

## 1. Introduction

For comfortable living environment, all residents of the International House must follow the rules described in this “Resident guide”.

## 2. International House Information

### (1) Aim

The purpose of the International House (hereafter collectively called ‘the House’) is to offer accommodation for international students and researchers. We also aim to the development of international exchange of education and research.

### (2) Management

The Director (Director at Center of International Affairs) is responsible for the management of the House. The building manager’s Office (hereafter collectively called ‘the office’) and International Affairs Division deal with the administration of the House.

### (3) Name, Address, and Phone Number

Name: Tottori University International House

Address : 〒680-0947

4- 110, Koyama-Cho Minami Tottori-city, Tottori

Phone&Fax: 0857-28-4808

### (4) Building manager’s Office

The office is located at the first floor in the House. It deals with residential affairs.

Work Hours: Monday to Friday 9:00 ~ 19:30

(Except Saturday, Sunday, Holidays, Bon vacation, New Year’s holiday, and Anniversary of Tottori University)

### (5) Facilities

The House is consisted of residential rooms and common facilities.

#### ① Residential Rooms

| Division<br>Classification | Single room | Double-occupancy<br>Room | Triple-occupancy<br>Room |
|----------------------------|-------------|--------------------------|--------------------------|
| International student      | 50          | 6                        | 3                        |
| International researcher   |             |                          |                          |

Each room is furnished with desk, chair, and bed etc. When you move into the House, please check with the manager and use the furniture appropriately. When you move out of the House, please put the furniture back to original state. If there are any damages to the furniture, please tell the manager immediately about them.

② The Common Facilities

Lounge, Multi-purpose room, Laundry room, Shower room, and Common Kitchen

**3. Occupants Regulations**

(1) Duration of Stay

The permitted period of stay at the House will not exceed the duration mentioned in the “Residential Permission Document.”

As a rule, accommodation in the House are available to international students enrolled at the University for a period lasting from one month to one year; and to researchers for a period lasting from 14 days to one year.

(2) Expenses

Housing costs are usage fee and expenses.

Housing costs might change due to revision of the House regulation.

① Usage Fee

Please pay your usage fee to the office by the day set in the delivery notice and the paid fee cannot be returned.

\* Fees of August and September need to be paid in July.

When you leave in August or September, please inform the office by July 10<sup>th</sup>, or fees of August and September will be charged.

|                       |                       |
|-----------------------|-----------------------|
| Division              | Usage fee / per month |
| Single room A         | ¥ 5,000               |
| Single room B         | ¥ 6,000               |
| Double-occupancy room | ¥ 12,000              |
| Triple-occupancy room | ¥ 15,000              |

Single international students stay at single rooms, and single researchers stay at single rooms in A building. However, when the room is full, you may stay at different room.

② Expenses

**\* Common-Area Charge (monthly)**

Please bring common-area charge when you make monthly room fee payment to the office.

It is used for Internet fee and commodity (like kitchen appliances, garbage bag) and for cleaning of lounge, kitchen, hallway, and stairs.

If a resident stays in the House for 15 days or less during the month when he/she moves in or out, he/she needs to pay half of the monthly common-area charge. If a resident stays in the House for 16 days or more during the month when he/she moves in or out, he/she are charged full monthly common-area charge.

**\* Cleaning Fee(when moving in, changing room)**

Cleaning fee is used for room cleaning after occupants move out.

**\* Deposit (when moving in)**

Deposit is used for repairing room and equipment. If your room doesn't have any damages, it will be returned to you when you move out. However, you have to pay the shortfall when the amount of repair is more than the deposit you paid.

Both cleaning fee and deposit need to be paid in a lump sum with the usage fee when you move in (or change room) regardless of the duration of your stay.

|                    |                     |                               |                               |
|--------------------|---------------------|-------------------------------|-------------------------------|
| Division           | Single room / month | Double-occupancy room / month | Triple-occupancy room / month |
| Common-area charge | ¥2,000              | ¥2,000                        | ¥2,000                        |

| Division     | Single room<br>(in a lump sum) | Double-occupancy<br>room<br>(in a lump sum) | Triple-occupancy<br>room<br>(in a lump sum) |
|--------------|--------------------------------|---|---|
| Cleaning fee | A)9,500 円/ room                | 18,000 円/room                               | 27,000円/room                                |
|              | B)10,000 円/room                |   |   |
| Deposit      | 10,000円/room                   | 20,000 円/room                               | 30,000 円/room                               |

### ③ Utility (electricity, tap water, gas)

You need to sign up electricity and gas contract, and you are responsible for your payment. The office staff will take the procedures for your contract on your behalf.

Regarding tap water, each room has a water meter and the office staff reads it every month. Please pay your water charge at the office every month.

All the residents have to pay the fee of the electricity, gas and water of the common area equally each month, so it is prohibited to use the individual appliances for a long time using the power of the common area.

### ④ TV

Television is set up in Double- and Triple-occupancy rooms. In single rooms, there is TV antenna outlet. In order to subscribe, both need to sign up contract with NHK.

NHK Tottori Broadcast phone number: 0857-29-9200

### (3) Keys

① You are responsible for your room key and the card key for building entrance until you leave the House. If you lose or damage the key, please notify the office immediately. In case of lost your room key, we will change the lock and key for the safety reason, and you have to cover the cost.

In case of lost the card key for building entrance, we will ask you to pay for the new card key.

② You are forbidden to duplicate or lend your key.

### (4) Inspection of Room Facilities

When it is necessary to check the equipment and /or facilities, office staff and inspector will enter your room with resident consent. Please assent that inspector may enter your room without your permission in the case of fire or other emergency situation.

## (5) Use of Equipment

- ① In using a bed, DO NOT sleep on the mat directly. Please cover mattress with mattress cover or futon.
- ② For the security reason, plug in gas leak detector all the time.
- ③ Don't touch water heaters facilitated in kitchens and shower rooms.
- ④ Hot water in shower room is available anytime. Please use it carefully. Please turn on the fan when using the shower and clean the drain after use.
- ⑤ Flush toilet after use. To prevent clogging up the toilet, use toilet paper prepared by the office.
- ⑥ Gas cooker has two stoves. When you use it, follow the instruction and be extremely careful. Don't leave the stove on. When you spill, wipe immediately, and keep the stove clean. To prevent imperfect combustion, leave the fan on whenever you use. After finish using, be sure that the gas is completely turned off.
- ⑦ Please use rice cooker and pot only in your room , don' t use them in the kitchen.
- ⑧ After cooking, please clean up the kitchen properly and get your pans, fry pans, and dishes back to where they should be. From the point of the health, there will be some situations as the food and crockery that has been neglected might be disposed of.

## (6) Telephone · Mail

### ① Public Phone

A public phone put beside entrance hall is for local call, long distance call and international call. The phone is for outgoing call only.

### ② Mail

Regular mail is put in the mail box located next to the office. Please check it every day. Registered mail is informed by a note put in the mail box. Please come to the office with the note.

### ③ Other

The office does not commission of the telephone from outside, nor international phone call.

- Delivering fax
- Copying the documents

(7) Messages to Residents

Information needs to be informed to residents is posted at the bulletin board in the entrance hall. Some of them have deadline, so please check it at least once every day. If you want to post information, you need to get permission of the office.

(8) Return Home Temporarily and Traveling

Before you return home temporarily or travel, please inform the office with the information of your destination and schedule.

(9) Overnight Guests are Prohibited

Talking with your friends in the lounge is allowed with the permission of the office. Having guests stay overnight is strongly prohibited.

(10) Sickness

① At the Health Science Center of Tottori University, you can get emergency treatment. You also can get health counseling there for free. However, family members are not available to use the center.

Office hour: Monday to Friday 8:30 ~ 17:00

(Except Saturday, Sunday, Holidays, Bon vacation, New Year's holiday, and Anniversary of Tottori University)

During your consultation in the general hospitals, you can use the system of sending the medical interpreter volunteers carried out by the Tottori Prefectural International Exchange Foundation.

② Nearby Hospitals of the International House:

|                            | Phone Number | Address             |
|----------------------------|--------------|---------------------|
| Osaki Hospital             | 0857-28-6616 | Koyamacyo Kita2-555 |
| Kenritu Cyuuou Hospital    | 0857-26-2271 | Ezu 730             |
| Tottori Red Cross Hospital | 0857-24-8111 | Syoutokucyo117      |
| Tottori City Hospital      | 0857-37-1522 | Matoba 1-1          |

\* In case of emergency, call taxi or ambulance

|            | Phone Number |
|------------|--------------|
| Niko Taxi  | 0857-26-6111 |
| Asahi Taxi | 0857-28-0081 |

When you call taxi, say

「こちらは、くうこうのちかくにある鳥取大学国際交流会館（とっとりだいがくこくさいこうりゅうかいかん）です。至急（しきゅう）1台（いちだい）おねがいます。わたしのなまえは〇〇〇です。」

|           |                    |
|-----------|--------------------|
| Ambulance | 119 (no area code) |
|-----------|--------------------|

When you call ambulance, say

「こちらは、くうこうのちかくにある鳥取大学国際交流会館（とっとりだいがくこくさいこうりゅうかいかん）です。〇〇でこまっています。救急車（きゅうきゅうしゃ）をおねがいます。わたしのなまえは〇〇〇です。」

#### (11) Having Trouble

If you are in trouble on everyday life, talk to director of the House, and get guidance and solution.

#### (12) Disaster and Fire Prevention

For the emergency situation, please keep your place clean and tidy. To prevent fire, please be careful when you use gas and appliance. **\*Smoking is prohibited in the House.** If you discover a fire, immediately sound the alarm and notify the office. Try to cooperate with residents to put out the fire with fire extinguisher early on. If the office is closed, call 119. When you feel danger, evacuate immediately.

If an earthquake happens, please evacuate to the playground of the Koyama Nishi elementary school.

|                        |                    |
|------------------------|--------------------|
| Fire department (fire) | 119 (no area code) |
| Police station (case)  | 110 (no area code) |

When fire, call 「こちらは、くうこうちかくにある鳥取大学国際交流会館（とっとりだいがくこくさいこうりゅうかいかん）です。火災（かさい）が発生（はっせい）しました。」

大至急（だいしきゅう）きてください。」

When case happens, call 「こちらは、くうこうちかくにある鳥取大学国際交流会館（とつとりだいがくこくさいこうりゅうかいかん）です。事件（じけん）が発生（はっせい）しました。大至急（だいしきゅう）きてください。 いまは〇〇〇の状況（じょうきょう）です。」

For emergency, please familiarize yourself with where fire extinguisher is placed, and learn how to use it. Also participate in disaster-preparedness drills.

Fire extinguisher is located in every double-occupancy rooms and triple-occupancy rooms. In the single building, two fire extinguishers are located at each passage. Please do not move fire extinguisher from the set place except emergency situation.

### (13) Meeting and Events

When you want to reserve the conversation room (Japanese-style room) for party, meeting or events, please make a request to the office in advance. You can't use the room without permission.

In using, keep following:

- ① Be careful when you use fire.
- ② End using the room by 10:00pm.
- ③ Don't be too noisy and be careful not to cause any trouble to other residents.
- ④ Be sure to clean the room after use. If you eat or drink in the room, please separate from combustible and non-combustible garbage, and put it at garbage container put outside.
- ⑤ Those who are not residents of the House are prohibited to enter any room except the lounge and conversation room (permitted person only.)

### (14) Stolen, Lost, and Found

For the theft prevention, please lock your room whenever you leave the room (even for the short time.)

You are responsible for the room key. If you have stolen or lost things, or found a lost property, please report the office.

### (15) Bicycle Parking

Park your bicycle or motorbike at bicycle parking lot in the House and please park it in



the place where your room number is marked. Please do not park in front of the house entrance. Please put a sticker with your name on it. You can get the sticker at the office. You can park at the parking lot only when you are permitted parking.

(16) Garbage Disposal

For kitchen and other garbage, please use city designated garbage bag prepared by the House. Separate garbage appropriately, and place the sorted garbage at the garbage pit located near the House entrance.

If you are not sure of the separation of the garbage, please ask the housekeeper and dispose of the garbage properly.

Garbage collection days are following:

|   |                  |                |
|---|------------------|----------------|
| Combustible garbage   | Monday, Thursday | until 8:00 am. |
| Noncombustible garbage (plastic, non-burnable small rubbish, bottle, can) | Tuesday          | until 8:00 am. |

Collection Centers of bulky garbage

Bulky waste (such as furniture, futon, home appliances other than “the four essential home appliances” described below) is not collected even if you break it into small pieces. Please contact one of the designated disposers below for disposal.

When you move out, please take all your belongings with you; take responsible for your stuff. Don’t leave bulky waste (futon, a vacuum cleaner, electric fan, stereo etc.) You must call Large Refuse Information Center for disposition (phone: 0857-22-0353.). if you have problem with the disposal, please consult the manager about it.

(17) Indemnity

If you intentionally or negligently lose or break facility, equipment or fixtures, you will be required compensation for it.

(18) Usage of Facility, Equipment, or Fixtures

When you use house facility, equipment, or fixtures, please take sufficient care to maintain good condition. You can’t remodel or redecorate your room. Also, you are prohibited to take equipment, or fixtures out. If you damage the wall with the pushpin, hook and posters, you will be required to compensate for it.

International exchange house is a non-smoking area, so do not smoke in the house.

#### (19) Leaving Punishment

You will lose your eligibility at the House for any of the following reasons below.

- ① When your usage fee and other expenses bills are in arrears with payment.
- ② Acknowledged by the university or doctor to be unsuitable that cause discomfort to others.
- ③ had submitted false statements
- ④ make visitor stay overnight at the House
- ⑤ Other reasons: any trouble caused by a resident, which leads a difficult situation for the management.

#### (20) Procedure for Leaving

Whether your period of stay is up or not, you need to submit a moving out form to the office 7 days in advance before the date of your moving out.

You must pay the usage fee and other expenses.

Clean the room, and put facility and equipment back in their original place.

Before you leave the house, please inform the office staff for the examination of the furnishings and equipment in the room. And, return the room key and the card key for building entrance to the staff.