

Rules for Use of Toyo University International House

(Objective)

1. These rules are the points defined which the occupants should comply with in the use of Toyo University International House (which is located at 3-2-4, Sendagi, Bunkyo-ku, Tokyo, Japan) which Toyo University, as an educational corporation, supervises and manages.

(Basic Points)

2. The use of Toyo University International House (hereinafter referred to as “I-House”) shall be based on “Provisions on Supervision and Management of Toyo University” and “Detailed Regulations on Use of Toyo University International House.”
3. Lodging Charges shall be paid in accordance to “Detailed Regulations on Use of Toyo University International House.” Payment shall be made by means determined appropriate by Toyo University (herein after referred to as University).
4. Only the designated occupant may stay in each respective room.
5. Room designations for the occupants shall be made by the University. Occupants are not allowed to change rooms without permission.

(Indoor)

6. Remodeling, damaging or renovating the room (painting, changing wallpaper, nailing, hooking, etc.) is prohibited.
7. If any occupant should damage or harm the equipment in the room by accident, he/she should immediately inform the Superintendent and should not dispose of the damaged equipment without asking. Furthermore, if facilities, equipment and furnishings are destroyed, lost or damaged, the expenditures for restoring to original state shall be charged to the occupant.
8. To manufacture or store such goods with a heavy load (such as safe,) dangerous articles (such as guns, swords or explosives,) and highly flammable or combustible goods is prohibited.
9. Management and cleaning of the room shall be carried out on the occupant’s responsibility. Also, the occupant should keep the room clean and hygienic.
10. Due to Japan’s climate and structure of the I-House building, mold easily grows in the room. The occupant should always keep the ventilation fan on, open the window regularly and ventilate the room to prevent the mold from growing. Also, clearing of the mold is the occupant’s responsibility. Toyo University shall not be liable at any damages caused by the mold.
11. Smoking is totally banned in the I-House, including all rooms, common areas, balconies, and entrances. Smoking is only permitted in designated “smoking areas.”
12. Inside the I-House, the use of products using fire, including candles and incense, is prohibited.
13. Inside of the I-House, the breeding of dogs, cats, birds, etc. is prohibited.
14. Goods that might cause damage due to their falling, flying, etc. should not be left on the balcony.
15. The Superintendent and resident assistants will conduct room inspections in order to confirm if inside the room is appropriately maintained and that there are no defects in maintenance.

(Cleaning Duties)

16. Garbage should be separated, put in the designated garbage bags and placed in the

designated place on the designated days.

(Fire Control and Crime-Prevention)

17. Air heating shall be provided by the fixed equipment.
18. Inside of the room, the use of oil heaters and stoves is prohibited.
19. If an on-site inspection of the room is necessary for the purpose of fire control, structural maintenance and other special supervision, it may be carried out with permission of the occupant in advance. Also, except for cases of due reasons, the occupant shall not refuse the on-site inspection.
20. It may be necessary to enter the room without permission of the occupant to prevent the spread of fire or deal with another urgent situation. When the entry is made during the occupant's absence, however, the occupant shall be informed of the entry later.
21. The key shall not be duplicated, additionally changed. If the key is lost or damaged, the occupant shall be charged for its replacement.

(Bicycle Parking • Car Parking)

22. Parking of cars, motorbikes (including motorized bicycles) and unregistered bicycles is prohibited on the premises of I-House and its parking area.
23. When the occupant wants to use the bicycle parking area, he/she must apply to the Superintendent and put a sticker on the designated part of the bicycle. Also, when the occupant vacates the I-House, he/she is responsible for disposing of the bicycle. Bicycles without stickers shall be removed from the bicycle parking area.
24. When a visitor pays a visit to I-House by car, bike, etc., he/she should get the Superintendent's permission.

(Nuisance)

25. Occupants should not bother other occupants or nearby residents by using television, radio, musical instrument, or other sound producing equipment at a loud volume, or by conversing in a loud voice inside the I-House or on the premises.
26. Occupants should not engage themselves in such actions as are offensive to public order and morals or those that will cause nuisances and harm to other occupants or nearby residents.

(Other Don'ts)

27. Occupants should stay away from off-limits areas.
28. For safety's sake, occupants should not place their personal belongings in hallways, stairs, entrances, emergency exits, or other spaces for common use. The University has no responsibility for loss or damage of personal belongings, etc.
29. Occupants should not dispose of waste material, including garbage and cigarette butts, in places other than the designated areas inside I-House.
30. Occupants should not throw anything from the balcony or the windows.

(Leaving)

31. Occupants should submit the Notification of Leaving I-House to the Superintendent at least 2 weeks before the departure date.
32. Occupants should dispose of personal possession and belongings in their rooms and return the room to its original state by the day of departure. Any items that remain after departure shall be disposed of immediately, with the occupant charged separately for any necessary expenditures.

(Eviction as Punishment)

33. If any one of the following events occurs, the University may order the occupant to be removed from the room.
 - In case a false statement was found in matters written in the Application.
 - In case the occupant violates the rules for living in the I-House, and his/her behaviour

is judged as inappropriate under normal social conventions.

- In case the occupant's tendency is recognized as bad and inappropriate for living in the I-House.
- In case the occupant does harm through starting fire, property destruction or serious negligence.
- In case the occupant fails to pay lodging charges even after missing the deadline for the delayed payment.
- In case the occupant loses his/her job title or student status in Toyo University.
- In case the occupant re-releases the room to the other person.
- In case the occupant lets a third party (including family members and relatives) stay in the room.
- In case the occupant creates a serious nuisance for other occupants or nearby residents.

(Disclaimer)

34. The University shall not be liable at all for any loss of personal belongings in the occupant's room which should be under the occupant's responsibility
35. The damage cost and compensation to be incurred by the accident and trouble caused by the intentional or serious negligence, action which is offensive to public order and morals, and action causing nuisances and harms to the other neighboring residents and the other occupants should be paid by the person concerned and not the University.
36. The damage cost and compensation to be incurred after the occupant leaves I-House by the accident and trouble caused by the intentional or serious negligence should be paid by the person concerned and not the University.
37. University shall not be liable at all for any damage of occupants caused by natural disasters, earthquakes, natural calamities, floods, fires, theft and other reasons which are not attributable to the University

(Miscellaneous)

38. Occupants and their visitors shall understand the "Rules for Use of Toyo University International House" and "Occupancy Guide for Toyo University International House" and abide by the supervisions of University under all circumstances.

Please indicate that you agree to comply with the above stated Rules for Use of Toyo University International House by completing the Google Form that accompanies this document.