

September, 2021

# RESIDENCE POLICIES



This guidebook lists important information pertinent to Marikoji Kaikan residents. We ask that you carefully read through all Residence Policies.

Kyoto Institute of Technology  
International House (Marikoji Kaikan)

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# INTRODUCTION

## 1. Room Keys

On your arrival at Marikoji Kaikan, go to the office to receive your room key. A key is necessary every time you leave or enter Marikoji Kaikan, check your mailbox, go to the Marikoji Office, do laundry, etc. You are expected to keep your room key with you at all times. Avoid losing or misplacing your room key. Replacement keys may be obtained from the Marikoji Office for a fee (¥2,200).

## 2. Confirmation of Residence Period

Be aware of the ending date of your period of residence by marking it on your calendar.

京都工芸繊維大学国際交流会館  
INTERNATIONAL HOUSE, KYOTO INSTITUTE OF TECHNOLOGY  
入居許可通知書  
PERMISSION FOR ADMISSION

Date: 2015年 9月 7日  
          year   month   day

To: Mr. \_\_\_\_\_

京都工芸繊維大学国際交流会館長 森本 一城  
The Director, MORIMOTO, Kazunari  
International House,  
Kyoto Institute of Technology

申請のあった京都工芸繊維大学国際交流会館への入居については、下記のとおり許可したので通知します。  
Your application for admission has been accepted for the following period.

1. 入居許可期間   自 2015年 09月 24日 至 2016年 03月 18日  
Period of Residence   From \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day through \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day

2. 宿泊室番号   第 B107 号室  
Apartment Number   No. \_\_\_\_\_

3. 寄宿料・施設使用料   1か月 5900 円  
Rent   Per month \_\_\_\_\_ yen

ただし、外国人研究者が月の途中で入居又は退去する場合の当該月の施設使用料の額は、日割額により算出した額とします。  
Note: The rent of a scholar-resident arriving or leaving in the middle of a month is calculated on a daily rate.

備考 1. 入居を許可された者は、入居の際入居届を提出してください。  
Upon taking up residence, a person granted permission for residence at the House shall submit the following form: "Report of Entrance into International House" (Form 5).

2. 入居を許可された者は、入居許可期間の初日から10日以内に指定された宿泊室に入居してください。  
A person admitted for residence shall move into the apartment within 10 days of the beginning of the stipulated period.

3. 入居者は、京都工芸繊維大学国際交流会館規則等に違反した場合は退去しなければなりません。  
Residents who do not keep the Rules and Regulations of the House will be required to leave.

4. 入居者は、施設使用料又は寄宿料のほか、電気、水道、その他の料金を実費負担しなければなりません。  
Residents must pay for the electricity and water they use, and other such bills besides the rent.

5. 寄宿料・施設使用料の改定が行われた場合は、改定時から新料金となります。  
When rent amendment is performed, a new rent is applied from the time of amendment.



### 3. Shared Facilities

Facility	Location
Lobby	1 <sup>st</sup> Floor
Smoking area	1 <sup>st</sup> Floor
Japanese Room	Tower D, 2 <sup>nd</sup> Floor
Lounge	Tower D, 2 <sup>nd</sup> Floor
Study Room	Tower D, 2 <sup>nd</sup> Floor
Kitchen & Dining Room	Tower D, 2 <sup>nd</sup> Floor
Laundry Room	Tower D, 1 <sup>st</sup> Floor Connecting Corridor from Tower A to B, 3 <sup>rd</sup> Floor

### 4. Furnishings

	Items which are equipped in all types of rooms	Items in Individual Rooms
Single Room	Air-Conditioner Water Heater	Shoe Box Umbrella Stand Telephone Stand
Couple Room	Bathroom Window Blinds or Curtains Bed	Cupboard Dining Table Dining Chair Washing Machine
Family Room	Wardrobe Book Shelf Modem Study Desk Study Chair	Desk Lamp Electric Hot Water Pot Kitchen Sink IH-Cooking Stove* <sup>1</sup> Hanging Shelf Refrigerator Telephone Ventilation fan Dust Box Microwave Oven

\*1 IH Cooking Stove = Induction Heating, an IH Cooking Stove is a flameless appliance which requires pots and pans with flat, iron bottoms.

### 5. Contact Information

Official Name: Kyoto Institute of Technology International House

Popular Name: Marikoji Kaikan

Address: 6-2 Yoshida Izumidono-cho, Sakyo-ku, Kyoto, 606-8301

Telephone: (075) 761-8764

## **II APPLICATION FOR RESIDENCE AND MOVING OUT**

### **1. Application for Residence**

An applicant must belong to one of the following categories:

- ① International students who are registered at KIT
- ② Foreign researchers who engage in education or research at KIT
- ③ Applicants appointed by the Director  
(Family, defined as one's spouse and children, can live with Marikoji residents provided they receive advance permission from the Director.)

### **2. Period of Residence**

As a rule, the period of residence for international students shall not exceed one year or two semesters. Please refer to "Permission for Admission."

### **3. Withdrawal of Permission for Admission**

The residential agreement may be cancelled in any of the following circumstances:

- ① If the resident has lost residential qualification (drops out of, or is expelled from KIT)
- ② If the resident has not paid expenses, fees or charges
- ③ If the resident has not made required compensation
- ④ If the conduct of the resident is considered to pose a serious problem in the International House

### **4. Procedures for Moving Out**

Residents moving out should submit a "Moving Out Notice" to the Marikoji Office no later than two months prior to the moving date. The Office Administrator will check your room about a week before you move out.

Leave your room exactly as it was when you moved in. All unwanted items must be disposed before the room inspection.

See page 10 for garbage collection information.

Consult an office administrator when you need to dispose garbage on a non-collection day.

### **5. Room Changes**

As a general rule, residents are not allowed to change rooms. In exceptional circumstances with an adequate reason, room change may be accepted after paying a cleaning fee. (Residents may move for free if there are malfunctioning utilities.)

### III MAINTENANCE CHARGES

#### 1. Rent and Other Fees (Students)

① Rent and other fees should be paid according to the following:

Type of Room	Rent (Monthly)	Member-ship fee (Monthly per person)	Water charge (Monthly per person)	Common Services Fee (Monthly)	Rental bed linen (Monthly Per person)	Cleaning Fee (On arrival)
Single Room	¥12,600	¥500	¥1,400	¥2,900	¥1,155	¥15,500
Couple Room	¥20,300			¥3,000		¥24,000
Family Room	¥30,300			¥3,100		¥31,500

Rent and other fees are subject to change.

#### Rental bed linen

All residents must rent bed linen.

Rental items・・・ duvet, thin comforter, pillow, blanket, towel blanket,  
two duvet covers, two pillow covers, two sheets

#### Note:

- Residents must pay fees a month in advance. (In the month you move in, you must pay for two months.)
- Students must pay rent for the entire month even if they are not there for the full month.
- Rent, once paid, cannot be returned under any circumstance.
- Residents should pay Kansai Electric Power Co, Inc. directly for electricity use as billed monthly. You will receive bills and must pay at a convenience store using a payment slip. (To start the water heater, the contract will be concluded the day before the move-in date.)
- Persons residing in Marikoji Kaikan less than three months pay ¥200 per day for electricity use to Marikoji Residents' Association (not Kansai Electric Power Co, Inc.). (The charge for couple room is ¥350 and for family room is ¥450 per day.)

#### ② Method of Payment

Persons residing in Marikoji Kaikan must pay the rent and other fees by the end of each month at a convenience store using a payment slip. These slips will be put in resident mailboxes around the 20th of each month.

## 2. Rent and Other Fees (Researchers)

① Rent and other fees should be paid according to the following:

Type of Room	Rent		Member-ship fee (Monthly per person)	Water charge (Monthly per person)	Common Services Fee (Monthly)	Rental bed linen (Monthly per person)	Cleaning Fee (On arrival)
	Monthly	Daily					
Single Room	¥17,300	¥580	¥500	¥1,400	¥2,900	¥1,155	¥15,500
Couple Room	¥39,000	¥1,300			¥3,000		¥24,000
Family Room	¥54,900	¥1,830			¥3,100		¥31,500

Rent and other fees are subject to change.

### Rental bed linen

All residents must rent bed linen.

Rental items・・・ duvet, thin comforter, pillow, blanket, towel blanket,  
two duvet covers, two pillow covers, two sheets

### Note:

- Residents must pay fees a month in advance. (In the month you move in, you must pay for two months.)
- Rent, once paid, cannot be returned under any circumstance.
- Residents should pay Kansai Electric Power Co, Inc. directly for electricity use as billed monthly. You will receive bills and must pay at a convenience store using a payment slip. (To start the water heater, the contract will be concluded the day before the move-in date.)
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### ② Method of Payment

Persons residing in Marikoji Kaikan must pay the rent and other fees by the end of each month at a convenience store using a payment slip. These slips will be put in resident mailboxes around the 20th of each month.

## IV DAILY CONCERNS

### 1. Paperwork

Be sure to submit a document in the following cases.

Situation	Document	Deadline	Submit at
Moving in	Report of Entrance Furnishings Report	The day you move in	Marikoji Office
Moving out	Moving Out Notice	No later than two months prior to the moving date	
Holding meetings and events in lobby, lounge, Japanese room or kitchen & Dining room	Usage Request	The day before use	

### 2. Mail and Packages

Ordinary mail is delivered to your mailbox on the first floor. Be sure to check your mailbox every day.

Registered mail and packages are received by the Office Administrator. He/she will keep them in Marikoji Office and write your room number on the bulletin board in the lobby to notify you of package arrival. Please pick up registered mail and packages during office hours when you see this notice.

The Marikoji Office does not accept cash-on-delivery mail or packages. Be sure you are available when such items are to be delivered.

### 3. Rules for Garbage Disposal

There are strict rules on disposing garbage in Japan. Please separate garbage according to the following rules and dispose of it **at the designated dates and times**. **Do not leave bags out on the previous night.**

Collection Classification	Collection Day	Designated bags
Household garbage	Mondays & Thursdays by 8:00 AM	 Yellow bag
Clean Plastic Containers Plastic bags, Plastic wrap 	Wednesdays by 8:00 AM	 Transparent bag
Cans, Glass Bottles PET Bottles	Fridays by 8:00 AM	 Transparent bag
Small Metal Objects Spray cans	2 <sup>nd</sup> Wednesdays by 8:00 AM	Transparent plastic bag labeled “きんぞく (Metal)” written on the surface. <b>Be sure to <u>completely empty</u> cans.</b>
Waste Paper (Envelopes, postcards, wrapping paper, paper bags, brochures, copy paper, etc.)	Anytime	Flatten, fold and tie together with string or put in a paper bag.
Cardboard		Flatten, fold and tie with a string.
Oversized Garbage	Please follow the instructions below.	

Note: **Be sure to use the designated bags.** (Trash in other bags will not be collected.)

Bags will be put in your mailbox at the beginning of every month.

If you need more, please buy them at a convenience store or supermarket.

#### Disposing of Oversized Garbage

First, please do your utmost to sell or give your unwanted things to those who need them. You can leave them at the swap area of the lobby for new residents. Please show your items to an office administrator or a tutor before leaving them the area.

If disposal is unavoidable, call the “Large trash collection center” (phone number: 0570-000-247) and purchase “*Sodai gomi ken* (Bulk Garbage Service Charge Tickets)” at a convenience store. Without this ticket, you cannot dispose of oversized garbage (*Tatami*, furnitures and electric appliances).

Illegal dumping is strictly prohibited and is subject to penalties including imprisonment of up to 5 years or fines of up to 10 million yen. In some cases, offenders are deported.

#### When you move out

All unwanted items must be disposed of before the room inspection. Consult an office administrator when you need to dispose of garbage on a non-collection day.

#### 4. Marikoji Kaikan and Room Rules and Cautions

##### ① Rules and cautions of Marikoji Kaikan

- (1) Smoking is not allowed in Marikoji building. Do not smoke even when you are in your own room. The outdoor smoking area on the first floor is the only area designated for smoking.
- (2) The entrance door will be locked at 9:30 pm (at 6:00 pm on Saturdays, Sundays, and holidays) If you need to enter Marikoji after 9:30 pm, use your room key to open the North entrance. Close the door immediately after you enter because the alarm bell will ring if you keep the door open for more than 30 seconds. When you come back late at night, be quiet and do not disturb your neighbors.
- (3) Do not have parties or be noisy after 9:30 pm.
- (4) Visitors must sign the visitors list in front of the Office. They are not allowed in the building after 9:30 pm.
- (5) You may not let visitors stay overnight in your room even if the visitor is a close friend, family member or relative. If you are seriously ill or injured and need a caregiver to stay with you, inform the International Affairs Office and request caregiver permission.
- (6) You are not allowed to park motorbikes with engines larger than 50 cc or cars at Marikoji. Bicycles and motorbikes must be parked in the designated bicycle parking area. Never park them on the street. Register your bicycle or motorbike and put a Marikoji sticker on it.
- (7) Keeping pets is not allowed. This includes fish, gerbils, hamsters, crickets and beetles.
- (8) KIT and the International House are never responsible for stolen items. Lock your door whenever you are not in your room.



#### **WARNING**

If you ride a motorbike or bicycle, you **MUST** register your bicycle in your name. If you ride a bicycle registered in someone else's name, the police can arrest you as a thief. Unregistered motorbikes and bicycles may not be parked on Marikoji property.

② Room rules and cautions

- (1) Residents are responsible for providing all non-furniture items. No item listed below may be brought into the building:

Explosives, Toxic materials, Animals, Oil stoves, Portable gas burners, Drugs (all drugs including marijuana are severely prohibited in Japan), Any item prohibited by Japanese law
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No storage facilities are available.

- (2) During routine inspections and/or repair of facilities and equipment, staff members of the International House and KIT International Affairs may enter your room in your presence. In emergencies such as fire or major earthquakes, staff may enter your room without your presence or consent. (If the door chain prevents us from entering the room, we will cut through it.)
- (3) Do not dispose of food scraps or oil in the sink. (Products for easy oil disposal are sold in supermarkets.) If the drainpipe becomes clogged, you will be charged for repairs. When you drain water with food scraps from the sink, be sure to use the drain basket strainer in the drain hole.
- (4) Keep your room clean. You can borrow a vacuum cleaner from the Marikoji Office.
- (5) Clean the heating/air conditioner filter once a week.
- (6) Occasionally clean the walls with a damp cloth in winter to prevent mold and mildew. Spores thrive in damp places. Please open the windows to let in fresh air or turn on the ventilation fan at some point each day.
- (7) Do not flush anything other than toilet paper or human waste down the toilet.
- (8) When your room light bulb burns out, purchase a new one and change it yourself.
- (9) Scotch tape leaves marks on the wall. Do not damage the walls or put scotch tape on the wall. Do not make holes in the wall or insert hooks.

## V EMERGENCY READINESS

### 1. Requirements of Residents

- All residents of Marikoji Kaikan are obligated to be vigilant about any potential sources of fire and to prevent the outbreak of room fires.
- Marikoji Kaikan is under KIT management. It being a communal facility, however, means you, the residents, are responsible for early detection and rapid response to fire.
- Locate the fire extinguisher provided in the hall in front of your room. Maintain an awareness of this location and never place boxes or belongings in its vicinity.
- **Be familiar with the most direct emergency escape route from your room to the emergency exits.**
- Never place boxes or belongings in the halls, stairwell or other escape routes.
- The outdoor smoking area on the first floor is the only area designated for smoking. Smoking is absolutely prohibited in all other areas at all times.

## 2. In an Emergency **First, Be Responsible for Your Personal Safety**

### [Fire]:

- 1) While repeatedly calling out, “KAJI, FIRE” in a LOUD voice, escape from the building.
- 2) If the fire is still small, attempt to put it out with fire extinguisher.
- 3) If the fire has gotten out of hand, escape first and then call 119 (fire department) and report the fire. Say: “Kaji desu. Sakyo-ku Yoshida Izumidono-cho Roku no Ni. Marikoji Kaikan desu. Denwa bango wa nana-roku-ichi-hachi-nana-roku-yon desu.”
- 4) Report the fire to the Marikoji staff or JSB Net Work (0570-200-166).

### [Serious illness or injury]:

Call emergency services at 119. Also let the office administrator know.

### [Theft, accident or intrusion]:

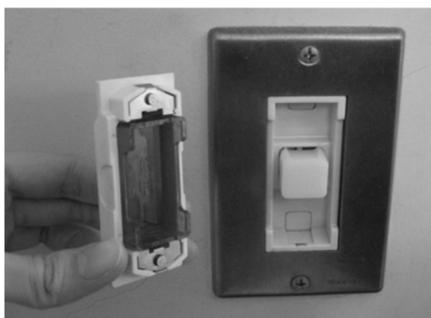
Call the police at 110. Also let the office administrator know what has happened.

### **【Warning Alarm Use】**

The front office will be locked and no security or other personnel will be on the premises after 9:30 pm (or after 6:00pm on Saturdays, Sundays and holidays). If you have an emergency after 9:30 pm, push the warning alarm button. Someone from the security company will come right away.



How to turn off an alarm that has been activated by mistake:

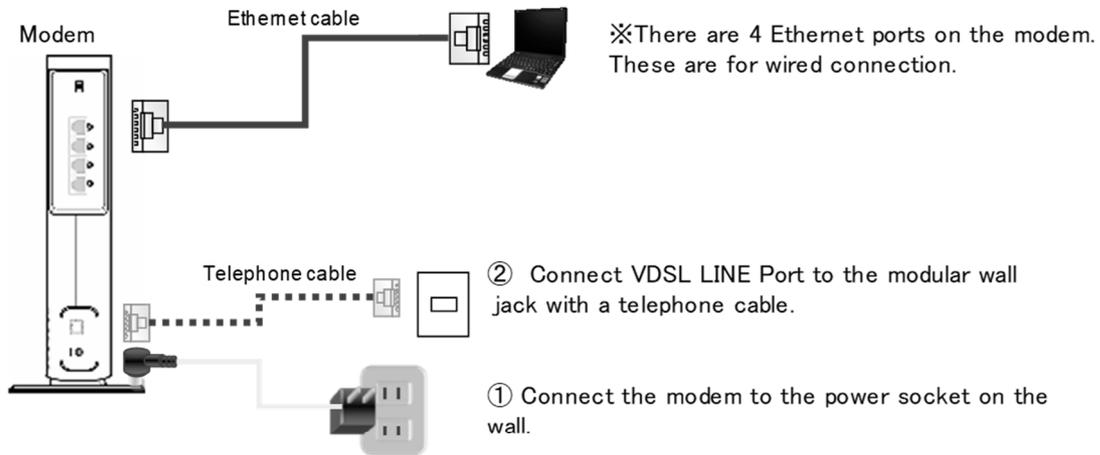


1. Remove the cover.
2. Pull the white button toward you.
3. Replace the cover

# 【INTERNET CONNECTION】

## Two ways to use your modem

### Ethernet cable Connection



#### ● Save electricity

When you push the "ECO" button and hold it in, the "Air" light (Wireless connection) will go off and the device will use less electricity.

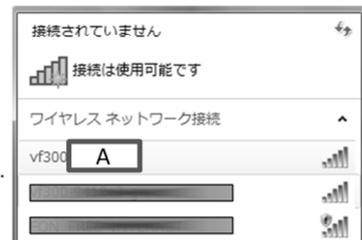
### Wireless(Wi-Fi) Connection

- ① Please confirm that the "Air" light is on. If it is not, Please push "ECO" button and hold it in..
- ② PC setting

1. Click on the (Network) icon at the bottom right corner.



2. Select the network name shown on the side of your modem.



3. Enter your password and click "OK" button.



The label at right is found on your modem. A and B indicate the location of your network name and password.





**バス停 Bus Stop (To KIT)**

- ① 出町柳駅前 (Kyoto Bus #16,17,21,23,41,43)
- ② 百万遍 (Kyoto city Bus #65,206)

**Official Bodies & Banks**

- ① 交番 Police Box
- ② 郵便局 Post Office
- ③ 入管管理局 Immigration Office
- ④ 京都中央信用金庫 Kyoto chuo shinyokinko (currency exchange)
- ⑤ 郵便局 Post office (currency exchange)
- ⑥ 三菱UFJ銀行 Mitsubishi-UFJ Bank (Overseas Cards Usable at ATM)

**バス停 Bus Stop (To Marikoji)**

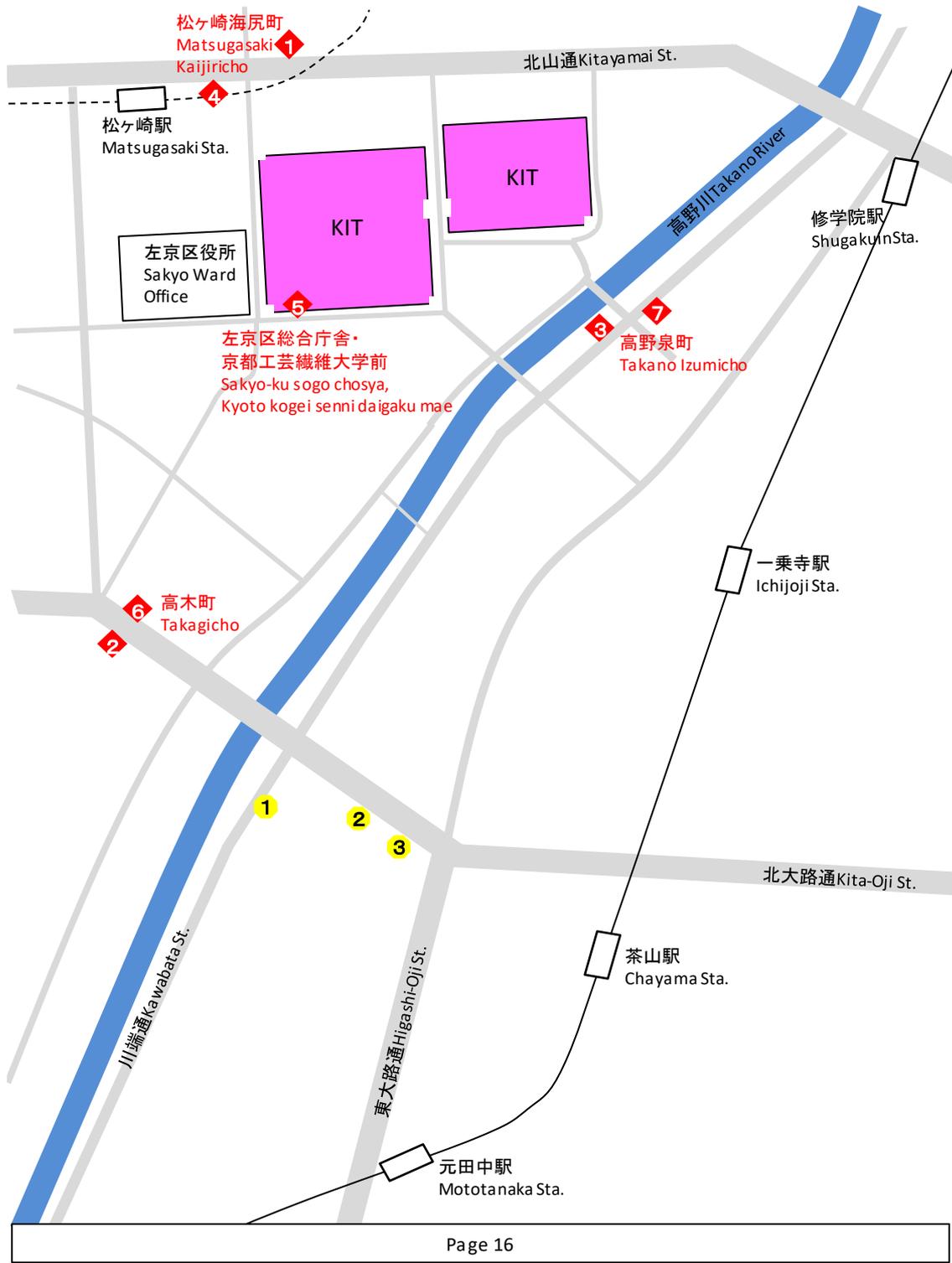
- ③ 出町柳駅前 (Kyoto Bus #21,41)
- ④ 加茂大橋 (Kyoto Bus #16,17)
- ⑤ 百万遍 (Kyoto city Bus #65,206)

**お店 Shops**

- ① コンビニエンスストア Convenience Store
- ② ケーヨーデイツー Ke-yo d2 (variety store)
- ③ エイリン Eirin (Bicycle shop)
- ④ ダイコク Daikoku (Drug Store, 100yen store)
- ⑤ ライフ LIFE (Supermarket)
- ⑥ コレモ COREMO (Supermarket)
- ⑦ 学生リサイクル Gakusei Recycle (thrift shop)

**避難場所 Refuge areas**

- 鴨川左岸 Left bank of Kamo River



**バス停 Bus Stop (To KIT)**

- ① 松ヶ崎海尻町 (Kyoto city Bus #65)
- ② 高木町 (Kyoto city Bus #206)
- ③ 高野泉町 (Kyoto Bus #16,17,21,23,41,43)

**バス停 Bus Stop (To Marikoji)**

- ④ 松ヶ崎海尻町 (Kyoto city Bus #65)
- ⑤ 左京区総合庁舎・京都工芸繊維大学前 (Kyoto city Bus #65)
- ⑥ 高木町 (Kyoto city Bus #206)
- ⑦ 高野泉町 (Kyoto Bus #16,17,21,41)

**お店 Shops**

- ① 洛北阪急スクエア (Shopping mall)  
Rakuhoku Hankyu Square
- ② イズミヤ Izumiya (Shopping mall)
- ③ ビックカメラ Bic Camera (electronics retail store)

# 松ヶ崎キャンパス案内 MATSUGASAKI CAMPUS MAP

