

URBAN CASTLE HACHIMAN DORMITORY

RULES AND REGULATIONS

PURPOSE OF THE RULES AND REGULATIONS

1 : Urban Castle Hachiman Dormitory lays down following regulations about living in this dormitory for all tenants to obey. The dormitory hopes all tenants to understand following regulations, to cooperate with each other and to make the living environment comfortable. This dormitory is only for students of the universities in Miyagi. But it is not this limit when the manager accepts entering the dormitory.

OBLIGATIONS

2 : All tenants should be aware that this dormitory is for living together. Make sure to obey the regulations for all the dormitory students to live together, and behave moderately.

AREAS IN THE DORMITORY

3 : 2F and 3F are only for men. 4F and 5F are only for women.

- a. No tenants are allowed to enter areas for opposite sex. When you meet with students of opposite sex, you have to meet in the dining room or the lounge in 1F.
- b. All the tenants can enter areas for living. About the areas not for living, such as electricity room, machine room, boiler room, and etc., tenants are not allowed to enter.
- c. In case of emergency, fire and other cases approved by managerial person, all the tenants are free from regulation #3 a. to c.

PROHIBITION FOR ANNOYING ACTION

4 : Every tenant is prohibited to do what will cause troubles or annoyance to the managerial person, other tenants and people in neighbors.

- a. Don't bring in anything that will violate Gun Control Act or acts for drugs (guns and daggers). Don't produce or keep dangerous things that are explosive or ignitable.
- b. Don't use or keep liquids liquid that will cause corrosion or damage to the building, facilities and equipment (including water pipes).
- c. Don't turn up the volume of TVs or music players so loud, and don't play musical instruments loudly, to an extent to annoy others.
- d. Don't join in any crime syndicate, don't let any people related to crime syndicate come into this dormitory. Don't ask other tenants to join in political groups or religious groups, and don't have any meetings or events related to the activities of those groups. Don't do any pyramid scheme/multilevel marketing activities. Don't do any other activities that corrupt public moral.
- e. Don't bring in oil stoves, and other heaters like them.
- f. No keeping pets. Don't bring in or keep any small animal like dogs, cats, and so on.
- g. Don't put any personal things in public areas, like stairways, corridors. Don't place signboards in public areas. Don't put up any posters on the places not allowed. Graffiti prohibited.
- h. Don't distribute or put up any printed things like fliers and pamphlets.
- i. Don't smoke at any place except smoking area.
- j. Don't make loud noise, speak loudly or shout in the dormitory. Don't make noises or do violent action, especially when you are drunk.
- k. Don't do violent actions. Don't gamble.
- l. Don't remodel any part of the dormitory building, dormitory equipment and your room.
- m. Don't do any action that the manager of the dormitory judges to be annoying to other tenants or people in neighbor.

CARING RESPONSIBILITY)

5 : All tenants are responsible to obey following rules for keeping this dormitory comfortable.

- a. All tenants are responsible for cleaning their own room. Tidy up your rooms.
- b. Throw away your wastes following instructions of the manager. Sort your wastes and put each type of the waste to the supposed place.
- c. Tenants have to pay the charge for disposing wastes that are charged for disposal, such as electric appliances.
- d. Tenants have to clean up the kitchens and shower rooms each time after using, so that next users can use comfortably.
- e. Don't put or leave your personal things in shared areas, and keep them in your own rooms. When you leave your personal things in public areas, it will be moved to other places or disposed according to instructions of the manager.
- f. You have to use furniture, electric appliances in your own room or in public areas carefully. In case you find them damaged, please tell immediately to the manager. If the manager judges that they are willingly broken, tenants have to pay for repairing.

BICYCLE PARKING AREA)

6 : All tenants are responsible to obey following rules below as using the bicycle parking area.

- a. 1 person can bring only 1 bicycle.
- b. Tenants must put sticker provided from this dormitory on your bicycle.
- c. Make sure to lock your bicycle. Be careful not to be stolen. If it happens that your bicycle is stolen or damaged, managerial person of this dormitory don't take the responsibility.

NOTICE OF ABSENCE)

7 : When you stay other places out of this dormitory because of going out, going back to your hometown or going for trip, make sure to let managerial person know by absence-notice papers.

PROHIBITION OF LETTING OUTSIDERS COME IN WITHOUT PERMISSION OR STAY

8 : When you let visitors (persons who are not living in this dormitory) come in this dormitory, you have to ask permission of the managerial person and put names and information of the visitors on the visitors' name list. But visitors cannot enter 2F - 5F even when they have permission of the managerial person to enter this dormitory.

- a. Visitors cannot be in this dormitory after 17:00.
- b. Tenants cannot let visitors stay in this dormitory.

EQUIPMENTS OF ROOMS)

9 : Tenants have to pay the expenses for replacing consumables (ex. light bulbs) in your own room. If you damage or stain equipments in the dormitory, you have to pay for actual expenses for repairing.

ENTERING PERSONAL ROOMS)

10 : The managerial person can enter personal rooms when it is needed because of emergency like fire, earthquake, accident and XX, even if tenants are absent.

- a. The managerial person can enter personal rooms after letting tenants know he is entering, for checking equipments as fire-fighting equipments.
- b. When the managerial person is sure by objective facts that a tenant is doing something against the rules/regulation, he can enter the tenant's room with the tenant for more observing. When it is impossible for the tenant to accompany the managerial person for certain reason, the tenant's presence is not needed.

PREVENTION OF BURGLARY)

11 : You have to lock your own rooms when you are leaving your rooms, even if you are inside the dormitory building.

- a. All tenants shouldn't leave a large amount of cash, cash/credit cards and any precious things in your rooms when you are going out. The managerial person will not take the responsibility when your precious things are lost or stolen.
- b. Tenants can entrust precious things to the managerial person, during the operational hours of the managerial room.

MANAGERIAL PERSON)

12 : Managerial person is the person who manage this dormitory through the superintendence of the dormitory.

- a. The operational hours of the superintendence is 8:00 – 17:00.
- b. All tenants are supposed to live together following the instructions and guidance of the managerial person.

CANCELLING DORMITORY'S CONTRACT)

13 : The managerial person has the rights to tell tenants to move-out, for these following reasons below (b.-d.). The dormitory students who were told to move out have to move-out by the day set by the managerial person.

- a. When the managerial person judges it is necessary to tell the tenant to move out because the tenant disobeyed or did something against the contract or the dormitory's regulation, or something against the law.
- b. When the tenant does not pay the room-rental for more than 2 months.
- c. When the tenant is no longer a student of Tohoku University or Miyagi Teachers College because of long absence from school, dropping out from the school and other reasons.

MOVE OUT)

14 : If you're planning to move out, please send report/notice to the managerial room as soon as possible, at least until a month before you move out.