

Residence Guide for International House I

1. Fees • Payment

Please see the details below.

Fees
 Rent Please check here .
 Utility charges Utilities (gas, electricity and water) are charged based on recorded monthly consumption and must be paid for in the following month. ※For the shared-facility room on the fourth floor, utilities are charged at a fixed rate of 3,600 yen per month; no pro-rating applies for residents moving-in or out during the month.
 Shower Curtain Shower curtains must be purchased by all new residents except those moving into S-type rooms. The cost is subject to change due to administrative reasons, but the average cost is approximately 1,000 yen. The fee will be charged later.
 Cleaning Fee When moving out, cleaning fee will be collected. Please note that extra cleaning fee may be incurred if conditions are not met. This will be applied toward professional cleaning fee for the next residents.
 Repair Costs (Restoration to Original State Cost) If facility or equipment are damaged, lost or defaced in the House, you are required to report to International Student Office as soon as possible, and pay the amount that is necessary to restore it to its original state.

Payment

Please check [here](#).

2. Extension of Residence

In principle, residence periods cannot be extended. Students with special reasons for requesting an extension must contact Office first and apply for approval by submitting the Application for Extension of Residence Period [Form9] no later than one month prior to the last day of the residence period. Extension permission will be issued for requests that are approved.

3. Room Changes

In principle, residents may not change rooms. Anybody experiencing problems with their room should contact Office. Residents planning to bring family

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members to join them during their stay at Kaikan should apply for a D-type or F-type room when initially submitting the application for housing.

4. Overnight Visitors

Residents' visitors may not stay overnight in residents' rooms. Resident who wish to have an overnight visitors in exceptional circumstances are responsible for applying for overnight visitors by submitting Application for Non-Residents Lodging 【Form15】 at least 3 days in advance and receive consent.

5. Use of Individual Rooms

Telephone

The telephone line provided is for on-campus calls only, although some external calls can be made. Please see “Telephone Guide” that we provide during move-in procedure for details.

Internet service

Free wireless LAN (Wi-fi) is available. Visit the Agri-Information technology center (AI center) website (URL below) to apply for Internet connection and follow the Internet Use Rules and Guidelines.

《Agri-Information technology center (AI center)》 (provided in both English and Japanese).

<https://univ.obihiro.ac.jp/~ipcenter/> ※Basically, only Wi-Fi is available.

Electricity

The electrical capacities for individual rooms are as follows:

Rooms 103, 401, 402: 6,000 W

Rooms 403 - 410: 2,000 W

Other rooms: 3,000 W

※ Please consider these limits when using electrical appliances, as exceeding them will cause power outages.

Ventilation

The house can become damp because of its structure. Please use the living room ventilation fan as much as possible (especially in summer) to prevent mold growth. If mold is found on the wall or furniture etc., residents of the room will be responsible for additional cleaning fees or cost of restoring to its original state.

Room equipment (furniture, electrical appliances, etc.)

Please use room equipment with care. Residents are responsible for expenses relating to any damage or loss. Equipment should not be taken out of rooms or given/lent to third parties.

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Kitchen

Always use the kitchen ventilation fan when cooking. Keep the kitchen clean and free of grease.

※ Use net bags in the kitchen drain to prevent excess oil, food scraps and other solid matter from entering the pipes. Oil and food scraps can block the sink and contaminate water. Use liquid drain cleaner to remedy any drain blockages.

Bathroom

The drain filter under the cover of the bathroom sink needs to be cleaned once a week, and commercially available hair stoppers should be placed. Use liquid cleaner regularly to prevent blocked pipes.

To remedy toilet blockages, use a rubber plunger (provided in each toilet cubicle in the shared-facility room on the fourth floor). Please refrain from flushing excessive amounts of toilet paper and flushing before the cistern is full, as blockages may result.

※ Mold often grows in bathrooms due to humidity. Keep the bathroom fan on at all times.

Consumables

Residents are responsible for purchasing consumables such as toilet paper to be used in rooms. Light bulbs for common areas (e.g., the social lounge, hallways, the shared-facility room on the fourth floor, etc.) are provided by the building management. Please contact Office for replacements.

Drainage of cold/hot-water pipes

Winter temperatures in Obihiro fall to almost minus 20°C. Due to these severe winter conditions (which usually last from November to March), water pipes need to be drained if residents plan to be away. We will provide information about a video for preventing the water pipe freezing by email. Please check the email from the office for the procedure.

Regular inspections

Regular fire equipment inspections are conducted in Kaikan. Renovation and other construction work may also be conducted as necessary. When such work is planned, notices will be issued to residents asking for their permission for workers to enter rooms.

Other important notes

※ Keep rooms tidy at all times.

Additional cleaning fees apply if rooms are not clean after moving-out.

※ Do not use nails, pins, tape or similar on walls, as this may cause wallpaper to peel or damage paintwork. Residents are responsible for costs incurred in repairing wall damage.

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※ For security reasons, be sure to lock room doors and windows when going out. Residents are responsible for their own valuables. **The university and the building management office assume no responsibility for any loss of residents' personal belongings.**

6. Use of Common Spaces

Entrance

The main entrance to Kaikan I is locked for 24 hours. Residents can use the IC card issued upon moving-in to enter during these hours. To exit, the door can be opened by pressing the button on its left side. If the lock system does not operate properly, turn the knob at the bottom of the door.

The doors on the east and west side of the building can be opened from the inside for emergency use but not from the outside.

Social lounge

The social lounge has a TV, a piano, a table tennis table and other facilities. Please feel free to use the space to enjoy interacting with other residents and relaxing. Residents are requested to put everything back in place and tidy the space before leaving the room. Do not leave personal belongings or trash and clean up any mess made.

*If you would like to hold activities at the social lounge, please check the "Procedures" section on the International Exchange Hall website.

※ **Tenants are required to be quiet after 10:00 p.m. as it could disturb other residents. The lounge may be restricted, and other disciplinary actions may follow if the usage is inappropriate.**

First-floor restrooms

The first-floor restrooms are mainly for the use of guests. Residents should use the facilities in their own rooms.

Shared-facility room on the fourth floor

Residents in S-type rooms on the fourth-floor share kitchen, bathroom, toilet and washing machine facilities with other tenants on the floor. Please use only the assigned shared-facility room (residents on other floors are not permitted to use these facilities). Please keep the ventilation fans on in the kitchen and bathroom.

Residents are asked to clean up after using the facilities and to keep them clean for other users. Food waste should not be left in the kitchen for long periods. Tenants are responsible for their own personal belongings and should not leave them in the shared-facility room when moving-out.

Bicycles

Kaikan I residents may use the bicycle racks provided on the west side of

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the building. Please notify the International Student Office in advance if you use a bicycle. The office will provide you with a sticker. Bicycles should not be left anywhere other than in the parking space.

*Cases of bicycle theft have been reported in recent years. The use of multiple locks and other measures are recommended to prevent theft.

Cars

Residents may use the parking Kaikan I for a fee of 300 yen per month. If you are planning to use a car, please apply for the parking permit. Parking permits should be placed on the front dash and be readily visible from outside the car.

Mail and Packages

Mailboxes are located at the front side of the main entrance. For security, residents are advised to lock their mailboxes. Mailboxes bear the name of each resident as it appears on the Permit for Tenancy. The same notation of the name should be used to submit applications.

※ Office does not accept cash-on-delivery (COD) items. It is advisable to use credit card or bank transfer payment methods instead of COD.

Trash Separation

There is a trash cage on the east side of the house. Please separate waste appropriately according to the instructions issued upon moving-in. Put trash in transparent plastic bags and place it in the cage.

7 Smoking

All rooms at Kaikan I are non-smoking. Smoking is permitted only in the designated outside area (For more details, please see the information board near the entrance). Smokers are asked to be considerate of others.

8. IC Cards and Room Keys

Residents are issued with an IC card for the main entrance of the building and a room key upon moving-in. Residents who lose or break cards or room keys should report the matter to Office immediately. Room keys must not be duplicated.

A charge of 1,000 yen applies for re-issuance of IC cards, and 500 yen is charged for card case damage or loss. The lock must be replaced if a room key is lost, and residents are responsible for the costs incurred. Replacing a lock is expensive; please be careful not to lose your room key.

※ IC cards and room keys should not be lent to third parties. Residents found to be in serious breach of this stipulation may be asked to leave the house.

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9. Prohibited Activities

<Violation of International House regulations may result in eviction orders and other disciplinary actions>

- ⊘ Allowing non-residents to stay in rooms (Permission is also required for family members.)
- ⊘ Subleasing rooms wholly or partially to third parties
- ⊘ Allowing non-residents to use washing machine, bathroom, kitchen and other facilities of the shared-facility room
- ⊘ Storing personal items in public spaces (e.g., hallways, spaces under stairs, the social lounge, etc.)
- ⊘ Duplicating room keys without permission or lending them to third parties
- ⊘ Using equipment and items provided in common areas for extended periods to the detriment of other residents
- ⊘ Defacing, damaging or altering parts of the building or its facilities, equipment and fixtures
- ⊘ Room equipment or rental items should not be moved out of the building
- ⊘ Bringing in hazardous materials such as oil, gasoline, paint thinner, propane and sulfuric acid
- ⊘ Keeping pets in the house
- ⊘ Smoking in places other than the designated area
- ⊘ Disturbing other residents (noise, etc.)
- ⊘ Posting or distributing flyers or posters without permission
- ⊘ Engaging in other forms of conduct prohibited by the management office

10. Matters to be Reported

- ⚠ Plans to move out
- ⚠ Plans to be away from the house for a week or longer
- ⚠ Damage to or loss of IC cards, room keys, card cases, etc.
- ⚠ Damage to or loss of equipment, or discovery of damage to such
- ⚠ Discovery of fire or water damage in or around the house
- ⚠ Violent behavior, property loss, suspicious individuals
- ⚠ Behavior listed in Section 9 (Prohibited Activities)
- ⚠ Arrangement of gatherings or events in/around the house for special reasons (In principle, such events are not permitted.)
- ⚠ Anticipated delays in payment of rent and/or utility charges
- ⚠ Special situations or emergencies