

# Rules for the use of Matsumae Memorial International Exchange Hall

The Matsumae International Exchange Hall (EH) is a place of education where all of our international students can deepen their understanding of each other and develop international sensibilities through exchanges in compliance with Japanese law and with respect for their respective countries and cultures. Therefore, all residents must be aware of this, abide by the rules of use and make every effort to make it a comfortable place for all residents.

## **REGULATIONS**

### **【MAIN PRINCIPLE of Exchange Hall and Accommodation】**

1. The EH (common areas) can be used only for special course students, exchange students, short-term foreign trainees and persons related to the University. Unauthorized persons from outside are not permitted to enter the building. If you see a stranger, please contact the International Office immediately.
2. Only residents and guests are authorized to enter the accommodation building.
3. Smoking is not permitted in the entire building, including the accommodation building. (Smoking by persons under 20 years of age is legally prohibited. It is also prohibited to encourage anyone under the age of 20 to smoke.)
4. Drinking alcohol outside the accommodation is prohibited. (The consumption of alcohol by persons under 20 years of age is legally prohibited. It is also prohibited to encourage anyone under 20 to drink.)
5. The use or bringing in of drugs prohibited by Japanese law is strictly prohibited.
6. Fire-bearing items (gas stoves, lighters, etc.) are prohibited.
7. The use of all cooking utensils (electric cookers, gas cookers, etc.) and cooking is prohibited in the accommodation building.
8. The removal or personalization of any equipment (e.g. TV, stand lights), communal facilities (e.g. cooking utensils, tables and chairs) or articles (e.g. toilet paper, tea towels) is prohibited.
9. If you damage, deface or lose any of the common facilities or articles, you must pay for the damage.
10. Do not leave valuables such as PC in common areas. The university accepts no responsibility for theft or loss.
11. For security reasons, the curfew is 23:00.
12. Please enter and exit the EH via the main entrance, except in an emergency.
13. No shoes or sandals are allowed inside the building. Personal sandals and shoes must be placed in shoe boxes.
14. Disturbing others, such as making loud noises, or persistently following others, is prohibited.
15. When using the internet, do not download large amounts of data or download illegally.
16. Do not allow other students to enter at their own discretion. Only students who have applied in advance for permission may enter.
17. Pets are not allowed in the EH or accommodation building.
18. Other new rules established hereafter must be observed.

## **【Accommodation Room】**

1. The period of availability for special course students and exchange students (full term) is from April 1<sup>st</sup> until the end of March the following year.
2. The period of availability for exchange students (half term) is from April 1<sup>st</sup> until September 23<sup>rd</sup> for the first semester and from September 24<sup>th</sup> to the end of March for the second semester.
3. Accommodation rooms are for two persons in one room. (There are no rooms for one person.)
4. Permission must be obtained from the International Office before changing rooms.
5. The accommodation fee (30,000 yen/month) must be paid at Papyrus by the 7<sup>th</sup> of each month (exchange students pay in cash) and the receipt must be submitted to the International Office. The fee is pro-rated at 1,000 yen per night for the month of moving in and out. If you are more than two months in arrears, you will be evicted.
6. There is no exemption from accommodation fees during a temporary return.
7. If you lose the room key, damage or deface any of the equipment in the room, you must pay for the loss.
8. You are responsible for the safekeeping of your valuables. The university accepts no responsibility for theft or loss.
9. Rubbish should be separated into burnable and non-burnable rubbish, bottles, cans and plastic bottles and disposed of them in the bins of the kitchen by yourself.
10. Please lock the door, even for a short time, and make sure to switch off lights, TV, air-conditioners, etc. when leaving the premises.
11. Cleaning staff clean the water and other areas in each room three times a month. Check the white board for cleaning days.
12. Two sheets are provided once a month. Please check the white board for the dates of supply.
13. Please keep your room clean at all times.
14. Please note that university staff will check your room on an irregular basis. Maintenance staff may also enter your room for inspections.

## **【Kitchen】**

1. The use of the kitchen is forbidden to anyone except special course students and exchange students.
2. You should clean all cooking utensils and return them to their original place after cooking.
3. All cooking waste should be disposed of separately.
4. Please use personal shelves for food that does not require refrigeration/freezing and for your own plates and cutlery. (Short-term trainees have no personal shelves.)
5. If you use the shared fridge, please make sure to write your name on anything you put in. Alcohol must not be stored in the shared fridge.
6. There are two fridges in the EH: one for special course & exchange students, and one for short-term trainees. Please use the respective shared fridges as determined.

## 【Laundry】

<How to use> Insert one 10 yen coin 3 times (the coin will be returned).

1. The washing and drying machines can be used between 07:00 and 23:00.
2. The dryers may be used for no more than 90 minutes at a time.
3. Thick practice outfit should be dried in the drying room or on the clothesline outside after using the dryer.

## 【Others】

1. The bathrooms on the ground floor are for short-term trainees only and are not available for either special course students and exchange students.
2. Commuting from a flat in the city is possible if it does not interfere with student life. But lease agreement and other formalities must be undertaken by the individual.
3. In the event of an emergency, please contact the International Office (weekdays 9:00-17:00). On weekends, public holidays and our of hours on weekdays, please contact the Security Office via the extension in each room. (Contacting individual staff members will not be dealt with).
4. **If the rules are not followed and the situation does not improve after repeated warnings, the person will be evicted.**