

**THE GUIDE TO OKAYAMA UNIVERSITY  
KURASHIKI GUEST HOUSE  
FOR LONG-TERM RESIDENTS**



岡山大学倉敷ゲストハウス長期使用者用使用心得  
**THE GUIDE TO OKAYAMA UNIVERSITY KURASHIKI GUEST HOUSE  
FOR LONG-TERM RESIDENTS**

1. Purpose of this guide

Because of the diversity of the long-term residents, their possible unfamiliarity with Japanese customs and the potential for intercultural friction this document describes the basic standard of behaviour expected to make residence in Kurashiki Guest House a positive experience for the long-term residents and their Japanese hosts. It is assumed that all long-term residents will have read this document.

2. About Kurashiki Guest House

a. Management

- i. Management policy of Kurashiki Guest House is led by the President of Okayama University. Matters concerning daily operations are supervised by the Institute of Plant Science and Resources Steering Committee.

b. Address

- i. Name: Okayama University Kurashiki Guest House  
ii. Address:  
2-20-1, Chuo, Kurashiki-shi  
〒710-0046

3. Facility description

a. Rooms for long-term residents

Type	Available Rooms	Floor
Single B	5	2 <sup>nd</sup>

b. Shared Facilities

(1 <sup>st</sup> floor) manager's room, meeting room, laundry room (2 <sup>nd</sup> floor) laundry room
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c. Facilities in each room

desk, chair, table lamp, bookcase, TV, living room table, sofa, induction cooktop, cupboard, refrigerator, microwave oven, water boiler pot, bed, curtains, air conditioner (hot and cold), closet, laundry pole, bath, toilet, Wi-Fi.

d. The television license fee and internet service fee are included in the rent.

e. Laundry machines are available on each floor. Machines on 2nd floor are only for women.

f. IMPORTANT NOTICE regarding the induction cooktops. Induction cooktops are efficient, safe and easy to clean however only cooking utensils suitable for induction cooktops may be used. A notice is posted on each kitchen wall in Kurashiki Guest House detailing the types of utensils that may be used. Residents who damage the induction cooktops through misuse are responsible for the replacement costs (more than ¥100,000).

4. Kurashiki Guest House Staff

- a. There is a manager's room on the 1<sup>st</sup> floor of the guest house. Residents should consult with the

manager concerning issues or problems with the facility.

- b. The manager is on duty from 4:00 p.m. to 7:00 p.m.

\* The New Year holidays are closed all day.

5. Requirements and procedures for long-term residency

a. Long-term residency requirements

- i. Long-term residence in Kurashiki Guest House is open to those who fall under one of the following conditions:

1. single exchange students
2. single visiting foreign researchers

Furthermore, residence eligibility is lost when:

- a student is on temporary absence from school or must remain in the same grade for another year;
- non-degree students who extend their period of study and remain as non-degree students (not including research students on a term or an extended term of less than one year) ; and,
- those who has received a disciplinary punishment

b. Period of stay

- i. The period of stay is from 2 weeks (13 nights and 14 days) to 1 (one) year.
- ii. Tenants cannot extend their period of stay.
- iii. The permitted period of stay for students is as follows;

1. March move-out residents: to March 26
2. September move-out residents: to September 25

\*Tenants cannot live in the rooms for long-term residents without statuses in Okayama University. After graduation, residents may live in the guest house as short-term residents. Regarding the procedures, please refer to P.12“h.Procedure for stopping long-term residence”.

c. Application for Researchers

- i. Researchers may apply for accommodation from about two months before moving in. For example, Applications are accepted from July 1<sup>st</sup> for September 10<sup>th</sup> move-in.
- ii. Researchers must ask their supervising professors to register for accommodation.

d. Application for Students

i. Selection

1. The tenants are decided by selection. Applications are accepted in February for April 1<sup>st</sup> move-in, and August for October 1<sup>st</sup> move-in. Applications are accepted through the Institute of Plant Science and Resources Administration Office.

\* Depending upon the number of room vacancies in the guest house, rooms may not be available.

\* In case of more applicants than available rooms, the residents will be decided by order of priority regulated under Okayama University Kurashiki Guest House regulations and lot.

- ii. Applicants must read application guideline for long-term residence posted on bulletin board carefully and submit “岡山大学倉敷ゲストハウス長期使用申請書” (Application for long term accommodation) to the Institute of Plant Science and Resources Administration Office.

- e. Permission for Residence
  - i. Successful applicants will receive “岡山大学倉敷ゲストハウス長期使用許可書” (Permission for long-term residence).
  
- f. Procedure for moving in
  - i. Applicants who have received permission must complete the following procedures on moving in:
    1. Submission of the “岡山大学倉敷ゲストハウス長期使用届” (Notification of Arrival for long-term residence) and the “誓約書” (Written Oath) to the Institute of Plant Science and Resources Administration Office. These forms are available at the Institute of Plant Science and Resources Administration Office.
    2. Key delivery:
      - a. The building pass card and room key will be handed over at the guest house on moving in.
      - b. In case of after business hours, residents or their substitutes should receive the keys at the guest house during business hours on the day before the move.  
\*business hour for the guest house  
16:00 p.m.-19:00p.m.
      - c. Facility and Equipment inspection must take place on moving in. Please check by the checklist for furniture & appliances. Any damage or missing equipment must be immediately reported to the Institute of Plant Science and Resources Administration Office.
  
- g. Cancellation
  - i. A qualified applicant who does not arrive on the correct date or time without a reasonable excuse will automatically have their residence permission CANCELLED.
  
- h. Procedure for stopping long-term residence
  - ii. Residents who wish to stop long-term residence and change to short-term residence must submit “岡山大学倉敷ゲストハウス長期使用中止届” (Notification of Stopping long-term residence) to the Institute of Plant Science and Resources Administration Office.
  
- 6. Moving out
  - a. Residents must vacate their rooms when their period of stay is over.
  
  - b. Procedures for moving out:
    - i. Submission of notification of moving out
      1. Residents who have stayed longer than one month must submit “岡山大学倉敷ゲストハウス退去届” (Notification of Departure for long-term residence) to the Institute of Plant Science and Resources Administration Office or the manager at least two weeks before moving out.
      2. Residents who have stayed from two weeks to one month must submit “岡山大学倉敷ゲストハウス退去届” (Notification of Departure for long-term residence) to the Institute of Plant Science and Resources Administration Office or the manager one week before moving out.
    - ii. cleaning, outstanding rent and utility bills and inspection
      1. Rooms, equipment and furnishings must be returned to their original state on

- moving out.
- 2. Outstanding rent and utility bills must be settled with the Institute of Plant Science and Resources Administration Office.
- 3. Residents need to pass inspection by the Institute of Plant Science and Resources Administration Office few days before moving out.  
The pass card and room key are returned to the manager on moving out.
- iii. Note: Residents who fail to clean their room, leave behind damage or whose room has missing items will be charged the costs incurred to restore the room to its original state.

## 7. Eviction

- a. The Institute of Plant Science and Resources issues a warning card per violation to violators of the rules at the guest house. In some cases, violators of the rules will be served an eviction order to leave the guest house immediately. For details, please refer to P.20.

## 8. Rent, Utility fees and Rental fee for a bedding set

### a. Rent

- i. Payment of rent is monthly.
- ii. Rent payments cannot be refunded.
- iii. Rent:30,000 yen per month  
Rent and other charges are regulated under “岡山大学倉敷ゲストハウス使用規程” (Okayama University Kurashiki Guest House regulations).

- 1. for tenancy less than one half of the month, half a month is charged.  
→15,000yen
- 2. for tenancy greater than one half of the month, the full month is charged.  
→30,000yen

### iv. Payment method

- 1. tenancy of more than 1 month for Exchange students and researchers:
  - a. rent is due before the 5<sup>th</sup> of each month. Residents pay the Institute of Plant Science and Resources Administration Office:
    - i. in the case of tenancy beginning after the 5<sup>th</sup> of the month, residents must pay the Institute of Plant Science and Resources Administration Office on moving in;
    - ii. in the case of tenancy ending before the 5<sup>th</sup> of the month the rent due by the date of moving out must be paid to the Institute of Plant Science and Resources Administration Office no later than one week before moving out.
  - b. tenancy from two weeks to one month for Exchange students and researchers:
    - i. rent is paid to the Institute of Plant Science and Resources Administration Office on moving in.

### b. Utility fees

- i. Payment of utility fees is monthly.
- ii. Residents must pay for their personal consumption of electricity, gas and water. Utility consumption is metered for each residence.
- iii. Utility fee payment
  - 1. Electricity, gas and water consumption fees are calculated by the Institute of Plant Science and Resources Administration Office. The fees must be settled with the Institute of Plant Science and Resources Administration Office by the

due date on each invoice.

2. Utility fee payments cannot be refunded.

c. Rental fee for a bedding set (only for the residents who rented the bedding set)

- i. Rental fee is monthly.
- ii. Rental fee cannot be refunded.
- iii. Rental: 40 yen per a day
- iv. Payment

Rental fee is calculated by the Institute of Plant Science and Resources Administration Office. The rental fee must be settled with the Institute of Plant Science and Resources Administration Office by the due date of the invoice.

## 9. General Rules

a. Concerning the facility, equipment and fixtures

- i. Residents should always keep in mind the facility, equipment and fixtures are provided for their convenience and the convenience of future residents.
- ii. Where a resident causes damage or loss restitution of the equipment, fixtures or facility to their original state lies with the responsible party. When a resident leaves a mess reimbursement for cleaning costs lies with the responsible resident.
- iii. Residents may not repair or remodel the facilities, equipment or fixtures. Residents may adjust the position of the furniture in their rooms if the furniture can easily be returned to its original position.
- iv. Residents must immediately inform the manager in the event of breakdowns in electricity supply, gas, water, air conditioning or other provided items.
- v. Residents are asked not to use high power demand electrical appliances simultaneously as this will overload the wiring and trip the electrical breakers.

b. Fire, Natural Disasters and Emergencies

- i. Fire prevention is the responsibility of every resident. Fires are a major risk. Residents must follow fire prevention practices. Residents may not use oil or kerosene fired heaters in their rooms; residents must use the provided electric air conditioning.
- ii. Kurashiki Guest House is completely no smoking in all locations whether public spaces, shared areas or private rooms.
- iii. Each room has a fire alarm. Residents must not interfere in ANYWAY with the operation of the fire alarms in personal rooms. If there is a problem with a room fire alarm, residents must contact the manager.
- iv. Fire alarms and fire extinguishers have been installed on each floor. Residents must familiarize themselves with the location and operation of the fire protection equipment at the earliest opportunity.
- v. Residents are asked to turn on the fan when cooking to prevent the triggering of the fire alarm.
- vi. Hallways and balconies must be kept clear at ALL times. NO personal items or garbage may be left in the hallways at ANY time.

c. Earthquake

- i. Earthquakes are a constant and very real danger in Japan. Residents are asked to familiarize themselves with how to survive an earthquake and practice evacuation from a building post-earthquake. Residents should also prepare individual post-earthquake

survival kits.

d. Emergency notification

- i. In case of fire or any other emergency residents should ensure their personal safety and then inform the manager at the earliest possible opportunity.
- ii. In the case of the absence of the manager, residents need to learn the following emergency contact numbers:

消防署 (Fire Department)	119	fire – rescue – emergency ambulance
警察 (Police)	110	crime – theft – traffic accident

e. Sickness and injury

- i. Residents are asked to inform the manager when they are sick, injured or need to see a doctor.
- ii. In case of emergency or after business hours, residents must directly contact Emergency Ambulance service.

救急車 (Ambulance)	119	fire – injury - emergency
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f. Staff authority to enter private rooms

- i. In principle a resident's permission is needed when a normal facility inspection is carried out. However, in case of emergencies (e.g. fire), staff have the authority to enter a resident's room.

g. Keys

- i. The safe keeping of the pass card and the room key is the responsibility of the resident for the duration of their tenancy. In the event of loss or breakage residents must immediately inform the manager. In case of after business hours, there is no key delivery. The cost of replacing the key or pass card is borne by the resident.
- ii. Under no circumstances may the residents lend or provide the key or pass card to other parties; residents may not make copies of their keys or pass cards.

h. Shoes off

- i. Residents are asked to remove their shoes and change to provided room shoes before entering the guest house.

i. Health and Hygiene

i. Cleanliness, Mutual Respect and Order

1. Cleanliness

- a. Residents must always remember to respect the expectations of the other residents for a clean, healthy living space.
- b. Under no circumstances may trash be left in the hallways; the hallways must be kept clear at all times in case of emergency evacuation.

2. Mutual Respect

- a. Residents are expected to show a high level of respect towards each other.
- b. Noise







- k. Pets are not allowed in Kurashiki Guest House.
- l. The use of shared facilities
- i. Laundry room
    1. Machines on 2<sup>nd</sup> floor are only for women.
    2. The laundry room is open from 7 a.m. to 10 p.m. daily. Residents are asked not to use the laundry room outside of these hours to avoid bothering other residents.
  - ii. Meeting room:
    1. the meeting room may be used from 8:30a.m. to 9 p.m.
    2. if residents wish to use the meeting room, they must contact the manager or the Institute of Plant Science and Resources Administration Office through supervising professors in advance.
    3. While using the meeting room of Kurashiki Guest House residents are asked not to disturb other residents or neighbours.
    4. Note: after using the meeting room of Kurashiki Guest House residents are expected to clean up, dispose of garbage and return the facility to its previous condition. Residents who do not after using the meeting room will have their usage privileges revoked.
  - iii. Common kitchen and toilet are not allowed to use. Long-term residents are asked to use the kitchen and toilet in their own rooms.
- m. Telephone
- i. The telephone in the manager's office may not be used.
  - ii. In principle the office does not accept outside calls for residents.
- n. Mail and parcel
- i. Mail and parcels will be delivered to the Institute of Plant Science and Resources Administration Office. After receiving the contact from the office staff, please come to

the office and pick up mail and parcels.

- o. Parking
  - i. Bicycles
    - 1. Bicycles must be parked and locked in the indicated bicycle parking area. Bicycles must not be parked in the road or obstructing the entrance to the facility.
  - ii. Cars
    - 1. Residents may not park cars at Kurashiki Guest House. There is no car parking at Kurashiki Guest House.
- p. Bedding
  - i. Residents must provide their own bedding. Residents can rent Futon sets through their supervising professors. If Residents require bedding, inform their supervisors. The covers, sheets and blanket are not included in the futon set. Residents must provide them by themselves. Price is as follows:
    - Futon set (quilt, pillow and mattress pad)
    - Rental : 40yen per a day
- q. Meetings
  - i. Meetings may take place until 9 p.m. nightly.
  - ii. Meetings outside hours or in each room are strictly forbidden.
- r. Visitors staying over
  - i. Visitors (including family.) are not allowed to stay over in the resident's room under any condition. Residents are not allowed to sublet or lend out their rooms. Residents who fail to observe these rules will be evicted immediately.

If visitors want to lodge in the guest house, they may lodge there at the ordinary price.

    - Ordinary price;
    - Single (per night):3,000yen or 3,500yen
    - Twin (per night):6,500yen
- s. Absence and Extended Travel
  - i. Residents are asked to inform the Institute of Plant Science and Resources Administration Office or the manager when they plan to stay out or be absent for a certain period (for more than 7days). This is to enable efficient contact in the emergency.
- t. Theft
  - i. Japan, like any other country, has problems with theft. Okayama University laboratories and other facilities are prone to theft. Residents are asked, therefore, to take due precautions to prevent theft. When leaving their rooms residents should lock all windows and doors. Bicycles should always be locked wherever parked at all times. The Institute of Plant Science and Resources will not be responsible for any loss or theft in the guest house.
- u. Miscellaneous
  - i. To prevent crime the entrance door to Kurashiki Guest House must be kept locked during the following time.
    - 7:00 p.m-4:00p.m. (following day)

New Year holidays: all day

1. Residents are asked to remember to bring their pass card and room keys any time they are out of Kurashiki Guest House.
- ii. In the case of a situation not covered by this guide the Institute of Plant Science and Resources will issue appropriate guidelines.

## DETAILED EVICTION REGULATIONS FOR OKAYAMA UNIVERSITY KURASHIKI GUEST HOUSE

### Article 1: Objective

These Detailed Regulations provide for formalities and other related matters about the eviction order established in the provisions of Article 7 of the Rules & Regulations for Okayama University Kurashiki Guest House.

### Article 2: Purpose

The purpose of the Eviction procedures is to maintain the safety and calm atmosphere of the residences; long-term residents who have repeatedly or continually caused disruption, nuisance, or safety violations, after warning by Okayama University, will lose their right of residence in Kurashiki Guest House.

### Article 3: Distribution of “The Guide to Okayama University Kurashiki Guest House for Long-term Residents” on Moving in

The Institute of Plant Science and Resources distributes “The Guide to Okayama University Kurashiki Guest House for Long-term Residents” to long-term residents on moving in and asks long-term residents to submit a written oath of good conduct.

### Article 4: Measures for violators

The Institute of Plant Science and Resources issues a warning card per violation to violators of the rules listed in Table 1.

### Article 5:

The long-term resident who receives 3 warning cards during their period of residence (including the previous period of residence) loses their residence and must leave Kurashiki Guest House.

### Article 6:

Violators of the rules listed in Table 2 will be served an eviction order to leave Kurashiki Guest House immediately.

### Article 7:

If the Institute of Plant Science and Resources takes measures (Articles 4-6), the Institute of Plant Science and Resources will submit a report to the violator’s supervisor.

#### <Table 1: one warning card>

1. failing to pay at least any one of rent, utility fees, rental fee for a bedding set after due notice;
2. smoking at the guest house ;
3. failing to obey the rule of taking shoes off;
4. entrusting their room key to a third person or making a spare room key;
5. failing to be quiet and disturbing other residents either after 10:00 p.m. or causing loud noise disruptions during other periods of the day;
6. causing offensive odors that may disturb other residents;
7. failing to conform to the disposal of garbage as detailed in the Guide to Okayama University Kurashiki Guest House for Long-term Residents and the notice posted in the garbage shed;
8. leaving personal items or garbage in the hallways or anywhere else except the resident’s room and disturbing other residents;
9. parking on the grounds of the Institute of Plant Science and Resources or near there;
10. parking bicycles or motorcycles outside of the appointed area;
11. using electric or kerosene heaters in the resident’s room;
12. using washing machines in the residents’ rooms ;
13. failing to obey the hours of use for the common spaces;
14. failing to clean up the common spaces after use;
15. using the common kitchen and the common toilet without permission;
16. failing to clean up the resident’s room or dispose of their garbage;
17. changing or modifying the public use facilities, personal rooms or room contents;
18. failing to inform the manager or the administration office when the resident plans to stay out or be absent for more than 7 days;
19. failing to observe instructions about emergency notifications, sanitation, and hygiene of Kurashiki Guest House; or,
20. causing interference with the management of Kurashiki Guest House

#### <Table 2: eviction order>

1. accommodating non-residents lodging at the resident’s room;
2. using the resident’s room for purposes other than the original intent (including subletting the room);
3. having a pet in Kurashiki Guest House;
4. failing to replace or repair to the original condition any part of Kurashiki Guest House or any of its contents that the resident has damaged, destroyed, or lost;
5. making extraordinary noise that disturbs other residents greatly;
6. causing extraordinarily offensive odors that disturb other residents; or,
7. causing extraordinary interference with the management of Kurashiki Guest House

### ADDITIONAL PROVISIONS

These Detailed Regulations shall be effective as of August 1, 2013.