

Handbook about How to use Dormitory

【General】

- Male and Female dormitory divided different buildings. Don't enter dormitory for another gender.
- You should back to dormitory before 23:00. If you can't in time for some reason, LINE to Dr. Itokazu (ID: nanya77).
- Please mark you are in or out of dormitory using Presence/Absence management board. The management board is also used as BB, so please check it up every day.
- Please don't bother other students (in Japanese school year, July and August is days for periodic exam). Especially at night, PLEASE BE QUIET!
- Please wear properly in public space in dormitory (corridor and balcony are included). You can't walk corridor or balcony wearing only underwear or bath towel. When changing cloths, please close light-blocking curtains (thin curtains are not enough).
- In dormitory we are strictly ban of fire (including fire for cooking, insect repellent, aroma and incense). If you use fire, fire-extinguishing system will be activated.
- No Alcohol drinking and smoking in dormitory.
- In case of fire, theft, acute disease or intrusion of suspicious individuals, please call the resident advisor or responsible teachers.
- If you break something in dormitory, please call the resident advisors or responsible teachers.
- The office hour of the resident advisor is 9:00-17:00 (Mon-Fri) and 9:00-15:00 (Sat). On Tuesday, public holiday, compensating holiday and school holiday is their off day. In spite of during the office hour, they sometimes not in office for assignment. In urgent case, please check the sign the door side of the office.
- If you have any problem, please LINE Dr. Itokazu (LINE ID: nanya77). She stays in Female dormitory 302. Female students can contact her directly (if she is absent, please use post and BB at the door).

【Meals】

- Please use a restaurant or convenience store for your meals. You can cook by yourself at pantry in dormitory.
- Using Restaurant_1: You can reserve Breakfast (400 JPY) and Dinner (600 JPY). Reserved breakfast is offered during 7:30-9:00 and dinner is offered during 18:00-19:00. On every Monday we offer the menu for next week (in Japanese).

English version is offered on Tuesday). Menu will be LINED and displayed at BB beside the front door of dormitory. Allergy-related foods and religious limited foods are displayed by pictogram. Please order next week meals by 13:30 of Wednesday using Meal reservation sheet. (Bring your sheet and fee for next week meals to Ms. Nosaka at Student Affairs Office).

- Using Restaurant_2: During 8:00-9:30, the restaurant offer curry and rice (250JPY). You don't need to reserve morning curry. Just buy meal ticket at 1F of the restaurant.
- Using Restaurant_3: There is no reserve system for lunch. Just buy meal ticket at 1F of the restaurant.
- Convenience store in campus opens 7:00-20:00 in weekday and 7:00-18:00 in holiday. It closes during summer vacation in August, so please check its opening schedule.
- In pantry, there are cooking devices, refrigerator, dishes and so on (Parts of devices are in seminar room or common room). If you want to cook by yourself, you can buy food after school or in off day and cook. Please use only electrical devices. In dormitory, fire is strictly banned. You can use pantry anytime. Please make concession and use only designated pantry. Don't make big noise at late night. Pantry is common space, so please display your name on your food and be careful not to eat other's food.

【Laundry】

- Our dormitory has laundry and there are washing machines. Using them needs no fee. Just purchase detergent by yourself.
- Don't use washing machine after 23:00.
- Drying by machine takes 2 hours, so don't use drying function except in emergencies. Use drying area in laundry or laundry pole in your room.
- We change your linens every 2 weeks, so you don't have to wash them by yourself. If you have to change your linens within 2 weeks, please ask Dr. Itokazu.

【Bath】

- Male students: We have communal bathhouse in C building. Please bring your shampoo, body-shampoo, towel and so on. Hair dryer is prepared. You can use bathhouse anytime except 12:00-14:00 (time for water re-boiling). Once a week, we clean the bathhouse in morning (schedule will be displayed)
- Before soak in the tub, you should wash your body. Never soak in the tub without body washing or with soap foam and so on (please respect Japanese bathing culture,

thank you!)

- Female students: Please use bathroom in your room. Please bring your shampoo, body-shampoo, towel and so on. Hair dryer is prepared.

【Room Cleaning】

- Please keep clean your room. You can use sweeper and so on in common space. After using them, please put them back.
- Never get into your room with shoes for outside. Male students should remove his shoes at the entrance of the room-unit. Female students should remove her shoes just before the door of her room (shoes can left in front of the door or put in the shoes rack inside the door).
- Please separate your garbage. In common space of each unit (Male dormitory) or pantry and laundry (female dormitory) have garbage box. If you are not clear about how to separate them, please ask Dr. Itokazu.
- To avoid insects or bad smell, raw garbage should put into small plastic bag and tied its opening—and throw away to burnable garbage box.
- Sometime students of other university move into same room after few hours you finish the program and leave. Please clean your room up before leave.