

Toyo University International House

Instructions and Rules



Introduction

It is a great pleasure for Toyo University to welcome you to the Toyo University International House (I-House)! To make your stay as easy as possible please follow the advices and rules in this "Instructions and Rules" pamphlet. In case of any unclarity or questions, please do not refrain from contacting the International Programs Office. We will always be glad to help you.

Lodging Charges / Facilities

Residence Type	Occupant Number	Number of Rooms	Lodging Fee	Remarks
S Type (1DK)	1 (Single-person)	21	¥ 40.000 / month	¥ 1.400 / day
D Type (2DK)	2 (Couple)	32	¥ 80.000 / month	¥ 2.800 / day
M Type (3DK)	3 (Family)	2	¥ 100.000 / month	¥ 3.500 / day
			plus Internet fee of ¥ 3000 / month	

Payment for the following month is expected to be made by the 25th of each month and can be done at the certificate issue machine at the campus. The issued "Statement of Payment" has to be submitted to the IPO.

The Facilities and Equipment in each room are as follows: a bath / a toilet / a washstand / hot water apparatus / a refrigerator / a kitchen / an oven / an IH compatible pan and frying pan / an air conditioner / a washing and drying machine / a TV set / a bed / a bed-in-a-bag / a desk / a chair / a set of curtains / a closet / a table (D and M types only) / an Internet connecting terminal (LAN connection)

When needed, you can rent cleaning implements and a vacuum cleaner at the superintendent's office.

If an occupant destroys or damages any facilities and equipment in the room, he/she is expected to make a report to the superintendent, and the destroyed or damaged facilities and equipment should not be disposed of without permission. When any facilities, equipment or furnishings are destroyed, lost or damaged, expenditure to restore to original state may be charged.

Conditions for the Use of Toyo University International House

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|----------------------|---|
| Utilization Time | <ul style="list-style-type: none"> • Accessible Hours 8:00-19:00
(Except Sundays, holidays, summer vacation, year-end and New Year holidays) • Gate Opening/Closing 7:00-19:00 |
| Mail | <ul style="list-style-type: none"> • Mail is delivered to individual mailboxes. There may be cases in which registered mail and large parcels are temporarily kept at the superintendent's office while a message slip is left in the mailbox. |
| Door-to-Door Service | <ul style="list-style-type: none"> • Parcels can be obtained by the occupants during the superintendent's accessible hours after signing. In principle, perishable and frozen food cannot be kept in the superintendent office. |
| Cleaning | <ul style="list-style-type: none"> • Cleaning of each individual room shall be regularly done by the occupant. • Particularly plugholes, exhaust fans, etc. of the kitchen and the bathroom and balcony shall be frequently cleaned • Please don't flush oil in the sink or toilet. • To prevent condensation and mold please open your windows and closet as often as possible on hot days • Garbage has to be seperated and placed at the designated place.
Monday: Recyclable (newspaper, magazines, bottles, cans, PET bottles)
Tuesday: Noncombustibles (metal, glass, spray cans)
Wednesday, Saturday: Burnable (raw garbage, cloth, plastics, rubber, etc.) |

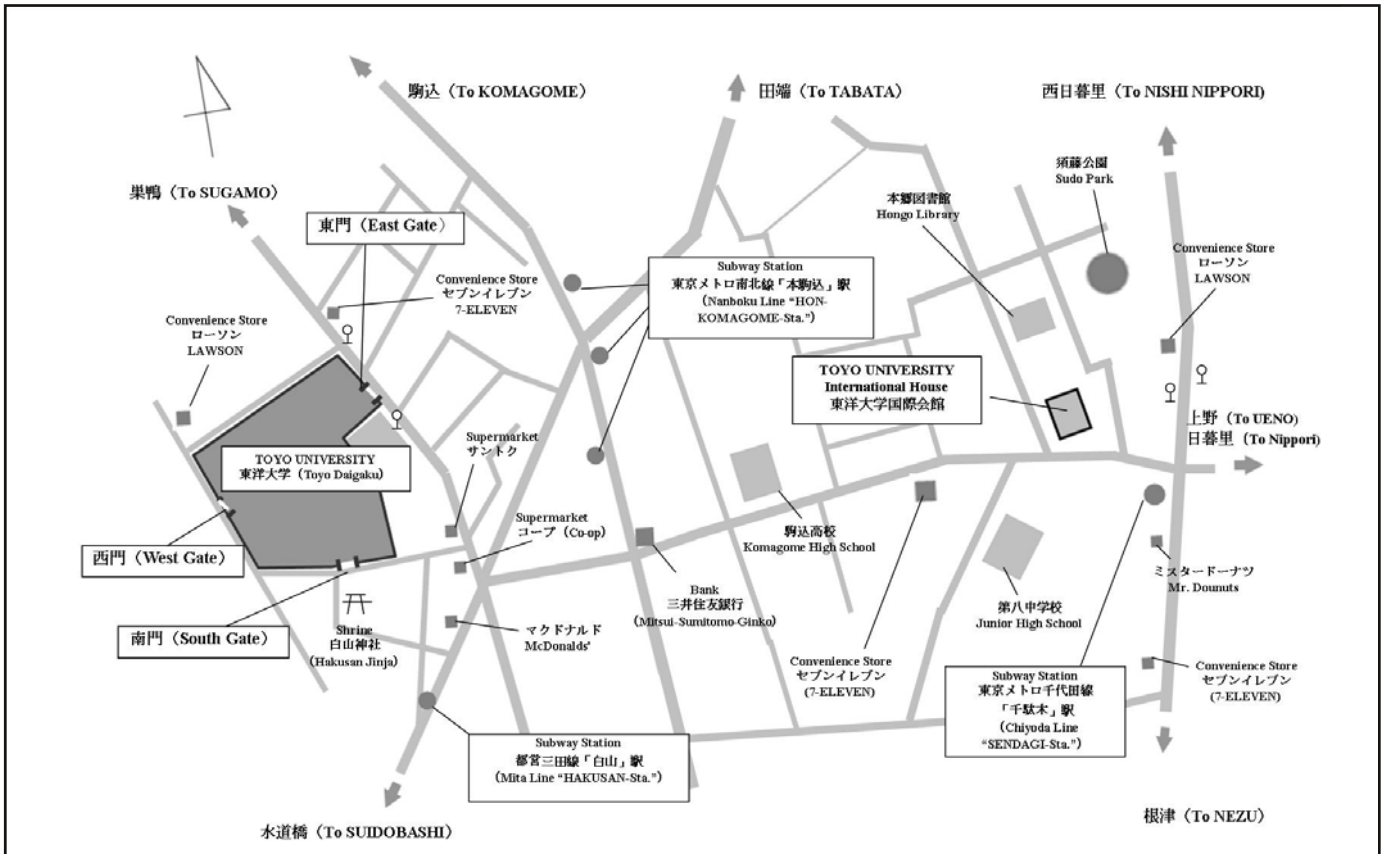
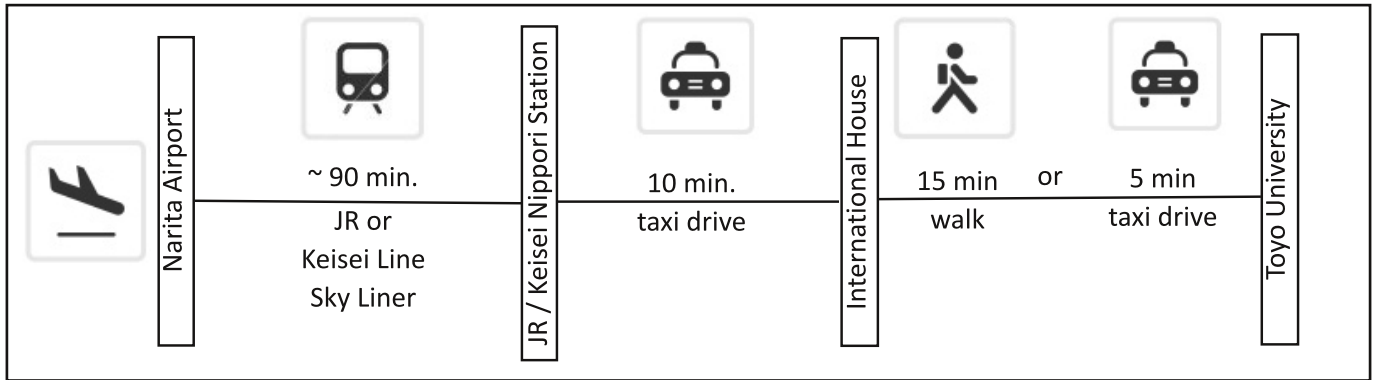
- Bicycle and Car Parking
- When the occupant wants to use the bicycle parking, he/she must apply to the superintendent and put a sticker on a designated part of the bicycle. The bicycles without stickers will be taken away from the bicycle parking area.
 - Parking of only one bicycle is allowed for each occupant.
 - Commuting to campus by bicycle is prohibited.
 - Parking of cars, motorbikes (including motorized bicycles) and unregistered bicycles are prohibited.
 - When leaving the International House, be sure to dispose of the bicycle.
- Keys
- You will receive:
1. A card key for the entrance, respective room, and the small gate
 2. An individual separate key (regular key) for the room inside the D Type rooms.
- One set of keys for each occupant.
 - When the key is lost or damaged, the occupant must submit the "Application for Making a Key" to the superintendent. The expenditure for the key re-making and exchanging will be billed at cost.
 - The card key is used for the use of electrical equipment in the room, so be careful not to leave it inside the room when leaving the room, which is automatically locked.

Prohibitions

- Individual Room
- Please take off your shoes when you enter the room.
 - It is forbidden to remodel or renovate the room. Please don't use tacks or pins.
 - Occupants should not produce or store any heavy or dangerous goods (guns, swords, or explosive goods) which pose a danger to the main structure of the International House, as well as goods which might start a fire.
 - Please don't use any other equipment for heating than the installed.
 - Inside the room, occupants should not use fire such as candles or aromatic candles.
 - Inside the room, occupants should not breed or keep dogs, cats, birds, etc.
 - Please don't flush anything that clogs the drainpipes of the kitchen or toilet.
- Nuisance
- Occupants should refrain themselves from causing inconvenience and harms both to the other occupants and nearby residents through using television, radio, musical instrument, and other sound producing equipment at full volume, or making a fuss or conversations in a loud voice inside the building. Also, occupants should not engage themselves in such actions as are offensive to public order and morals or those that will cause nuisances and harms both to the other occupants and nearby residents.
- Visitors
- Any visitor is expected to fill in his/her name and other information on the "list of registered visitors" at the desk of superintendent office before entering the International House and is asked to leave until 22:00 at latest.
 - In principle it is not allowed for guests to stay overnight. Although exceptions can be made if the "Application for Non Resident Stay" is passed in a week before the stay.
- Others
- Occupants should keep themselves away from off-limits areas.
 - For security, occupants should not place personal belongings in such places as hallways, stairs, entrance, emergency exit, space for common use.
 - Drinking and eating and drinking in large groups (BBQ, etc.) outside the premises are not allowed.
 - Smoking is only allowed in the designated area outside the International House. Smoking inside the building is prohibited.

Toyo University cannot be held responsible for any accidental loss of personal property or damage of borrowed property of the I-House. Also, Toyo University cannot be held responsible for any damage caused by natural disasters.

Access



Toyo University International House
 3-2-4, Sendagi, Bunkyo-ku, Tokyo 113-0022 Japan
 TEL & FAX 03-3827-1977 (Superintendent Office)

International Programs Office, Toyo University
 5-28-20, Hakusan, Bunkyo-ku, Tokyo 112-8606 Japan

TEL 03-3945-7588
 FAX 03-3942-2489
 E-MAIL mlipo@ml.toyonet.toyo.ac.jp

Emergency in absence of the Superintendent and the IPO (24h)
 TEL 03-3945-7220 (Key Number of Toyo University)