
Ritsumeikan University

International House Taishogun

Guidebook

Issued: September 2015

According to its Charter, Ritsumeikan is committed "to building an institution where many cultures coexist in the spirit of international mutual understanding." The Ritsumeikan University International House Taishogun (hereinafter "I-House Taishogun") realizes the spirit of the Charter by serving as a facility for practical international exchange and joint activities between international and domestic students, thereby advancing the internationalization of education and research at the university.

I-House Taishogun provides living facilities for undergraduate and graduate level international students from diverse countries and regions, as well as for domestic students. The dormitory offers a safe and comfortable environment for students with no previous living experience in Japan to adjust to their new lifestyle and studies. Additionally, by interacting daily with their fellow dormitory residents from different cultural backgrounds, students have the opportunity to develop and improve their intercultural communication and language abilities, both of which are essential skills in the 21st century's globalized society.

I-House Taishogun is not a hotel, but rather a "home" for its residents, where they will develop lifelong friendships. All dormitory residents are encouraged to abide by its rules and participate actively in intercultural exchanges and events with fellow residents and the local community in order to make the most of their I-House Taishogun experience. I-House Taishogun is also intended to help residents practice a Japanese lifestyle and develop their ability to understand and live independently under the rules of Japanese society.

Room No.	
Name	

Table of Contents

I. General Information

1. Formal Name	1
2. Address	1
3. Purpose	1
4. Administration and Management	1
5. Brief Description of I-House Taishogun	1
6. Rooms and Furnishings	1

II. Procedures for Moving In

1. Residency Prerequisites	2
2. Period of Residence	2
3. Dates for Moving In	2
4. Revocation of Residence Permission	2
5. Expiration of Period of Residence	2
6. Required Pre-Move In Procedures	2
7. Required Procedures upon Moving In	3
8. Required Procedures after Moving In	3
9. Room Assignment	4

III. Procedures for Moving Out

1. Preliminary Procedures	4
2. Pre-departure Inspections	4
3. Obligations before Day of Departure	4
4. Procedures on the Day of Departure	5
5. Eviction	5
6. Changing Your Address	5

IV. Fees and Payment

1. Fees	6
2. Payment of Fees	7
3. Payment of Fees at Departure	7

V. Commuting to School 8

VI. I-House Taishogun Facilities Use

Common Use Facilities and Equipment

1. Main Entrance	8
2. Kitchen and Lounge (LDK)	8
3. Shower Rooms (All Floors)	9

4. Laundry (2F/4F).....	9
5. Drying Area (Rooftop Deck)	9
6. Study Room (All Floors)	10
7. Multipurpose Room (1F).....	10
8. Lounge (1F).....	10
9. Lounge (3F/4F)	10
10. Courtyard.....	10
11. Hallways/ Room Entryway	11
12. Vending Machine.....	11
13. Mail Box.....	11
14. Bicycle Parking/ Motor Vehicle Parking.....	11

Individual Rooms

1. Furnishings/ Room Furnishing Inspection.....	11
2. Acceptable Use.....	12
3. Room Keys.....	12
4. Key-switch.....	12
5. Air Conditioner.....	12
6. Bedding.....	12
7. Garbage.....	13
8. Use of Electrical Appliances in Individual Rooms.....	14

VII. Rules for Conduct

Duties

1. Bicycle Registration.....	15
2. Liability for Damage.....	16
3. Gatherings and Functions.....	16
4. Posters/ Flyers.....	16
5. Visitors.....	16
6. Staying Out Overnight.....	16
7. Moving Out.....	16

Prohibited Activities

1. Unauthorized Use.....	17
2. Solicitation and Sales.....	17
3. Pets.....	17
4. Overnight Visitors.....	17
5. Loud Noises.....	17
6. Dangerous Activities.....	17
7. Use of Roof Deck and Emergency Exits.....	17
8. Fire Prevention.....	17

9. Use of Flammable Items	17
10. Dangerous Items	18
11. Smoking	18
12. Alcohol	18
13. Illegal Drugs	18
14. Parking of Motorcycles and Motor Vehicles	18
15. Remodeling of Rooms	18
16. Proselytizing and Political Activities	18
17. Maintenance of Morals and Order	18
18. Restriction of Access to Female-Only Floor	18
19. Moving Common-Use Furnishings	18
20. Violation of Law	19

In the Event of an Emergency

1. Fire	19
2. Earthquake	19
3. Illness or Injury	19
4. Theft	19
5. Reporting Faults in Utilities/ Furnishing	20

Discipline 20

VIII. Resident Mentors

1. Resident Mentors	20
2. Role of Resident Mentors	20

Errata List for I-House Taishogun Guidebook <English Version>

Note: The double-underlined parts are newly added to the previous version.

= Page 3 =

8. Required Procedures after Moving in

“ After resident registration is completed, you can open a bank account at a bank. You are required to pay rent and the bedding rental fee by bank transfer. Your security deposit will be refunded by bank transfer as well, so please open a bank account as soon as possible. (This procedure is only for those residing in the dormitory for three (3) months or more.)”

should read

“ After resident registration is completed, you can open a bank account at a bank. If you need the bank account to receive your scholarship payment etc., please complete the required procedures as soon as possible. In case your security deposit will be refunded when you move out, you are to receive the refund by bank transfer in general.”

= Page 4=

III. Procedures for Moving Out, 1. Preliminary Procedures

You must turn in a "Request for Moving out (退寮願)" to the building manager's office at least **one (1) month before** your desired move-out date.

Note: If you are planning to move out within one (1 month) after moving in, you must submit the "Request for Moving out (退寮願)" when you move in.

= Page 6=

IV. Fees and Payment, 1. Fees, (1) Fees due upon moving in

“* Residents who move in on the 15th of the month or earlier must pay rent and bedding rental fee for the entire month. Residents who move in on the 16th or later will pay 50% of the rent and bedding rental fee for the month in which they moved in.”

should read

“* Rent: Residents who move in on the 15th of the month or earlier must pay rent for the entire month. Residents who move in on the 16th or later will pay 50% of the rent for the month in which they moved in.

*Bedding rental fee: Residents will pay the bedding rental fee for the entire month regardless of the move-in date.”

= Page 7=

2. Payment of Fees, (2) Payment of fees after moving-in (rent and bedding rental fees):

“Residents will receive an invoice for fees for the next month through their university email address around the middle of month.”

should read

“Residents will receive an invoice for fees for the next month posted to their mail box around the middle of the month.”

3. Payment of Fees at Departure, (1) Confirmation of Official Date of Departure

“Your Official Date of Departure (the date through which you are responsible for paying all fees) will be determined based on your submitted Request for Moving out.

- Residents who depart on or before the 15th of the month will pay half of the month's rent and bedding rental fee.
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- Residents whose Official Date of Departure is on or after the 16th of the month will pay the entire month's rent and bedding rental fee.”

= Page 8=

V. Commuting to School

“V. Commuting to School

We ask that all residents commute to school by bicycle or on foot using Badai Street.”

should read

“V. Access to Ritsumeikan University

We ask that all residents coming to the university by bicycle or on foot use Badai Street. You may also come to Ritsumeikan University by using the bus stop (TOJIIN-MICHI) in front of I-House Taishogun.”

2. Kitchen and Lounge (LDK)

- Turn off the lights and air conditioner after each use.

= Page 9=

3. Shower Rooms (All Floors)

- Turn off the lights after each use.

= Page 10=

6. Study Room (All Floors)

- Turn off the lights and air conditioner after each use.

7. Multipurpose Room (1F)

Residents who wish to use the multipurpose room should enter their request in the reservation book at the building manager's office and receive appropriate permission before using the room. (Reservations must be made two (2) weeks prior to use.)

- ~~Table tennis equipment can be borrowed at the building manager's office.~~
- Turn off the lights and air conditioner after each use.

8. Lounge (1F)

- Table tennis equipment can be borrowed at the building manager's office.

▪ The kitchen next to the lounge is for users of Dormitory Rooms for Short-Term Housing. Residents are not allowed to use this kitchen.

9. Lounge (3F/4F)

▪ Turn off the lights and air conditioner after each use.

10. Courtyard

▪ Eating and drinking are allowed. (However, drinking alcohol and cooking in the courtyard is prohibited.)

= Page 11=

13. Mailbox

Registered Mail / Parcel Delivery:

“Directly received at the entrance. If you are unavailable, a non-delivery notice will be put into your mailbox. Ask the company for a re-delivery.”

should read

“You will need to directly receive any parcels or registered mail at the entrance. If you have arranged a time for delivery, please stay in your room during the designated time period. If you are unavailable, a non-delivery notice will be put into your mailbox. Ask the company for a re-delivery.”

Internet Connection

Wi-Fi is available in the building.

*Please ask for the user ID and password when you check in.

Toilet (All Floors)

Hours of Operation: 24 hours/ day. Users must abide by the following at all times:

- Keep the toilet clean. Wipe off the toilet, floor and wall if you soil the facility.
- Do not flush anything down the toilet except for toilet paper.
- Garbage must be put in a trash box.

Vacuum Cleaner

Available hours: 09:00 – 21:00

▪ When you use or return the vacuum cleaner, you must sign the record book.

Public Phone

Located on the first floor.

= Page 12=

3. Room Keys

▪ If you lose your key, please report the loss to the building manager's office immediately and submit the designated form.

= Page 13=

7. Garbage

[Rules for Garbage Separation and Disposal in Kyoto City]

① Burnable Garbage

* Burnable garbage is collected at a designated place outside of the building. (Make sure to put the garbage bag under the blue net)

② Cans, Glass Bottles, PET Plastic Bottles

* Do not mix with (3) Plastic Containers and Packaging. Put them in separate bags.

* Cans, Glass Bottles, PET Plastic Bottles are collected at a designated place outside of the building.

③ Plastic Containers and Packaging

* Do not mix with (2) Cans, Glass Bottles, PET Plastic Bottles. Put them in separate bags.

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④ Small metal items, spray cans

* Small metal items, spray cans are collected at a designated place outside of the building.

⑤ Miscellaneous recyclable paper

* Miscellaneous recyclable paper is collected at a designated place in the building.

⑦ Milk cartons, batteries

“* Empty milk cartons should be cleaned, opened, dried, and returned to a collection box at a supermarket. Cartons in with aluminum foil inside are handled as (1) Burnable Garbage.

* Dry-cell batteries should be returned to the nearest citizen center or a collection box of the store from which they were purchased.”

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Restricted Areas and Facilities

▪ Residents of Student Rooms (including Handicapped-accessible Room) and Guest Rooms are not allowed to use the facilities and equipment for users of Dormitory Rooms for Short-Term Housing, located on the southern side of the first floor (Dormitory Rooms, Kitchen, Shower Rooms, Laundry Rooms and Storage Lockers for Valuable Items).

▪ Users of Dormitory Rooms are only allowed to use the area located on the southern side of the first floor (on the left side from the entrance) and the courtyard. Do not enter areas or use the facilities for long-term residents on the northern side of the building (on the right side from the entrance).

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Hours of Operation: 24 hours/ day. Users must abide by the following at all times:

- Keep the toilet clean. Wipe off the toilet, floor and wall if you soil the facility.
- Do not flush anything down the toilet except for toilet paper.
- Garbage must be put in a trash box.

Vacuum Cleaner

Available hours: 09:00 – 21:00

▪ When you use or return the vacuum cleaner, you must sign the record book.

Public Phone

Located on the first floor.

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3. Room Keys

▪ If you lose your key, please report the loss to the building manager's office immediately and submit the designated form.

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▪ Users of Dormitory Rooms are only allowed to use the area located on the southern side of the first floor (on the left side from the entrance) and the courtyard. Do not enter areas or use the facilities for long-term resident on the northern side of the building (on the right side from the entrance).

End of List

I. General Information

1. Formal Name

Ritsumeikan University International House Taishogun

2. Address

22 Taishogun Sakata-cho, Kita-ku, Kyoto-shi, Kyoto-fu, JAPAN 603-8335

Phone Number: 075-748-0647

3. Purpose

Ritsumeikan University International House Taishogun (hereinafter referred to as “I-House Taishogun”) was established to promote the internationalization of education and research at Ritsumeikan University and to promote intercultural exchange between international students from various countries, Japanese students, and the local community.

4. Administration and Management

The Office of International Affairs at Kinugasa Campus conducts administration and management of the dormitory on behalf of the Executive Director of the Division of International Affairs, under the Ritsumeikan University International Dormitory Steering Committee.

I-House Taishogun Building Manager’s Office

The Building Manager’s Office is staffed, 24 hours a day.

* The office is staffed only for emergency response between 00:00 and 6:00.

5. Brief Description of I-House Taishogun

- Co-Educational Housing (As of September 2015, the 4th floor offers female-only housing).
- 4 Floors, reinforced concrete construction.
- Common-use Facilities:
Multipurpose room, study rooms, lounges, tatami space, kitchens and lounges (LDK), toilets, shower rooms, laundry, drying area (rooftop deck), vending corner, building manager’s office.

6. Rooms and Furnishings

- ① Student Room (single occupancy): 190 rooms *For equipment and furnishings, see below.
- ② Guest Room for Research Staff (private bath, toilet & small kitchen): 5 rooms
- ③ Handicapped-accessible Room (private shower, toilet & small kitchen): 1 room
- ④ Dormitory Room for Short-term Housing (4-person occupancy room): 12 rooms

* **Student Room equipment and furnishings:** desk, chair, bookshelf, lighting, hanging rail, bed, curtains, dust box, shoe rack, sink, refrigerator, air conditioner.

*Please see [page 8](#) for information on common-use areas and facilities

II. Procedures for Moving In

1. Residency Prerequisites

Residents of I-House Taishogun must be current Ritsumeikan University students, or those recognized as eligible by the Executive Director of the Division of International Affairs and have completed all designated application procedures and received permission to reside in the dormitory.

2. Period of Residence

As a rule, residence at I-House Taishogun is limited to one (1) year.

- * For international students enrolled in regular courses, residence is allowed at I-House Taishogun for a maximum of two years. For international students in short-term programs, residence is limited to the duration of the program.
- * As a general rule, Resident Mentors (RM), persons who provide resident support, may reside at I-House Taishogun for one year. However, residence can be extended to 2 years if they continue to serve as an RM for another one year.

3. Dates for Moving In

April Enrollees: A date or period from mid to late March, as designated by the University

September Enrollees: A date or period from mid to late September, as designated by the University.

Note: These dates do not apply to occupancy for the purpose of short term study program, such as Japanese study program.

4. Revocation of Residence Permission

Permission to move in to the dormitory may be revoked in any of the cases below:

- Failure to complete designated application procedures by the deadline.
- Discovery of deliberate misrepresentation in or falsification of application documents.
- Failure to pay Initial Residency Fee or other fees by the designated deadline.

5. Expiration of Period of Residence

Period of residence expires within one year after moving in, on the day below:

April Enrollees: Last day of February

September Enrollees: Last day of August

Note: The criteria above does not apply to residents participating in short term study program, such as Japanese study program.

6. Required Pre-Move In Procedures

- (1) Submit the International House Taishogun Dormitory Application Form to the International Center at Kinugasa Campus.
- (2) Upon receipt of the "Residence Permit AND Invoice for Initial Residency Fees of I-House Taishogun," pay the designated initial payment by bank transfer no later than the date specified on the invoice.

*Please refer to "IV. Fees and Payment" on [page 6](#) for details regarding the initial payment, payment of dormitory fees, etc.

7. Required Procedures upon Moving In

- (1) In general, please move in to the dormitory between 10:00 and 17:00.
- (2) New residents must complete and sign the following three (3) documents at the building manager's office to receive their key:
 - ① Residents' Pledge (入寮誓約書)
 - ② Room Key Receipt (鍵預かり書)
 - ③ Loan Agreement (物品借用書)
- (3) After sign the above documents, receive the following four (4) items:
 - ① Room key (部屋の鍵)
 - ② Moving-In Room Inspection Form (入寮時点検表)
 - ③ Resident Profile Form (入寮者プロフィール用紙)
 - ④ I-House Taishogun Guidebook (Iハウス大將軍ガイドブック)
- (4) Before moving personal items into your room, inspect the room, complete the "Moving-In Room Inspection Form" and submit it to the building manager. Inform the building manager of any entries and areas that require attention.

(Caution) The "Moving-In Room Inspection Form" is an important document that will be used for your pre-departure inspection as well as billing for any damages to the room, if applicable. Be certain to record any missing furnishings, damage, or defacement of the room on this form when moving in. The resident must fill out the "Resident Profile Form" accordingly and paste the photo
- (5) Fill out the "Resident Profile Form" and submit it to the building manager's office within three days after moving into I-House Taishogun. Write your room number and name on the reverse side of your ID photo (about 4 cm long x 3 cm wide) and attach it to the form.
- (6) Residents must write their name and room number on the Dormitory Guidebook (this book). Bring it to the Dormitory Orientation for New Residents.

8. Required Procedures after Moving In

- You must perform resident registration procedures and enroll in the National Health Insurance system.
 - (1) Resident registration: Go to the counter of the Shimin-Madoguchi-ka (市民窓口課) at the Kyoto City Kita Ward Office, submit the Resident Registration Form and have your address in Japan (the address of I-House Taishogun and room number) written on the reverse side of the resident card.
 - (2) Enrollment in the National Health Insurance system: After completing (1), perform the appropriate procedures at the counter of the Hoken-Nenkin-ka (保険年金課) in the ward office. The insurance card will be sent to you at a later date.
- After resident registration is completed, you can open a bank account at a bank. You are required to pay rent and the bedding rental fee by bank transfer. Your security deposit will be refunded by bank transfer as well, so please open a bank account as soon as possible. (This procedure is only for those residing in the dormitory for three (3) months or more.)

9. Room Assignment

- Residents' rooms are assigned by the International Center at Kinugasa Campus. Residents are unable to change rooms unless they receive specific permission.
- Female students with religious concerns/requirements have priority to apply for rooms on the female-only housing floor.

III. Procedures for Moving Out

1. Preliminary Procedures

You must turn in a "Request for Moving out (退寮願)" to the building manager's office **one (1) month before** your desired move-out date.

Caution:

- Please schedule moving out between 10:00 and 16:00 on a weekday.
- If you fail to turn in the "Request for Moving out" one month before your desired move out date, you will be required to pay rent and fees through the date one month after submitting your report.
- If you become unable to move out of I-House Taishogun on the date specified in your "Request for Moving out," you must contact the International Center at Kinugasa Campus as soon as possible to obtain permission to defer your move out date. If you overstay the date on your "Request for Moving out," you will be billed for all fees, including rent and other mandatory fees, beginning on the following day.

2. Pre-departure Inspection

- Prior to moving out, you will meet with the building manager for a pre-departure inspection of your room. In general, the inspection will be scheduled as follows:
 - Inspections for those moving out in the first half of the month will be held on the 5th.
 - Inspections for those moving out in the second half of the month will be held on the 20th.
- All inspections will be held between 9:00 - 17:00. (In the event that the day scheduled above is a Saturday, Sunday, or holiday, inspections will be held on the preceding business day.)
- In principle, the residents' security deposit will be refunded by bank transfer to their bank account within two (2) months of moving out. Prior to the pre-departure inspection, residents must submit to the building manager's office "a copy of the outside cover and inside front cover" of their passbook for the appropriate account.

3. Obligations before Day of Departure

- Residents must make preparations to remove all personal belongings from their rooms. Any large garbage items must be disposed of before departure. Reservations for pickup of large garbage items must be made by phone to the Kyoto City Garbage Call Center at least 10 days before the desired collection date, so please consult with the building manager regarding garbage collection as early as possible.
- If you need to use the parking area at I-House Taishogun when moving-out, consult with the building

manager's office in advance.

4. Procedures on the Day of Departure

- On the day of departure, residents are required to be present for a final inspection of their room, conducted by the building manager, and to follow any directions given at that time. If it is determined that the room's wallpaper, carpet, or furnishings need to be replaced, repaired, etc., the cost of the necessary maintenance may be taken from the resident's Security Deposit or the actual fees billed directly.
- Residents must also return their room key to the I-House Taishogun building manager's office when moving out.

5. Eviction

The Executive Director of the Division of International Affairs reserves the right to evict dormitory residents for any of the following reasons:

- Failure to pay rent or other fees for two (2) months.
- Failure to pay compensation for damages.
- Failure to uphold the rules of I-House Taishogun and the conditions in the Residents' Pledge.
- Commission of activities that disturb the peace at I-House Taishogun or are determined to be a serious violation of duties as a resident.

6. Changing Your Address

Resident Registration/ National Health Insurance

1. If you are moving from Kyoto (I-House Taishogun) to a new address within Kyoto:

◆ Go directly to the Ward Office that administers your new address.

(1) Go to the Shimin-madoguchi-ka (市民窓口課) with your Residence Card (or Alien Registration Card) , submit the Resident Registration Form and have your new address entered on the back side of the card within 14 days.

(2) Next, go to the Hoken-nenkin-ka (保険年金課) and have your National Health Insurance Card reissued.

2. If you are moving to a new city (such as Osaka):

◆ Go to Kyoto City Kita Ward Office (*) as well as the office that presides over your new address.

(1) Go to the Shimin-madoguchi-ka (市民窓口課) of the Kita Ward Office and perform the procedures for moving-out and receive a certificate for moving-out.

(2) Next, go to the Hoken-nenkin-ka (保険年金課), return your National Health Insurance card, and give notification of your expected move out date.

(3) Within 14 days after moving-out, go to the Residence Procedures Window of the office that presides over your new address with your Residence Card (or Alien Registration Card) to have your new address entered on the back side of the card.

(4) Next, go to the Health Insurance Window and register for National Health Insurance under your new city.

*** To get to the Kyoto City Kita Ward Office:**

Address: 33-1, Murasakino-higashi-goshoden-cho, Kita-ku, Kyoto 603-8511

TEL.: 075-432-1181

Office Hours: 8:30-17:00 (Closed on Saturdays, Sundays, national holidays and during New Year season)

Access by Kyoto City Bus: Take the Kyoto City Bus from Taishogun (Nishioji-dori) to Kitaoji Shinmachi and then walk for 5 minutes.

Post Office

In order to make sure that mail addressed to your old address (I-House Taishogun) is forwarded to your new residence, please go to any post office to pick up an address change postcard, fill it out, and bring it to the post office service window to complete the change of address procedure. This procedure can be done online as well. (Mail will be forwarded to your new residence for up to one year after you complete the procedure.)

Others

In addition to the Ward Office and post office, residents must also report their new address to the following.

- Ritsumeikan University: Can be changed using CAMPUS WEB (only Japanese version is supported) or at the administrative office of your College or Graduate School.
- International Center at Kinugasa Campus: Submit a copy of your residence card with updated address.
- Ritsumeikan Co-op.: Members only
- Mobile phone provider, bank, etc.

IV. Fees and Payment

1. Fees

(1) Fees due upon moving in

- 1) Security Deposit (Equal to one month's rent),
- 2) Two month's portion of rent and bedding rental fees.
- 3) Cleaning fee (required at the time of moving-out)

* Residents who move in on the 15th of the month or earlier must pay rent and bedding rental fee for the entire month. Residents who move in on the 16th or later will pay 50% of the rent and bedding rental fee for the month in which they moved in.

* Residents staying in the dormitory for less than three months must pay all of their fees for the period of residency, except for the security deposit and cleaning fee.

* Security Deposit: This fee serves as insurance during your stay at I-House Taishogun. This money will be used to cover any unpaid fees such as rent at the time of your departure, or the cost of any damage to the room for which you are deemed responsible.

(2) Monthly Lodging Fees

	Rent	Bedding Rental	Total
Student Room (1F - 4F)	42,000	2,000	44,000
Guest Room for Research Staff	61,000	2,000	63,000

2. Payment of Fees

(1) Payment of fees due upon moving in:

- Please pay the invoiced fees by bank transfer to the designated account by the deadline.
 - * Residents must pay all bank-levied transfer fees.
- Please pay all fees in Japanese Yen.

In the event that you are only able to transfer funds in US dollars, the dollars will be exchanged to yen at the bank's effective exchange rate on the day of receipt. Any resulting imbalance will be assessed after you move in.

(2) Payment of fees after moving-in (rent and bedding rental fees):

- Residents will receive an invoice for fees for the next month through their university email address around the middle of month. Be sure to pay the invoiced fees into the designated bank account monthly. The due date of payment will be the 26th of each month (in the event that the 26th is a Saturday, Sunday, or holiday, withdrawal will occur on the following business day). All bank-levied transfer fees will be borne by the resident.
- In the event that payment cannot be confirmed by the due date, residents will receive a reminder around the end of each month.
- Residents who are delinquent in their payments for two consecutive months will be evicted, so please pay close attention to your payments.
- In general, fees cannot be paid in cash.

(3) Residence Periods of Less than 3 Months

- Residents staying in the dormitory for less than three months must pay all of their rent and bedding rental fees in advance. There will be no lodging fees after moving in.
- Residents staying in the dormitory for less than three months are not required to pay a security deposit. However, if it is determined that the room's wallpaper, carpet, or furnishings need to be replaced, repaired, etc., the actual cost for necessary maintenance will be billed directly.

3. Payment of Fees at Departure

(1) Confirmation of Official Date of Departure

Your Official Date of Departure (the date through which you are responsible for paying all fees) will be determined based on your submitted Request for Moving out.

- Residents who depart on or before the 15th of the month will pay half of the month's rent and

bedding rental fee.

- Residents who depart on or after the 16th of the month will pay the entire month's rent and bedding rental fee.

(2) Room Maintenance and Repair Fees

All rooms will be subject to an inspection when residents move out. Residents will not be responsible for damage or wear resulting from routine use. However, residents will be billed for repairs for any significant damage, such as damage to the door, holes in the wall, carpet stains from spilt food and drink, or any other damage determined to be the result of the resident's negligence or misuse.

(3) Calculation and Return of Security Deposit

Any unpaid rent or room repair fees resulting from a resident's acts or negligence (see (2) above) will be deducted from the resident's Security Deposit and the remainder will be refunded to the resident. However, if the Security Deposit is insufficient to cover incurred costs, the resident will be invoiced separately.

V. Commuting to School

We ask that all residents commute to school by bicycle or on foot using Badai Street.

VI. I-House Taishogun Facilities Use

Common-Use Facilities and Equipment

1. Main Entrance

Interior Door: 24-Hour Auto-lock

- Residents will be able to open the interior door by holding their Room Key over the entrance panel. Residents are asked to be especially quiet in the entry area during the early morning and late evening.
- When your key is lost, you must immediately report the loss to the building manager's office. A key reissuing fee (approx. 36,000 yen) will be charged to the resident.
- Residents are not allowed to enter or leave the building except through the main entrance.

2. Kitchen and Lounge (LDK)

Hours of Operation: 24 hours/ day

Kitchen users must abide by the following at all times:

- As a general rule, use the kitchen on the floor that you are living.
- Be careful to avoid causing trouble for other residents.
- Take special care when using the kitchen late at night or early in the morning. Use the kitchen quietly and avoid causing a disturbance to other residents.
- Clean up immediately after each use.

- Properly sort all garbage from cooking and throw it away in the designated bins.
- Take care of your own cookware, cutlery, ingredients, and seasonings.
- Keep the personal storage area tidy.
- Use only IH-compatible cookware.
- Be sure to perform the clean-up duty on your assigned date.
- When using the kitchen in a group, take extra care not to interfere with other residents' use of the facilities.
- Pay constant attention to any sources of flame.
 - * Do not leave the kitchen while the stove (IH stove or microwave oven) is in use.
 - After use, please check to make sure that you have not forgotten to turn stoves off.
- Visitors are only allowed to use the kitchen and lounge when accompanied by the residents who invited them.

3. Shower Rooms (All Floors)

Hours of Operation: 24 hours/ day

Shower users must abide by the following at all times:

- Pay attention to your water use and practice conservation.
- Shampoo and other bath products must be stored in your own room.
- Dyeing or cutting your hair in the shower rooms is prohibited.
- Use only the showers designated for your gender.
- If you get water in dressing areas or aisles, wipe it up thoroughly.
- Visitors are not allowed to use shower rooms.

4. Laundry (2F/4F)

Hours of Operation: 06:00 – 24:00 *Coin laundry machines are available.

- Do not leave your laundry unattended in a washing machine or dryer.
- Store all detergent, etc. in your own room.
- The laundry on the fourth floor is available only to female residents.

5. Drying Area (Rooftop Deck)

Hours of Operation: 24 hours/ day

Users of the outside drying area must abide by the following at all times:

- Do not leave clothes hanging for extended periods of time.
- Store hangars, etc. in your own room.
- Use sturdy clothespins to hold clothes in place. In addition, do not hang clothes outside during periods of high winds.
- Only use the drying area designated for your gender.
- Give priority to the space as a drying area.
- Drinking and eating, consuming alcohol, smoking, and the use of fire is prohibited.
- Be careful to avoid creating noise that may disturb other residents and neighboring residents.

- Visitors are only allowed to enter the drying area when accompanied by the residents who invited them.
- When male residents go up to the drying area, they must use the elevator. Do not use the stairs.

6. Study Room (All Floors)

Hours of Operation: 24 hours/ day

Study room users must abide by the following at all times:

- As a general rule, use the study room on the floor that you are living.
- Visitors are not allowed to use study rooms.
- Eating or talking on a cell phone or PC in a study room is prohibited.
- Please be considerate and share the space with others.

7. Multipurpose Room (1F)

Hours of Operation: 09:00 – 21:00

Residents who wish to use the multipurpose room should enter their request in the reservation book at the building manager's office and receive appropriate permission before using the room.

Users of the multipurpose room must abide by the following at all times:

- Room must be cleaned and returned to its original configuration immediately after use.
- Refrain from behaviors that cause trouble to other residents.
- The use of fire is prohibited.
- Table-tennis equipment can be borrowed at the building manager's office.

8. Lounge (1F)

Hours of Operation: 09:00 – 21:00

- When multiple individuals or groups are using the lounge, please be respectful of other users and avoid causing trouble or interference.
- Visitors are only allowed to use the lounge when accompanied by the residents who invited them.

9. Lounge (3F/4F)

Lounges are available 24 hours a day. However, lounge users must abide by the following at all times:

- Visitors are only allowed to use the lounges when accompanied by the residents who invited them.
- Individuals staying in the Dormitory Room for Short-term Housing are not allowed to use the lounges on the third and fourth floors.
- The lounge on the fourth floor is available only to female residents.

10. Courtyard

Hours of Operation: 09:00 – 21:00

- Eating and drinking are allowed. (However, cooking in the courtyard is prohibited.)
- Use of fire or smoking is prohibited.

11. Hallways/ Room Entryway

Hallways and room entryways serve as an evacuation route in the event of an emergency, so residents are to keep them clear of personal possessions and garbage, and keep them clean and orderly. Personal belongings left in common-use areas, including hallways, may be moved or disposed of at the building manager's discretion.

12. Vending Machines

Located on the first floor.

13. Mailbox

Mailbox:

Mailboxes may be opened by entering a 3-digit PIN. Regular mail will be placed in your mailbox.

Registered Mail / Parcel Delivery:

Directly received at the entrance. If you are unavailable, a non-delivery notice will be put into your mailbox. Ask the company for a re-delivery.

14. Bicycle Parking/ Motor Vehicle Parking

Bicycle Parking:

Bicycle parking users must abide by the following at all times:

- Bicycles must be parked and locked in their designated spot after being registered at the building manager's office.
- Bicycles may not be taken inside I-House Taishogun. Each resident may register and park one bicycle.
- Parking a motorbike is prohibited.
- In the event that you receive visitors who arrive by bicycle, please ensure that they ride safely and avoid causing trouble for other dormitory residents and the surrounding community. Visitors must park in the designated parking lot. Parking anywhere outside the designated area is strictly prohibited.

Motor Vehicle Parking:

There is no motor vehicle parking available to residents or visitors.

* If you need to use the parking lot for moving out of the dormitory, you must consult with the building manager's office in advance.

The University accepts no responsibility for any damage or theft to vehicles on the premises, including the parking lot.

Individual Rooms

1. Furnishings/ Room Furnishing Inspection

University employees and building management staff may enter rooms periodically for the purpose of

inspecting their condition and furnishings, etc. In the event of a fire or other emergency situation, your room may be entered without your permission.

2. Acceptable Use

Residents are to abide by the following at all times

- Residents are to take care of rooms and all room furnishings and are not to undertake construction, rearrangement, or removal of furniture without permission.
- Hangar bars/pipes in the room are designed to hold clothing only. Do not suspend any heavy items from these hangars.
- You are solely responsible for all cash and valuables in your room.
- Lock your door whenever you leave your room, even if only for a short time.
- Clean your room on a regular basis (especially the sink).
- Do not enter or leave the building through your room window.
- If you will be away for more than seven (7) days /six (6) nights, for travelling, returning to your home country etc., please report your planned absence to the building manager's office.

3. Room Keys

During the duration of your residency, you are solely responsible for your room key. Please be very careful with this important item.

- You may not make copies of your key or lend it to others.
- If you lose your key, please report the loss to the building manager's office immediately.
- You must return your key to the building manager's office immediately upon moving out.
- * If you lose your key, you will be responsible for paying all costs related to replacing the door lock and key-switch (approx. 36,000 yen).

4. Key-switch

Each room (excluding common areas) has a master key-switch for the room's electricity, lighting, air conditioning. Your room key is required to activate this master switch and to use any of the aforementioned utilities. Please note that the electric outlets that serve your room refrigerator and desk lamp will continue to operate even when the key-switch is in the OFF position.

5. Air Conditioner

The Air Conditioner unit requires the key-switch to be in the ON position.

- Switching between the heating and cooling system is controlled by the university.
- Please practice energy conservation.

6. Bedding

Rental Bedding: Quilt, quilt cover, mattress pad, sheets, pillow, pillowcase, blanket (winter), towel blanket (summer)

Linen exchange (Twice a month): Quilt cover, sheets, pillowcase

* The procedures and dates for linen exchange will be explained after moving into the dormitory.

* As a general rule, residents may not bring their own bedding into the dormitory.

7. Garbage

Each resident must separate his or her garbage as instructed, using Kyoto City's designated garbage bags. Please place the bag at the designated outside garbage collection point on the scheduled day and time. Residents are to dispose of garbage from their personal rooms on their own according to the disposal schedule and instructions, and are not to place personal garbage in common-use area garbage containers.

Caution

- Residents must purchase Kyoto City's designated garbage bags on their own. Bags are available for purchase at supermarkets and convenience stores throughout Kyoto City.
- Do not dispose of personal garbage in common-use area garbage bins.

[Rules for Garbage Separation and Disposal in Kyoto City]

① **Burnable Garbage** ≪ Designated Kyoto City "Household Garbage" bags: Yellow bag ≫

Food products, paper, rubber, leather products, fiber, wood products, glass products, ceramics and pottery, plastic items, soiled plastic wrapping/containers, metal lid of a glass bottle, broken glass, knives, etc.

* Drain water completely from all food products.

* Knives, broken glass, etc., must be wrapped in paper and put them into the center of a bag.

② **Cans, Glass Bottles, PET Plastic Bottles**

≪ Designated Kyoto City "Household Garbage" bags: Transparent bag ≫

Drink, food, and seasoning cans or glass bottles, drink, alcohol, or soy sauce PET plastic bottles

* Wash dirty cans and bottles before disposal.

* Cans and plastic bottles should not be crushed before disposal. Put them into a bag as is.

* Remove lids of glass bottles or plastic bottles. Metal and plastic lids should be handled as (1) Burnable Garbage and (3) Plastic Containers and Packaging, respectively.

③ **Plastic Containers and Packaging**

≪ Designated Kyoto City "Household Garbage" bags : Transparent bag ≫

Plastic bottles for seasoning (sauce, mayonnaise, etc.) and cooking oil, plastic containers for dish detergent and shampoo, lids and labels of PET plastic bottles

* Wash dirty containers before disposal. Dirty containers that cannot be rinsed clean should be handled as (1) Burnable Garbage.

* Return plastic trays for meat and seafood to the collection box at the supermarket from which they were purchased as much as possible.

④ Small metal items, spray cans ‹‹Any transparent bag is OK››

Metal items including pots and frying pans that are smaller than 30cm at their largest dimension, as well as spray or aerosol cans

* Spray or aerosol cans must be drained of all pressurized air before disposal. Cans should not be punctured.

* Heavy items such as an iron dumbbells are classified as (8) Large Items.

⑤ Miscellaneous recyclable paper ‹‹Put into a paper bag. Large-sized paper such as catalogues should be bundled together with a band.››

Printed materials (flyers, catalogues), wrapping paper, paper boxes or bags, envelopes, postcards, memo paper, etc.

* Recyclable paper except for (6) Used paper (Newspapers, magazines, cardboards etc.)

* Remove parts that include personal information as much as possible.

* Remove parts that are not paper, such as plastics and fabrics.

* The following should be disposed as (1) Burnable Garbage:

Dirty or wet paper, smelly paper, water-proof or film coated paper, Japanese paper, tissue paper, kitchen paper, photos, thermal paper, crimped postcards, adhesive stickers, etc.

⑥ Used paper (newspapers, magazines, cardboards, etc.)

* Used paper is collected at a designated place in the building.

⑦ Milk cartons, batteries

* Empty milk cartons should be cleaned, opened, dried, and returned to a collection box at a supermarket. Cartons in with aluminum foil inside are handled as (1) Burnable Garbage.

* Dry-cell batteries should be returned to the nearest citizen center or a collection box of the store from which they were purchased.

⑧ Large Items

* If you have large items that you wish to dispose of, please consult with the building manager's office. You will be responsible for any disposal fees, if applicable.

8. Use of Electrical Appliances in Individual Rooms

You must not use multiple electrical appliances, such as an electric kettle and hair dryer, at the same time in one room as the circuit breaker may be tripped. Also, please remember to conserve energy when possible.

VII. Rules of Conduct

Duties

1. Bicycle Registration

Residents who wish to park their bicycles at I-House Taishogun are asked to register their bicycles as explained below.

<Enrollment in Liability Insurance>

- Residents must enroll in one of the bicycle insurance programs listed below:

- ◎ CreoHuman: Student Comprehensive Insurance (*Gakusei sôgô hoshô*), Bicycle Comprehensive Insurance (*Jitensha sôgô hoshô*), etc.
- ◎ Student Co-op (*Seikyô*): Student Liability Insurance (*Gakusei baishô sekinin hoken*)
- ※ **To cover responsibility in all situations, residents are required to enroll in liability insurance with a compensation limit of at least ¥100,000,000.**
- ※ **The coverage period must extend through the completion of the student's program.**

<Bicycle Anti-theft Registration>

- Anti-theft registration is legally mandated for all persons who purchase a bicycle.
- Anti-theft registration raises the chance of recovery of a stolen or missing bicycle.
- Anti-theft registration in Kyoto prefecture is valid for ten (10) years.

- ※ **If you received your bicycle directly from another person, you are responsible for transferring the anti-theft registration to your name. Registration may be accomplished at the Ritsumeikan University Co-op. To register at the Co-op, the following items will be required:**
 - ① Previous owner's Anti-theft registration certificate, or letter/ email from previous owner certifying that they have given/ sold you the bicycle.
 - ② Photo identification (Student ID or Japanese Driver's License)
 - ③ Registration Fee (¥510) *As of July 2015.
 - ④ The bicycle to be registered

<Bicycle Registration Process (I-House Taishogun)>

- ① Fill in the Registration Form and bring that form, your student ID, and proof of insurance to the I-House Taishogun Building Manager Office.
- ② The building manager will verify the bicycle's condition (including front light, lock, and Anti-theft Registration).
- ③ Receive bicycle registration sticker and affix it to rear wheel guard.

Caution:

*Be sure your anti-theft registration is in your name. If you ride a bicycle received from a friend or senior student without changing the registration, you may be questioned by the police and treated as being in possession of another's bicycle.

* If you wish to be able to park your bicycle on the university campus, you must carry out a separate registration at the Kinugasa Campus Security Office. Please make sure to go through the procedures according to the instructions given during the orientation prior to admission.

2. Liability for Damage

If you cause damage to any of the furnishings in your room or in the common-use areas, or lose your room key, you are required to report the damage to the building manager's office and pay for any repairs or replacements required to return the equipment to its original state.

3. Gatherings and Functions

Residents who wish to hold gatherings or functions, etc., in the common-use areas at I-House Taishogun must receive approval and submit a written plan to the International Center at Kinugasa Campus no less than seven (7) days before the event. Evening events must end no later than 21:00. Residents are responsible for all garbage collection and disposal as well as for returning the room to its original condition.

4. Posters/ Flyers

Before displaying any poster or flyer inside I-House Taishogun, residents must apply at the International Center at Kinugasa Campus for permission.

5. Visitors

All visitors must sign in and out at the building manager's office after the resident receives their guests.

Visiting hours are from 11:00 - 21:00

* Individuals staying in the Dormitory Room for Short-term Housing are not allowed to receive visitors.

6. Staying Out Overnight

When you will be away from I-House Taishogun for more than seven (7) days /six (6) nights because of a trip home, travel, etc., you must submit a notification of overnight stay to the building manager's office in advance.

7. Moving Out

Please be certain to remove all personal items brought into the dormitory when moving out, including items in your personal room, the common-use kitchens, and the bicycle parking area. In the event that your personal items are left after you move out, they will be disposed of at your expense.

Prohibited Activities

1. Unauthorized Use

I-House Taishogun rooms may be used as a residence only. All other uses are prohibited.

2. Solicitation and Sales

Any solicitation or sales activities are prohibited on the I-House Taishogun premises.

3. Pets

All pets of any type are prohibited on the I-House Taishogun premises.

4. Overnight Visitors

Residents' visitors (including parents, guardians, siblings, friends, etc.) may not stay overnight in residents' rooms. Having overnight visitors stay in your room may be grounds for eviction. Residents are responsible for ensuring that their visitors and guests abide by all I-House Taishogun rules. Residents assume responsibility for all actions of their guests.

5. Loud Noises

Residents who are listening to music, as well as those holding or participating in events held at I-House Taishogun, must take care to keep their noise levels down and avoid impacting other residents. Loud noises that interfere with or cause a nuisance for other dormitory residents or the surrounding community are strictly prohibited.

6. Dangerous Activities

All activities that could result in harm to yourself or other persons, or any activities that could be considered dangerous are strictly prohibited.

7. Use of Roof Deck or Emergency Exits

When male residents go up to the drying area, the use of stairs is prohibited. Entering the roof deck, except for the drying area, and use of sealed emergency exits without permission is strictly prohibited.

8. Fire Prevention

- Please be very careful when using the IH stove and other electronic items within I-House Taishogun. Additionally, overloading electrical outlets, by way of a power strip, etc., with multiple electric appliances is forbidden.
- Fire extinguishers may be found on every floor. All residents should familiarize themselves with the use of extinguishers before an emergency.

9. Use of Flammable Items

Bringing flammable items such as oil heaters into I-House Taishogun is prohibited. The use of portable gas stoves, candles, incense, and other flammable items is strictly prohibited in I-House Taishogun.

10. Dangerous Items

Bringing weapons, items that could be considered weapons, or dangerous items that have an explosive nature or ignition quality into I-House Taishogun is strictly prohibited. In addition, bringing liquids or chemical substances that may cause corrosion or damage to the building, facilities, or equipment, including drains, in I-House Taishogun is prohibited.

11. Smoking

Smoking is permitted in the designated outdoor smoking area only. Smoking outside of the designated area may be grounds for eviction. Hookahs or other water-filtered smoking devices may not be used in the Smoking Area. Japanese law prohibits smoking by persons under twenty (20) years of age.

12. Alcohol

Japanese law prohibits the consumption of alcohol by persons under twenty (20) years of age. Alcohol may only be consumed in your private room and the LDK.

13. Illegal Drugs

Consumption, possession, cultivation/production, and trafficking of marijuana and all other drugs and narcotics are forbidden by law. The minimum punishment for these offenses is five (5) years' imprisonment. Residents found to be in violation of any of the above will be expelled from the university immediately.

14. Parking of Motorcycles or Motor Vehicles

I-House Taishogun residents are prohibited from parking motorcycles (including scooters) or any other motor vehicles on dormitory property.

15. Remodeling of Rooms

Rooms must be preserved in the same condition as they were at the time of moving in. Remodeling is prohibited.

16. Proselytizing and Political Activities

Proselytizing and political activities are prohibited in the dormitory.

17. Maintenance of Morals and Order

Joining organized crime syndicates or allowing such individuals into I-House Taishogun is prohibited.

18. Restriction of Access to Female-Only Floor

Regardless of being a resident or visitor, males are not allowed to enter the female-only floor.

19. Moving Common-Use Furnishings

The furniture in common use areas, such as chairs or sofas, must not be moved without notice. In

addition, bringing common-space furnishings into individual rooms without permission is prohibited.

20. Violation of Laws

In addition to drinking and smoking by people under twenty (20) years old, any behavior that violates Japanese law is also prohibited. International students could be deported depending on the violation.

In the Event of an Emergency

1. Fire

- In the event of a fire in I-House Taishogun, please evacuate the building immediately as you are, leaving all belongings behind.
- While evacuating, please hold your head low and cover your mouth and nose with a cloth to avoid inhaling smoke.
- Do not use elevators during a fire.
- To slow the spread of smoke and fire, please close your room door when evacuating.
- Once you have evacuated, do not reenter the building.
- After evacuation, please follow the directions of the building manager or resident mentor.

2. Earthquake

- In the event of an earthquake, please take shelter under a shelf or doorway to prevent objects from falling on your head until the shaking stops.
 - If you are using the IH stove, turn it off immediately.
 - Once the shaking has stopped, please evacuate, leaving your door open.
 - Do not use elevators during or immediately after an earthquake.
 - After evacuation, please follow the directions of the building manager or resident mentor.
- ※ All residents are required to participate in regular evacuation drills whenever they are held.

3. Illness or Injury

In the event of an illness or injury, or if you need to talk to someone about a psychological issue, please consult the health center or counseling room on campus.

After Hours Health and Counseling

In the event of an emergency, the building manager or resident mentors will guide you to an area hospital. If you have to get to the hospital in a hurry, the building manager or resident mentor will call an ambulance to transport you to an emergency hospital for treatment.

* You will be responsible for all hospital treatment and transportation expenses.

4. Theft

The university bears no responsibility for any theft or robbery that occurs in I-House Taishogun. However, we ask that residents immediately report any incident of theft to the building manager's office.

5. Reporting Faults in Utilities/ Furnishings

In the event that the electricity, plumbing, hot water, air conditioner, or any other furnishing in your room or common use areas become inoperable or broken, please report the problem to the building manager's office.

Discipline

In the event of any violation of the above I-House Taishogun Prohibited Activities or rules, or serious disruptions to the dormitory's order, the violating resident will be subject to disciplinary measures. Depending on the violation, the severity of the discipline may vary.

First Offense: Warning

Second Offense: Eviction

- Severe violations, such as smoking outside of the designated area, are not limited by the guidelines above and may result in instant eviction.
- Violations that upset the workings of society (criminal acts), major traffic violations, harassment, violations of information ethics, violations of academic ethics, interference with students' studies and research or professors' research activities, testing violations, or other violations of the duties and obligations of students will be punished based on the university's disciplinary code.

※ Disciplinary measures for students who do not live in the dormitory will also be based on the above.

VIII. Resident Mentors

1. Resident Mentors

Resident Mentors (RM) are appointed by the university to support the provision of a safe and comfortable dormitory life. Additionally, RMs are responsible for the maintenance of hygiene, discipline, and other guidance issues on the floors to which they are assigned. Residents are to cooperate willingly with their floor's RM and work together to make every effort to improve I-House Taishogun's living environment. Please consult your Resident Mentor if you have any worries or concerns related to your residence at I-House Taishogun.

2. Role of Resident Mentors

Primary Duties of RMs

- Consult routinely with residents and guide them in a positive direction.
- Offer advice related to daily life in Japan.
(Disposal of garbage, bus system, shopping advice, etc.)
- Keep records of events (complaints, consultation, emergency events, etc.)
- Attend RM Meetings and other related conferences.
- Oversee assigned floor as a floor leader.
- Plan and conduct floor meetings.
- Plan and conduct various events.

Event Planning

I-House Taishogun residents are encouraged to plan and conduct various events in the dormitory. Please determine the items below and consult with your RM for planning!

- Purpose
- Date and time
- Location
- Detailed description of event
- Participants
- Materials to be prepared