

Residence Guide for International House II

1. Fees • Payment

Please see the details below.

Fees
 Rent Please contact the International Student Office.
 Utility charges Utilities (electricity, water and gas) are charged based on recorded monthly consumption and must be paid for in the following month.
 Shower Curtain Shower curtains must be purchased for all new residents. 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 is damaged, lost or defaced in the House, you are required to report to Office as soon as possible, and pay for the fee to restore to its original state.

Payment
Please check here .

2. Extension of Residence

In principle, residence periods cannot be extended. Residents with special reasons for must contact the Office first and apply for approval by submitting an 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 only if it is approved.

3. Room Changes

In principle, residents may not change rooms. Anybody experiencing problems with their room should contact Office.

4. Overnight Visitors

Residents' visitors may not stay overnight in residents' rooms. Resident who wish to have an overnight visitors in exceptional circumstances are

Residence Guide for International House II

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.

Ventilation

Due to the structure of the building, the room is easy to be filled with moisture. So, we operate a 24-hour ventilation system. Please use the ventilation fan after using the bathroom until the moisture is gone, especially during the summer. Please note that special cleaning fees may be charged if mold develops on walls, furniture, etc.

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.

Kitchen

Always use the 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 getting into 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

Residence Guide for International House II

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.

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.

※ 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 II 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.

Footwear Space

Change into indoor shoes when entering the building

Residence Guide for International House II

Deck Terrace

There is a deck terrace at the east side of the building. You need an IC card to enter from the deck terrace. If you leave the door open for over 2 minutes, security alarm will blare.



Communication Lounge

Be sure to turn off the extractor fan and heating air conditioner after using and tidy up. Tenants using the lounge after 10:00 p.m. are asked to be considerate, as noise may disturb other residents.

Laundry

There are washing machines and dryers in the common laundry space. Common laundry space is for the exclusive use of residents with no laundry facility in their room.

Bicycle Parking Area

Kaikan II residents may use the bicycle racks provided on the north side of the house. 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 in front of Kaikan II for a fee of 300 yen per month. **The parking space number will be provided to you later.** 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 north 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.

Residence Guide for International House II

7 Smoking

All rooms at Kaikan II 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.

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

Residence Guide for International House II

- ⊘ 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)
- ⚠ Anticipated delays in payment of rent and/or utility charges
- ⚠ Special situations or emergencies