



**TOYO UNIVERSITY**

**Occupancy Guide for  
Toyo University International House**

**International Affairs Office, Toyo University**

**January, 2020**

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## 1. Occupants

Those eligible as occupants shall be as follows:

- (1) International exchange students (exchange students from Toyo's partner universities, exchange students using consortia for student exchange)
- (2) Toyo Top Global Scholarship (TypeA) recipients
- (3) Resident Assistants (RA)
- (4) Exchange researchers
- (5) Professors/Researchers visiting from overseas
- (6) Graduate students from overseas accepted at research institutes/centres
- (7) Participants of short-visit program held by Toyo University
- (8) Other persons specially admitted by the Director of Center for Global Education and Exchange for the promotion of international exchanges

## 2. Occupancy Period

The allowable period as an occupant shall be as follows:

- (1) The maximum occupancy period for international exchange students shall be 11 months as is defined for Student Exchange Program by the Center for Global Education and Exchange.
- (2) Toyo Top Global Scholarship (Type A) recipients shall be occupants for less than one year.
- (3) Resident assistants shall be occupants for less than one year.
- (4) Exchange researchers, based on agreements with affiliated universities, shall be occupants for less than one year.
- (5) Professors/Researchers visiting from overseas shall be occupants during the period defined in their contract.
- (6) Graduate students from overseas accepted at research institutes/centres shall be occupants during the period defined in their contract.
- (7) Participants of short-visit program held by Toyo University shall be occupants during the program participation period.
- (8) Other persons specially admitted by the Director of Center for Global Education and Exchange for the promotion of international exchanges shall be occupants during the period admitted.

## 3. Application for Occupancy and Leaving

(1) The department responsible for accepting and inviting tenants will apply to the International Affairs Section for entry at least one month before the occupancy date. Permission will be granted according to availability of rooms.

### (2) Move-in date

Occupants should check in with the reception desk of the Toyo University International House at the designated time. International House staff will give the occupant keys and a basic introduction to the International House.

### (3) Two weeks before moving out

The occupant shall submit notification of moving out to the International Affairs Section at least two weeks prior to the moving out date. Occupant shall dispose of personal effects and restore room to its original state. The room inspection should be scheduled for a date when the occupant can be present.

### (4) Day before moving out

The superintendent of the Toyo University International House will conduct the final

inspection the day before the occupant's departure. The occupant should remove all belongings. Any costs incurred for disposal of items will be directly charged to the occupant separately.

(5) Moving out day

Occupant shall return the key to the superintendent when leaving..

#### 4. Lodging Charges

Lodging charges are shown in the tables below. Although the lodging charges include utilities, excessive use may result in additional charges.

Residence Type	Lodging Charge ① (Per person) (Per period of 15 to 31 days)	Lodging Charge ② (Per person) (Per period of up to 14 days)
S Type (1DK)	70,000 JPY ( e x c e p t R A s ) 50,000 JPY ( R A s )	40,000 JPY (except RAs) 30,000 JPY (RAs)
D Type (2DK) (1) Single use (2) Share room	(1) 70,000 JPY (2) 40,000 JPY	(1) 40,000 JPY (2) 25,000 JPY
M Type (Maisonette) (1) Single use (2) Share room	(1) 70,000 JPY (2) 40,000 JPY	(1) 40,000 JPY (2) 25,000 JPY

If the period of occupancy exceeds 31 days, the total lodging charges are assessed according to the appropriate combination of lodging charges ① and ② above.

#### 5. Paying Lodging Charges

Please pay the lodging charges as follows. In principle, no refunds are permitted.

- (1) International exchange students pay for their stay (including remittance fees) via bank transfer or by credit card by the due date specified. International exchange students staying two semesters can pay their second semester lodging charges separately.
- (2) Rent for Toyo Top Global Scholarship (Type A) recipients will be paid from their monthly scholarship.
- (3) Visiting researchers, professors, and postgraduate students pay for their stay (including remittance fees) via bank transfer or by credit card by the due date specified. Short-term residents can pay for their stay via the certificate issuing machines on campus immediately after arrival.
- (4) Participants in short-term programs sponsored by Toyo University pay for their stay (including remittance fees) via bank transfer or by credit card by the due date specified.
- (5) Resident assistants pay the appropriate lodging charges for the following month at the certificate issuing machines by the 25<sup>th</sup> of the current month.
- (6) Others who are approved by the Director of the Center for Global Education and Exchange pay for their stay (including remittance fees) via bank transfer or by credit card by the due date specified. Short-term residents can pay for their stay via the certificate issuing machines on campus immediately after arrival.

#### 6. Facilities, Furnishings, and Appliances in the Room

The facilities, furnishings, and appliances in each room are as follows.

• bath • toilet • washstand • hot water apparatus • refrigerator • kitchen • oven • IH stove • air conditioner • washing and drying machine • TV set • bed • bedding • desk • chair • set of curtains • closet • table (D and M types alone) • WIFI

If an occupant destroys or damages any facilities, furnishings, or appliances in the room, he/she is expected to make a report to the superintendent. The destroyed or damaged items should not be disposed of without permission. If any facilities, furnishings, or appliances are destroyed, lost or damaged, the occupant may be charged for replacing the items or restoring them to their original state.

\*Pots and pans must be IH compatible.

## 7. Television・Telephone Use

Contract, use and payment of Internet, telephone and television are as follows.

	Usage Fee (a rough guide)	Remarks
IP Telephone	Separate individual payment	• There is no fixed land line telephone.
Cell Phone	Separate individual payment	• Contract and payment for cell phone shall be made on an individual basis.
Television	—	• The ordinary programs of NHK or private broadcasting can be watched free of charge
	Separate individual payment	• Pay cable television such as CNN and BBC can be accessed through signing up and paying for cable television via a separate individual contract.

## 8. Use of Multi-purpose Room

Anyone wishing to use the multi-purpose must check the points below.

Name of the Room	Utilization time	Equipment and furnishings
Multi-purpose room	8:00~22:00  *Includes Saturdays, Sundays, Holidays	Desks (24), chairs (48), projector, screen, white-board *Internet is accessible.

### 【How to use】

- (1) Textbooks, notebooks, laptops, dictionaries or other valuable should not be left unattended. Everyone is responsible for his/her own belongings.
- (2) Please do not make noise. Playing music and/or musical instruments is forbidden.
- (3) Please dispose of your own garbage and make sure the room is clean when you leave.
- (4) The last person who leaves must turn off the lights and the heater/air-conditioner.
- (5) Eating and drinking (excluding alcohol) are permitted, but please be mindful of others.
- (6) Screens and projectors may be borrowed by the person in charge. Please see the superintendent for details. Items must be returned during the superintendent's open hours.
- (7) If you wish to reserve the multipurpose room for certain purposes, please write the date, time, purpose of use, and name of the person who will be in charge on the white board at the entrance of the multipurpose room before the proposed use. There is no need to apply at the IAO.

## 9. Borrowing Household Items

The following items can be borrowed:

○vacuum cleaners ○Iron

Those who want to borrow the above items should ask at the superintendent's office. As there are only a limited number of the items, please return them immediately after use.

## 10. Bulletin Board

Messages for the occupants will be posted on the bulletin board in the entrance hall, so occupants are expected to check the bulletin board at least once a day.

Occupants who wish to use the bulletin board must first get permission from the superintendent's office.

## 11. Conditions for the Use of Toyo University International House

The occupants must abide by the conditions to use Toyo University International House safely and comfortably.

### (1) Utilization Time

Superintendent's Office Hours	8:00~19:00 *Except Sundays, holidays, summer vacation, year-end and New Year holidays	Except in the case of an emergency, all necessary business should be conducted during office hours.
Gate Opening/Closing	7:00~19:00	The door in the gate can be opened using the key card.

### (2) Mail, Door-to-Door Service

Mail is delivered to respective individual mailboxes. There may be cases in which registered mail and large parcels are temporarily held in the superintendent's office. In those cases, a notification slip will be left in the recipient's mailbox. The recipient can then sign for the parcel/registered mail during the superintendent's office hours

In principle, perishable/frozen food cannot be kept in the superintendent office.

### (3) Telephone

In principle, occupants will not be contacted by telephone except in the case of an emergency.

### (4) Keys

Type	① A card key for entrance, respective room ② A regular key for the small gate ③ Individual separate key (regular key) for the room inside D type room
Place to accept key(s)	Superintendent's office
Number of keys	One for each occupant
Loss/Damage	If the key is lost or damaged, the occupant must submit "Application for Making a Key" to the superintendent. We ask that the occupant pay the cost of key replacement (¥1,500) via certificate issuing machine within a week of its loss/damage.
Don'ts	Do not change the locks, duplicate the keys, or use additional locks.
Caution	The card key is placed in a slot near the entrance, which functions as a master switch for all electrical items in the room. As the doors lock automatically, be sure to remove the card key and take it with you when you leave the room.

### (5) Bicycle Parking ・ Car Parking

① 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. Parking of only one bicycle is allowed for each occupant.

- ② Bicycles without stickers will be taken away from the bicycle parking area. Commuting to campus by bicycle is prohibited.
- ③ The parking of cars, motorbikes (including motorized bicycles) and unregistered bicycles on the premises of the Toyo University International House and in its parking area is prohibited.
- ④ Bicycles must be parked only in the designated space. The roads around the Toyo University International House are public roads and parking there without permission is not allowed.
- ⑤ Occupants moving out of Toyo University International House are expected to dispose of their bicycles. If the occupant is not sure how to do so, he/she should ask the superintendent.

**【Documents to be Submitted】**

- Application for Permission to Park a Bicycle

**(6) Cleaning**

Individual Room	<ul style="list-style-type: none"> <li>• Occupants are expected to clean their rooms on a regular basis.</li> <li>• In particular, the drains and exhaust fans of the kitchen and the bathroom should be cleaned frequently, as they get dirty and clogged very easily.</li> <li>• Do not pour oil down the drain. When washing oily pans, etc., blot them first with paper towels and then dispose of the oily paper towels in the garbage.</li> <li>• On the balcony, the rainwater drain should be cleaned so that dirt does not plug it up.</li> <li>• On sunny days, windows and closets should be opened to prevent mold and dew condensation.</li> <li>• The ventilation fans should always be on and the rooms should be kept well-ventilated</li> <li>• Vacuum cleaners can be borrowed from the superintendent’s office. As their number is limited, they should be returned immediately after use.</li> </ul>
Space for Common Use	<ul style="list-style-type: none"> <li>• In general, the superintendent will clean the space for common use; however, if an occupant causes this area to become dirty or messy, he/she shall be responsible for cleaning it up.</li> </ul>
Dealing with Garbage	<ul style="list-style-type: none"> <li>• Garbage shall be separated and placed in the designated place by each occupant as follows.               <ul style="list-style-type: none"> <li>○Burnable (raw garbage, cloth, plastics, rubber, leather goods, etc.).....Wednesday, Saturday</li> <li>○Non-burnable (metal/glass, fluorescent light, spray can, etc.) .....Tuesday</li> <li>○Recyclable (newspaper, magazine, bottles, cans, PET bottles).....Monday</li> <li>○There will be a charge for the disposal of large items.</li> </ul> </li> </ul> <p>*If you have any questions about the disposal of garbage, please contact the Superintendent.</p>

**(7) Smoking Section**

Toyo University International House is a completely smoke-free facility. This includes individual rooms and balconies, as well as all spaces for common use. Smoking is allowed only in the smoking section designated outside the building.

Users of the smoking section are expected to be considerate of neighbors by leaving there as soon as they finish smoking and refraining from talking as their voice tends to resonate there.

**(8) Visitors**

- ① Visitors to residents’ room are permitted only if visitors are Toyo students (including international students to Toyo) and if you check-in at manager’s window. (Visitation hours: Monday through Saturday from 8:00-18:30, not including Sundays/holidays and summer vacations/new year holidays). Please check the procedure for visitation below:
  1. Go to the manager’s window in the lobby. Present your Toyo ID and fill out the registration log.
  2. International House residents who host the guests must meet them at the manager’s window.
  3. If the guest is visiting a room with more than one occupant, the other occupant(s) must also give permission for the guest.
  4. The manager will issue a visitor pass to the visitor.
  5. The visitor must wear the visitor pass throughout his/her stay and return it to the manager upon leaving.

6. In accordance with International House rules, residents are responsible for their guests at all times.
7. Visitors without Toyo IDs will not be permitted.
  - ② Visitors to lobby and multipurpose room are expected to leave the Toyo University International House by 22:00.
  - ③ No one is allowed to stay in each respective room except the occupant of the room.
  - ④ Visitors and occupants are expected to abide by the instructions of Toyo University in all circumstances.
  - ⑤ Any visitor of the instructors shall adhere to the rules of the Toyo University International House.

#### (9) Don'ts

Occupants shall abide by the instructions of Toyo University based on the “Rules for Use of Toyo University International House.”

##### ① Individual Room

- When entering the room, occupants should take off their shoes at the entrance. (Entering with shoes on is strictly prohibited.)
- Occupants should not remodel or renovate the room (paint, paste the wall with tapes, etc., nail, hook, etc.) Also, they should not drive tacks or pins into the wall.
- Occupants should not produce or store any heavy or dangerous goods (such as guns, swords, or explosive goods) which might start a fire or pose a danger to the main structure of the Toyo University International House.
- For heating, occupants should only use the appliances that come with the room. They should not use oil stoves or heaters..
- Occupants should not use candles or other items with open flames in the room.
- Occupants should not breed or keep dogs, cats, birds, etc. in the room.
- Occupants should not flush anything that will clog the toilet's drainpipe such as tissues, absorbent cotton, etc.

##### ② Nuisance

- Occupants should refrain from bothering other occupants and nearby residents through using television, radio, musical instrument, and other sound producing equipment at a loud volume, or talking loudly inside or outside the building. Also, occupants should not engage in actions that are offensive to public order and morals or those that will cause trouble and/or harm to the other occupants and/or nearby residents.

##### ③ Others

- Occupants should not enter off-limits areas.
- For security, occupants should not place personal belongings in hallways, stairs, entrances, emergency exits, or any other space for common use
- Eating and/or drinking in large groups (BBQ, etc.) outside of the premises is not allowed.

## 12. Fire Control and Disaster Prevention

Occupants must be very careful about the use of fire. The Toyo University International House is equipped with fire alarms and fire extinguishers, and the occupants are expected to understand how to use them.

If a large-scale fire breaks out, occupants are expected to evacuate the premises and proceed to the University of Tokyo, which is the designated evacuation area.

## 13. Order for Leaving

Occupants who are ordered to leave the Toyo University International House for one of the specific



reasons stated below must leave by the date designated by Toyo University.

- (1) If it is revealed that there was a false statement in the process of occupancy.
- (2) If there is any damage caused by fire outbreak, destruction of property, or negligence.
- (3) If the payment of lodging charges is neglected.
- (4) If the rules of use of the International House are continually violated or neglected.
- (5) If the continual residence in the International House is judged as inappropriate for reasons other than those stated above.

#### 14. Indemnity

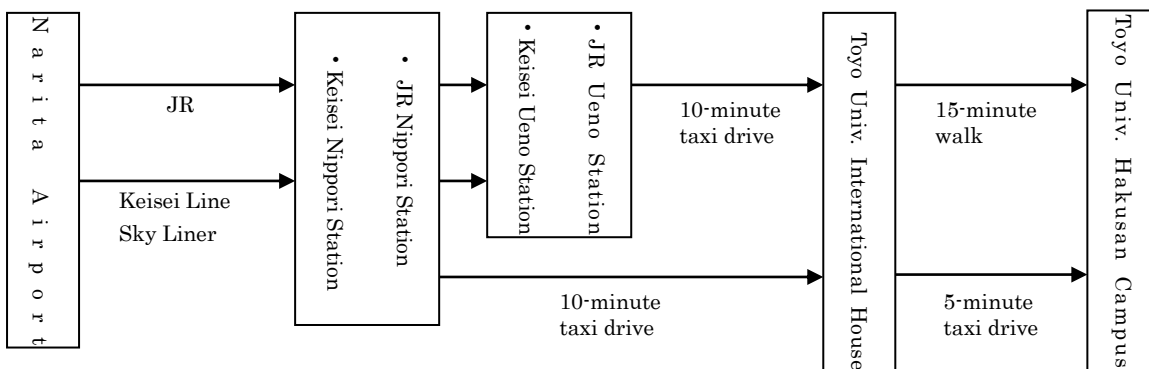
If any occupant, due to his/her intentional or serious mistake, should damage or harm the facilities, equipment, furnishings, and so on, he/she must replace or restore the damaged items to their original state and pay for the damage.

#### 15. Disclaimer

Toyo University will not be held responsible for any accident or loss of personal property or borrowed items inside the International House, which are the responsibility of the occupants.

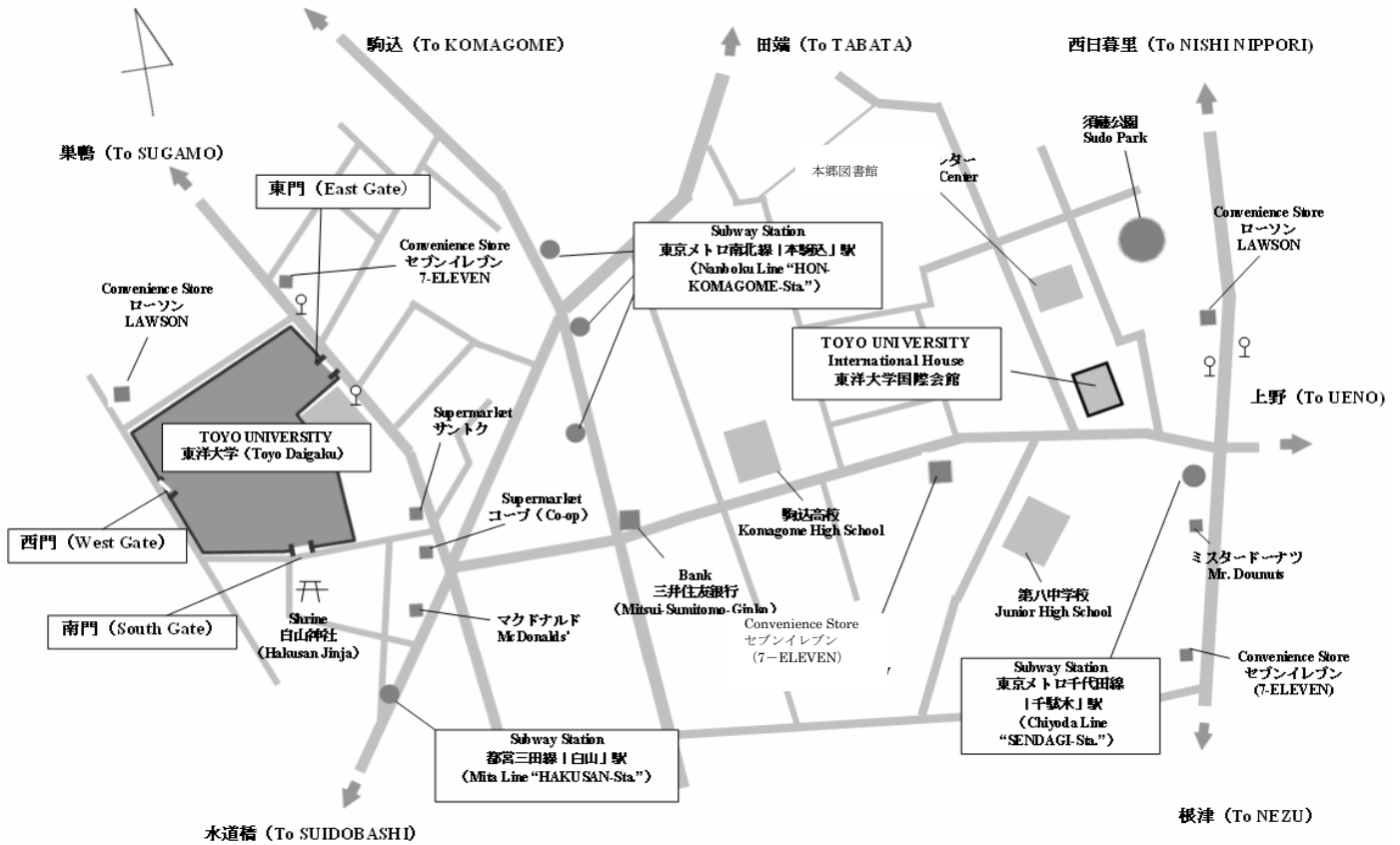
Toyo University will also not be held responsible for any damage to occupants caused by natural disasters such as earthquakes, natural calamities, floods, etc., or fires, theft, and other reasons which are not attributable to Toyo University.

#### 16. Transportation Guide to Toyo University International House



- 15-minute walk or 5-minute taxi drive from Hakusan Campus of Toyo University
- 10-minute taxi drive from Keisei Ueno Station or Nippori Station (from Narita Airport via Sky Liner)
- 10-minute taxi drive from Ueno Station or Nippori Station on JR (from Narita Airport)
- 15-minute walk or 5-minute taxi drive from Hakusan Station on Toei Mita Line
- 3-minute walk from Sendagi Station on Tokyo Metro Chiyoda Line

## 17. Map Around Toyo University International House



### **Toyo University International House**

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

### **International Affairs Office, Toyo University**

5-28-20, Hakusan, Bunkyo-ku, Tokyo 112-8606 Japan

TEL 03-3945-7685

FAX 03-3942-2489

E-MAIL mlies@toyo.jp

### **Emergency in the Superintendent's and IAO's absence (Around the clock):**

TEL 03-3945-7224 (The Key Number of Toyo University)