator open may cause further malfunction. The elevator is equipped with an emergency lamp that stays lit for a certain period of time even in the event of a power outage.

#### **11. Prohibition of drinking alcohol, smoking, using fire outside of designated areas, etc.**

(1) Smoking is prohibited throughout the facility, including private rooms, units, balconies, common areas, and within the premises. The use of fire is also prohibited except in the shared kitchen on each floor (appliances other than those already equipped in the shared kitchen that emit gas or open flames are also prohibited in the shared kitchen). Violators may be expelled from the dormitory.

\*Japanese law prohibits anyone under the age of 20 from smoking.

(2) Drinking alcohol is allowed only in private rooms. (except on days when events are being held, etc.)

Alcohol is prohibited outside private rooms, including in common areas and elsewhere on the premises.

When drinking alcohol in your private room, please drink in moderation and avoid causing problems for other residents.

\*Japanese law prohibits anyone under the age of 20 from drinking.

(3) Consuming alcohol on the streets or public spaces in the surrounding area, and smoking outside areas where it is permitted is strictly prohibited.

#### **12. Shoe Boxes, Umbrella Stands, and Corridors**

(1) No outdoor shoes are allowed inside the facility. When entering the facility, residents must remove their outdoor shoes and place them in their assigned shoe box on the first floor, and put on their indoor shoes such as slippers or sandals.

(2) Store your umbrella(s) inside the unit or in your private room. Use the balcony to dry wet umbrellas, and do not dry them in the corridor or inside the unit rooms.

(3) The corridors of these dormitories are evacuation routes according to the Fire Service Act. Leaving personal belongings in the corridors is prohibited, as it may interfere with evacuation in the event of an emergency.

#### **13. Private Rooms**

(1) Use all facilities with the utmost care and cleanliness, and report any damage or loss to the dormitory manager. In the event of intentional or negligent damage or loss, you may be charged for the cost of the damage or loss.

(2) The furniture provided in the private rooms may not be taken out of the room for any reason.

(3) Smoking or the use of open flames, which is prohibited in private rooms, or the spraying of aerosols, etc., may be detected by smoke detectors, which may trigger the fire alarm and



set off the emergency bell. Such acts are strictly prohibited.

(4) To ensure proper operation and management of the facility, the dormitory manager, dormitory management company, and university personnel may enter private rooms when it is necessary for disaster prevention as indicated below, or when it is necessary to confirm the safety of the residents.

1) When performing inspections in accordance with laws and administrative guidance, such as inspections of firefighting equipment

2) When a water leakage or an unusual odor is detected and urgent inspection or action is required.

3) When it is necessary to confirm the safety of residents.

(5) Make sure to turn off lights and AC when going out. Help us save energy.

#### **14. Unit Rooms**

(1) As a general rule, each unit room is accessible only to the assigned residents of the five private rooms.

(2) The provision in (1) also applies to access to the shower rooms, the toilets, the wash basins, and the living room in each unit.

(3) Unit rooms may be used by other residents (same gender) at any time, but be considerate regarding the sound levels of radios, musical instruments, conversations, and other sources of noise, so as not to disturb anyone sleeping late at night or early in the morning.

(4) During weekday mornings (at least three times a week), excluding holidays, the cleaning staff will clean the shared area of unit rooms (excluding private rooms). Residents are asked to keep their private rooms clean and to cooperate with the cleaning work. On days without the cleaning service, residents are asked to keep their unit room clean on their own.

(5) During cleaning work in the unit rooms (excluding the private rooms), there is a possibility that equipment, personal belongings of residents, etc. may be moved.

(6) Do not leave the water running or have unnecessary electricity or air conditioning on.

#### **15. Garbage**

(1) Take the garbage out to the designated place after sorting it properly by type in accordance with the rules. Dispose of kitchen waste in the designated bin provided in the kitchen for hygiene reasons. Never dispose of kitchen waste in another bin. For cardboard, prop them up against the side of the designated location.

(2) If you fail to take the garbage out to the designated place in time, do not dispose of it at a garbage collection point in the neighboring area at your discretion, as such a behavior disturbs local residents as well as dormitory residents. Cleaning staff will move the garbage to the garbage dump on the premises on the designated dates.

(3) Any large-sized waste must be collected for a fee or taken to the designated area in accordance with the regulations of the City of Fujisawa. For details, consult with the dormitory manager. You are responsible for disposing of the goods you have brought on your own.

#### **16. Cleaning Work and Facility Inspection**

(1) In order to maintain our facilities in a comfortable and safe manner, cleaning work and facility inspections are performed on a regular and occasional basis.

The tasks and frequency (approximate) are as follows.

Tasks	Details	Approximate schedule
Daily cleaning	Common spaces and units (excluding private rooms)	At least three times a week *1
Regular cleaning	Common spaces, glass windows	Twice a year
Elevator inspection	Daily operation monitoring and statutory annual inspection	Four times a year, with one statutory annual inspection
Electrical work inspection	Statutory monthly inspection	Once a month, and one inspection with power supply suspension per year
Inspection of air conditioning, water supply, and discharge equipment	Inspection of air conditioners, booster pumps, etc.	Around five times a year, with the water supply cut off once a year
Laundry inspection	Washing machines and laundry dryers	Occasionally
Vending machines inspection	Vending machines (of food and beverages)	Occasionally
Firefighting equipment inspection	The entire building including private rooms	Twice a year

\*1. No cleaning is performed on Sundays, national holidays, and five days during summer break and the year-end and New Year's holidays.

(2) Note that in addition to the above, relevant personnel may enter the facility and carry out repair work, government inspection, fire drills, and other tasks.

(3) There will be a notice on the bulletin board for tasks other than the daily cleaning and the work described in (2) above. Pay particular attention to those involving the suspension of the power supply and/or elevator operations.

### 17. Security, Fire, and Other Drills

(1) Residents are encouraged to actively participate in security and fire drills.

(2) Check the layout and the instructions on the use of emergency staircases, emergency exits, evacuation equipment, fire extinguishers, fire alarms, and other emergency equipment.

### 18. Beddings

(1) The facility offers bedding rentals for a fee. The service includes a washing service for rented bed sheets and pillowcases (up to 2 sheets each once a month). For details about the bedding rental service, ask the dormitory manager. Keio University will provide bedding for international students.

(2) Bring your used bedding to be collected and replaced at the designated place on the date specified by the dormitory manager.

### 19. Bulletin Board

(1) Notices for dormitory residences will be displayed on the bulletin board on the first floor of the Common Building and the signage on the first floor of each residential building. Be sure to check them on a daily basis.

(2) If any resident wishes to post on the bulletin board, submit an application to the dormitory

manager to obtain permission.

## **20. Mailboxes and Home Delivery Services**

(1) Postal deliveries sent to dormitory residents and invoices for rent will be placed in the mailboxes assigned to individual residents on the first floor of the Common Building. Check your mailbox frequently to prevent it from becoming full.

(2) In principle, you need to receive parcels delivered by courier services and registered mails in person. If the addressee is not in the dormitory, the parcel will be put into a delivery box. If there are no vacant delivery boxes, the parcel will be redelivered. Please contact the delivery company for re-delivery. The dormitory manager is unable to receive and keep any item sent by any courier service.

## **21. Television and Newspapers**

(1) The television, newspapers, and other materials in the communication space cannot be removed. It is strictly prohibited to move these things into private rooms.

(2) Residents shall pay the fee for any television service, newspaper, or suchlike that they subscribe to at their own expense and responsibility. Be sure to unsubscribe and settle any payments when moving out of the dormitory.

## **22. Parking Lot for Bicycles and Cars**

(1) No cars or motorcycles are allowed on the dormitory premises.

(2) Notify the dormitory manager in advance of the use of the parking lot to be used by a moving company that you have contracted for moving in and out, etc.

(3) If you wish to park your bicycle, follow the procedures for bicycle theft prevention registration and be sure to notify the dormitory manager to obtain permission. Bicycle parking is free of charge.

(4) Parking is limited to one bicycle per person. If there is no space available, residents will not be allowed to park a bicycle until a space becomes available.

(5) Put the parking sticker issued by the dormitory manager onto the bicycle and park in the designated space.

(6) The facility, university, dormitory manager, and dormitory management company bear no responsibility or liability for theft, damage, or other issues with your bicycle.

(7) When moving out of the dormitory, residents are responsible for disposing of their bicycles. Unidentified bicycles may be disposed of after a certain period of warning. In that case, no objection will be allowed.

(8) If you wish to reserve a parking lot for visitors (parents/guardians and close relatives only), notify the dormitory manager in advance to obtain permission. Parking is available from 9:00 a.m. to 6:00 p.m. Be sure to leave the parking lot before 6:00 p.m.

(9) Parking of cars and rental cars of dorm residents and their friends is not allowed.

## **23. Use of the Common Building 1F Cafeteria**

(1) Meals are provided from 7:30 a.m. to 9:00 a.m. and from 6:30 p.m. to 8:30 p.m.

\*The cafeteria is closed for five days during summer break and for five days during the year-

end and New Year's holidays.

(2) Breakfast and dinner are only provided to residents.

(3) For hygiene and safety reasons, meals cannot be saved after serving hours. Receive your meals within the designated serving hours.

(4) Residents are not allowed to take the provided meals to their private dormitory rooms or areas outside the cafeteria. Always take the provided meals in the cafeteria area.

(5) The cafeteria dining area can be used until 9:30 p.m. Do not inconvenience other users while using the space.

(6) Handle the sofas, tables, chairs, and other equipment in the cafeteria with care.

(7) The cafeteria will be cleaned at least three times a week by the cleaning staff. We ask for your cooperation in keeping the cafeteria clean on days when there is no cleaning service.

#### **24. Use of the Common Building 1F Meeting Room**

(1) The meeting room on the 1F of the Common Building is open from 9:00 a.m. to 9:30 p.m.

(2) Handle the desks, chairs, televisions, and other equipment with care.

(3) The last person to leave the room is responsible for returning any fixtures, furniture, and equipment used to their original positions and turning off all of the lights and air conditioner.

(4) Cleaning staff carry out cleaning work in the 1F meeting room at least three times a week. We ask for your cooperation in keeping the room clean on days when there is no cleaning service.

(5) To reserve the 1F meeting room as a meeting space for an event or other purpose, obtain permission from the dormitory manager at least seven days in advance. The dormitory manager will post a prior notice of the event on the bulletin board. If you wish to bring in rented equipment for your event, be sure to notify the dormitory manager of the details in advance to ensure that this will not affect the dormitory's electrical capacity or security.

#### **25. Use of the Common Building 2F Training Room**

(1) The training room on the 2F of the Common Building is open from 9:00 a.m. to 9:30 p.m.

(2) Handle the desks, chairs, televisions, and other equipment with care.

(3) The last person to leave the room is responsible for returning any fixtures, furniture, and equipment used to their original positions and turning off all of the lights and air conditioner.

(4) Cleaning staff carry out cleaning work in the 2F training room at least three times a week. We ask for your cooperation in keeping the room clean on days when there is no cleaning service.

(5) To reserve the 2F training room as a meeting space for an event or other purpose, obtain permission from the dormitory manager at least seven days in advance. The dormitory manager will post a prior notice of the event on the bulletin board. If you wish to bring in rented equipment for your event, be sure to notify the dormitory manager of the details in advance to ensure that this will not affect the dormitory's electrical capacity or security.

## **26. Use of the Common Building 2F Multi-Purpose Room**

- (1) The multi-purpose room on the 2F of the Common Building is open from 9:00 a.m. to 9:30 p.m.
- (2) Handle the desks, the chairs, the projector, and other equipment with care.
- (3) The last person to leave the room is responsible for returning any fixtures, furniture, and equipment used to their original positions and turning off all of the lights and air conditioner.
- (4) Cleaning staff carry out cleaning work in the 2F multi-purpose room at least three times a week. We ask for your cooperation in keeping the room clean on days when there is no cleaning service.
- (5) To reserve the multi-purpose room as a space for an event or other purpose, obtain permission from the dormitory manager at least seven days in advance. The dormitory manager will post a prior notice of the event on the bulletin board. If you wish to bring in rented equipment for your event, be sure to notify the dormitory manager of the details in advance to ensure that this will not affect the dormitory's electrical capacity or security.

## **27. Use of the Common Building 2F Cafe Lounge**

- (1) The cafe lounge on the 2F of the Common Building is open from 9:00 a.m. to 9:30 p.m.
- (2) Handle the desks, chairs, and other equipment with care.
- (3) Cleaning staff carry out cleaning work in the 2F cafe lounge at least three times a week. We ask for your cooperation in keeping the lounge clean on days when there is no cleaning service.
- (4) To reserve the 2F cafe lounge as a space for an event or other purpose, obtain permission from the dormitory manager at least seven days in advance. The dormitory manager will post a prior notice of the event on the bulletin board. If you wish to bring in rented equipment for your event, be sure to notify the dormitory manager of the details in advance to ensure that this will not affect the dormitory's electrical capacity or security.

## **28. Use of the Residential Building 1F Entrance Lobby**

- (1) The entrance lobby is open at all hours. Do not inconvenience other users while using the space.
- (2) Visitors can access the lobby from 9:00 a.m. to 9:30 p.m.
- (3) Handle the sofas, tables, chairs, and other equipment in the entrance lobby with care.
- (4) Cleaning staff carry out cleaning work in the entrance lobby at least three times a week. We ask for your cooperation in keeping the lobby clean on days when there is no cleaning service.

## **29. Use of the Residential Building 1F Learning Commons**

- (1) The learning commons is open at all hours. Do not inconvenience other users while using the space.
- (2) Visitors can use the learning commons from 9:00 a.m. to 9:30 p.m.
- (3) Handle the sofas, tables, chairs, televisions, and other equipment in the learning commons with care.

(4) The last person to leave the room is responsible for returning any fixtures, furniture, and equipment used to their original positions and turning off all of the lights and air conditioner.

(5) To use both the learning commons and the outdoor terrace at the same time for an event or other purpose, obtain permission from the dormitory manager at least seven days in advance. The dormitory manager will post a prior notice of the event on the bulletin board. If you wish to bring in rented equipment for your event, be sure to notify the dormitory manager of the details in advance to ensure that this will not affect the dormitory's electrical capacity or security.

(6) Cleaning staff carry out cleaning work in the learning commons at least three times a week. We ask for your cooperation in keeping the room clean on days when there is no cleaning service.

### **30. Use of the Communication Spaces and Lounges on Each Floor of the Residential Building**

(1) The communication spaces and lounges are open at all hours. Visitors may not use the communication spaces.

(2) Handle the sofas, tables, chairs, and other equipment in the communication spaces and lounges with care.

(3) Cleaning staff carry out cleaning work in the communication spaces and lounges at least three times a week. We ask for your cooperation in keeping the space clean on days when there is no cleaning service.

### **31. Use of the Shared Kitchens on Each Floor of the Residential Building**

(1) The shared kitchens are open at all hours. Visitors may not use the shared kitchens on each floor.

(2) Residents are asked to cooperate and share the provided kitchen equipment.

(3) After each meal, wash and put away tableware and dispose of any leftovers. Be sure to dispose of kitchen waste in the bin provided in the kitchen. Use the kitchen in a clean and sanitary manner.

(4) Stay alert while using fire. While preparing any food, stay close to the IH cooker. Do not bring in or use any appliances other than those already equipped in the shared kitchen that emit gas or open flames in the shared kitchens.

(5) To use the shared kitchen for an event or other purpose, obtain permission from the dormitory manager at least one day in advance. (This must be done within the opening hours of the management office). You are not allowed to remove any equipment from the shared kitchen. After using the kitchen, be sure to clean up and obtain confirmation from the dormitory manager.

(6) Cleaning staff carry out cleaning work in the shared kitchens at least three times a week. We ask for your cooperation in keeping the kitchens clean on days when there is no cleaning service.

### **32. Use of the Laundry Rooms on Each Floor of the Residential Building**

(1) The laundry room is open at all hours. Be careful not to make excess noise when using it late at night, particularly when opening and closing the lid of the washing machine. It costs 200 yen per wash cycle and 200 yen per dry cycle.

(2) Use washing machines and dryers according to the instructions. If the machine is broken by failing to follow the instructions, you may be liable for repair expenses. During office hours, bills can be changed into coins at the management office.

(3) After washing or drying, immediately collect your laundry from the machine. Do not leave your laundry in any machine or hang it in the laundry room to dry. Any unattended laundry will be discarded after it is stored for a predetermined period.

(4) Entry to the laundry rooms for the opposite gender is prohibited.

(5) The dormitory manager, owner, university personnel, dormitory management company, student positions, and maintenance workers contracted by the dormitory management company may enter a laundry room for the opposite gender to perform their respective duties and/or services.

(6) Any resident who enters a laundry room for the opposite gender without a justifiable reason may be evicted from the dormitory.

(7) Please note that the laundry room is equipped with security cameras in order to prevent theft.

### **33. Use of the Courtyard**

(1) The courtyard is open at all hours, but residents should be careful not to make excessive noise.

(2) To use the courtyard for an event or other purpose, obtain permission from the dormitory manager at least seven days in advance. The dormitory manager will post a prior notice of the event on the bulletin board. If you wish to bring in rented equipment for your event, be sure to notify the dormitory manager of the details in advance to ensure that this will not affect the dormitory's electrical capacity or security.

### **34. Overnight Stay Outside the Facility and Long-Term Absence**

(1) Prior to staying overnight outside the dormitory, submit a notice of overnight stay (designated form) to the dormitory manager. If the information stated in the form changes, notify the dormitory manager.

(2) If you expect to be away from your room for more than seven days, submit a notice of long-term absence (designated form) to the dormitory manager in advance. If you do not return to the dormitory after at least 14 days without submitting a notice of long-term absence, you may be deemed to have moved out of the dormitory and the belongings in your private room may be discarded.

### **35. Prohibitions**

#### **(1) Nuisance**

1 Be sure to control the volume of the television, radio, or any musical instrument, and the sound of your voice or from moving things late at night and early in the morning in order to avoid disturbing other dormitory residents and neighbors.

2 The use of a mobile phone on the balcony is prohibited. Any such use would disturb neighbors and other dormitory residents.

3 Refrain from any actions that are harmful to the environment or public health such as causing any unusual or foul odors.

4 Do not leave your belongings in the corridors, entrance hall, or other common areas.

(2) Bringing any electric heating equipment or the equivalent

1 Open flames are strictly prohibited within the facility (including candles, incense, and mosquito coils). For fire prevention reasons, you are not allowed to bring any equipment that generates heat, such as electric, kerosene, or gas heaters, gas stoves, and electric blankets.

2 A soldering iron to be used in classes may be brought on premises, but it must not be used within the facility.

\*The facility is equipped with air conditioning.

\*Minimize the items you bring into the facility. Vacuum cleaners and irons are available on loan.

A microwave oven, rice cooker, toaster, and other kitchen equipment are available for use in the shared kitchen.

\*Any items a resident has brought onto the premises should be disposed of or removed at the responsibility and cost of the resident.

(3) Equipment

1 Do not make any changes or additions to the various facilities.

2 Do not use nails or screws on indoor or outdoor walls, columns, tiles, or other surfaces.

\*If you make any changes to the original conditions, you may be asked to pay for repairs when you move out of the dormitory.

(4) Other prohibited acts

1 Subleasing your room or any equipment in the dormitory to any third party other than dormitory residents

2 Gambling with money

3 Owning pets

4 Entering areas marked as off-limits

5 Leaving your personal belongings or garbage when moving out of the dormitory

6 Using skateboards, kick scooters, mini electric bikes, etc. (excluding bicycles) on the premises of the H Village.

7 Using bicycles outside of the designated areas.

8 Engaging in any commercial activity such as sales and solicitation of customers or any equivalent act

9 Engaging in any activity for collecting signatures and any equivalent act

10 Engaging in any political, ideological, or religious activity, recruiting residents to any such activity, organizing a rally or any equivalent act

11 Any act that corrupts public morals and order or that impedes the sound operation of the dormitory

12 Any other act that is inappropriate for communal life

**36. Expulsion from the dormitory**

Any resident that falls under any of the items below is subject to expulsion from the dormitory.

1 Any resident that is confirmed to have committed any serious or malicious act in violation of the prohibitions.

2 Any resident that has failed to observe the facility opening hours or the rules on daily life on several occasions.

3 Any resident that has violated any Japanese law or the equivalent.

\*Japanese law prohibits anyone under the age of 20 from drinking or smoking.

4 Any resident that has lost their student status at Keio University.

5 Any resident that has failed to pay the dormitory rent for two months.

6 Any resident that is deemed unsuitable for communal life due to health reasons.

7 Any resident that the university and the dormitory management company have determined necessary will be expelled.



### **37. Other**

**(1) Telecommunication equipment**

The facility is equipped with Wi-Fi. The instruction on Wi-Fi connection will be provided when you move into the dormitory.

**(2) Problems and damage**

If you find any problems or damage in the facility, immediately report it to the dormitory manager.

**(3) Responding to infectious diseases**

The measures against infectious diseases at the facility will be explained when you move in.

**(4) Responding to fire, earthquake, and other disasters**

Procedures at the facility in the event of fire, earthquake, or other emergencies will be explained when you move in.

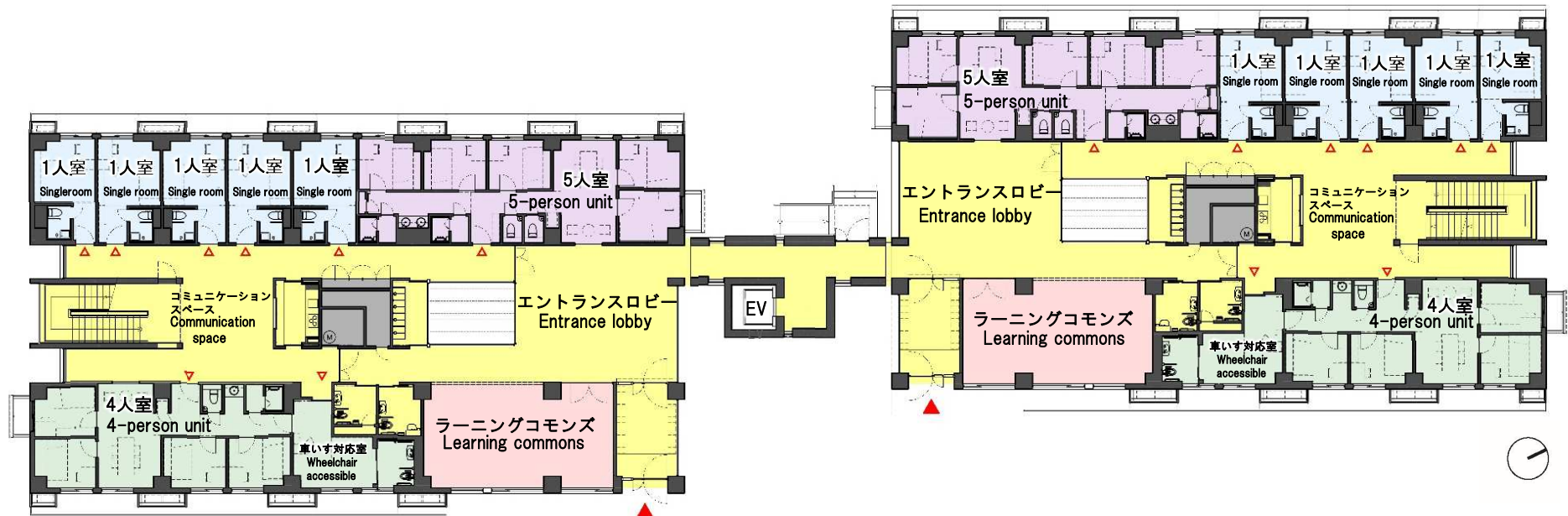
**(5) Luggage storage**

Suitcase storage is available in the facility. Instructions on how to use the storage will be provided when you move in.

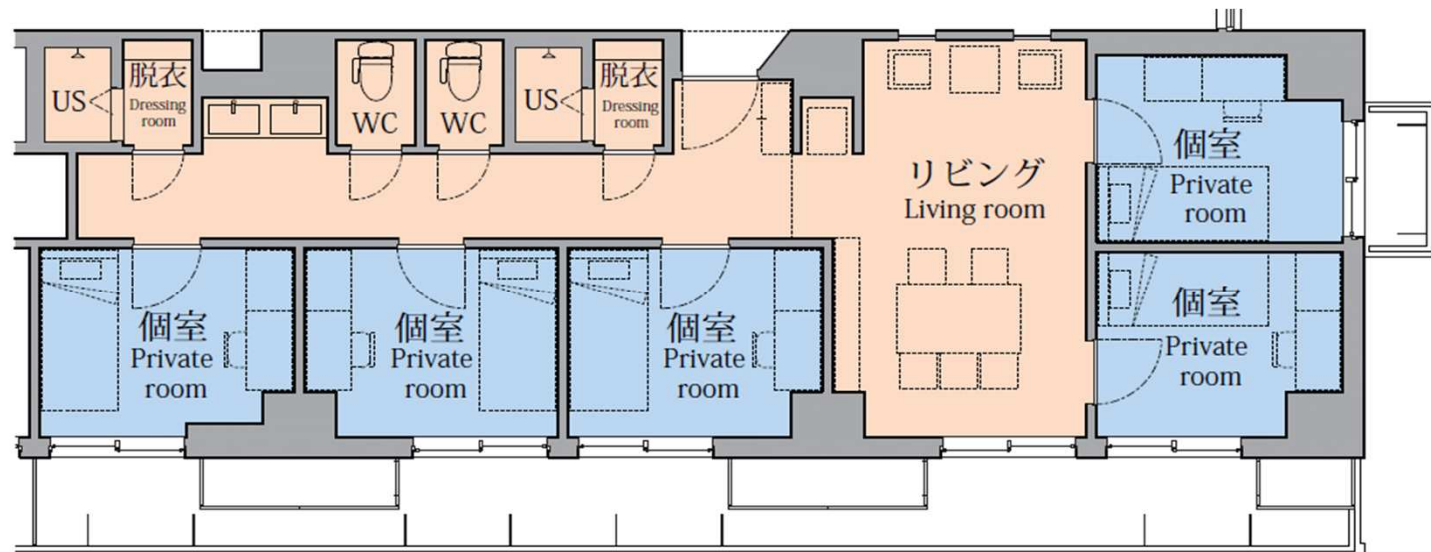
**(6) Revisions**

These Rules and Regulations may be subject to revision in accordance with revisions to the related rules of Keio University or the actual circumstances surrounding facility operations.

## ■ 平面図 (Floor Plan)



## ■ 5人ユニットの寮室 (Dormitory rooms of 5-person unit)



# 慶應義塾大学 Hヴィレッジ Keio University H Village Student Dormitory

慶應義塾大学バス停からHヴィレッジまで

From the Keio University bus stop to H Village Student Dormitory

