

Hinoki Dormitory Guidebook

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Educational Affairs Office

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1. Overview of Hinoki Dormitory

(1) Purpose

The Hinoki Dormitory provides a suitable environment for students to study. Through cohabitation with students from Japan and foreign countries, it also intends to help students build a global network, develop a healthy and broad mind, and stand as global human resources.

(2) Management policy

The Hinoki Dormitory is managed as:

- a place of learning where students with financial difficulties can enjoy a safe living;
- a place to deepen mutual understanding between Japanese and foreign students and stimulate globalization; and
- a place of social learning through dormitory life and exchanges with the local community.

(3) Name and location

Name: Hinoki Dormitory, Tokyo University of Agriculture and Technology

Location: 2-48-1 Saiwai-cho, Fuchu-shi, Tokyo 183-0054

Phone: 042-334-0222 (Dormitory Manager's Office)

(4) Facilities and equipment

Reinforced concrete 5-story building, 111 rooms (1–2F for men; 3–5F for women)

Single room (about 16 m²) with air conditioner, bath, toilet, mini-kitchen (IH cooking stove), desk, chair, refrigerator, bed, closet, and shoe box.

Community room and laundry room

* Beddings, such as mattresses and bedclothes, and curtains should be prepared by students.

Because the dormitory is a place where many people live, there are rules you have to know about.

This guidebook provides important information on life at the dormitory, including those rules. Please read it carefully so that you can have a comfortable, troubleless time. This guidebook may be revised as necessary.

2. Related Regulations

Please make sure to read the “Dormitory Regulations, Tokyo University of Agriculture and Technology,” “Guidance for Management of Hinoki Dormitory, Tokyo University of Agriculture and Technology,” and the Annex “Important considerations when you live in the dormitory” for information and rules about the dormitory. The following mainly refers to procedural matters.

(1) Application, selection, and admission (Articles 8 and 9 of the Regulations)

Those who wish to reside in the dormitory shall submit the Application for Residence at Student Dormitory together with the documents designated by TUAT. Residents will be selected based on separately specified criteria, and admission will be approved by the Vice President. (Residents who are already living in the dormitory and advance to an upper course must apply again for extended residence.)

(2) Residence period (Article 10 of the Regulations, and criteria for selection)

From the date of admission to the end of the course term. (The standard course term is applied to graduate students.)

* Master’s, first-half doctoral and professional degree students who advance to TUAT doctoral or second-half doctoral courses can extend their residence.

* Undergraduate students who advance to TUAT graduate schools can extend their residence.

* Reasons such as repeating a school year are not accepted to extend your stay at the dormitory.

(3) Cancellation of admission (Article 11 of the Regulations)

Admission to the dormitory may be cancelled if you don’t complete the necessary procedure during the predetermined period or any part of your application turns out to be false.

(4) Boarding fee (Articles 12, 12-2 and 13 of the Regulations)

The monthly boarding fee is 37,800 yen. Besides, the common service fee of 2,200 yen per month is collected. You have to pay these fees for a whole month even if you join or leave the dormitory in the middle of a month. Utilities expenses including electricity, gas and water shall be paid by each student. The boarding and common service fees are withdrawn from your account (except for the first month). The procedure for this account transfer will be announced later.

In addition to the boarding and common service fees, you are required to pay a 30,000 yen move-out cleaning fee at the time of move-in. You need to pay this fee along with the boarding

fee, etc. for the first month by bank transfer.

(5) Facility maintenance and cohabitation (Article 14 of the Regulations)

The dormitory is an asset to be used by many generations of students, so you have to be careful about the maintenance of rooms, common spaces, and other facilities. Be sure to keep them in good condition. You are also urged to understand that the dormitory is a place for communal life. Please make sure to maintain a comfortable environment.

If you damage, destroy or demolish any property intentionally or by serious negligence, you have to pay for expenses necessary for recovery.

(6) Move-out procedure (Article 15 of the Regulations)

When you move out of the dormitory, you have to submit the move-out application for approval. You must have your room inspected, and if any damage to the equipment or fixtures is found, you have to restore it and pay for the cost. This also applies to those ordered to move out.

(7) Expulsion (Article 16 of the Regulations)

If you fall under any of the items of Article 16 of the Regulations, you shall be forced to move out of the dormitory. You are especially urged to avoid actions that may bother people in the local community, the failure to pay the boarding fee, etc., and actions that may corrupt morals in the dormitory.

3. Move-in and Move-out Procedures

Move-in procedure

- (1) Those admitted to the dormitory have to immediately submit the “Pledge for Dormitory Residence” and the “Bank Account Transfer Request” to the Educational Affairs Office or Dormitory Manager’s Office.
- (2) When you move in the dormitory, you have to immediately submit the “Notification of Residence” (and the “Bank Account Transfer Request,” if not yet submitted) to the Dormitory Manager’s Office. Show the “Permit for Residence” to the Dormitory Manager and receive a key to your room. Other procedures will be explained to you by the Dormitory Manager.
- (3) The move-in should occur between 9:00 and 17:00 and within a week from the first day of your start month.
Packages should also arrive between 9:00 and 17:00, and you have to receive them personally. When sending packages, you must specify your name (like “New resident, Taro Yamada”) and room number. You can buy daily necessities at a nearby drug store.
- (4) When you move in, you need to inspect your room using the “Room Inspection Sheet” and submit it to the Dormitory Manager’s Office with your sign on it.
- (5) You should pay the boarding fee, etc. for the first month by the 10th of that month using a payment slip you are given when you move in.
From the second month onward, fees will be withdrawn from your account.

Move-out procedure

- (1) When your move-out date is determined, submit the “Move-out Request” to the Dormitory Manager’s Office at least 10 days before the planned move-out date. You have to move out of the dormitory by the 25th of each month.
- (2) When you leave the dormitory, you need to inspect your room using the “Room Inspection Sheet.” Except for aged deterioration, you have to pay for repairing any damage or defect.
- (3) Garbage associated with moving should be sorted out and put out on a designated date and time. Regarding the disposal of large items, notify the Dormitory Manager’s Office and receive its instructions.

4. Rules to be Observed in the Dormitory

Many students are living in the dormitory. Although each student has his/her own room, the dormitory is undoubtedly a place for communal life. Residents vary in where they come from, life style, and life rhythm. Putting yourself in others' shoes is the most important for successful cohabitation. You are encouraged to follow rules to create a livable environment. Also, since the dormitory is located in the residential area, please take special care to keep quiet and clean—not to bother people in the neighborhood.

- (1) Notices from TUAT are shown on the bulletin board in the dormitory. You are responsible for any disadvantage caused by the failure to see these notices.
- (2) You shall use your room and common facilities in a manner that keeps the environment comfortable, and make sure to preserve facilities and equipment, prevent accidents, and maintain health and hygiene. Especially you are required to be careful about noise, drinking and smoking. Smoking is prohibited in the premises of the dormitory. It is also prohibited in rooms and balconies. Drinking alcohol and smoking under the age of 20 is prohibited by law. Violation may lead to disciplinary action or expulsion.
- (3) Do not remodel your room. Do not use pushpins or nails. When you use them, you may need to pay for restoration.
- (4) Visitors cannot stay the night in your room unless they are permitted to do so. Women are prohibited from entering the first to second floors, and men are prohibited from entering the third to fifth floors. Violation may lead to expulsion.
- (5) Clean up your room regularly. A vacuum cleaner is available from the Dormitory Manager's Office.
- (6) Garbage should be sorted out properly, put in a bag designated by Fuchu City with your name and room number written on it, and taken out to a designated place on a designated date and time. Garbage not sorted out will be returned to its owner.
- (7) You can use common facilities, such as the community room and the laundry room (coin-operated washers and dryers), from 8:00 to 21:00. Please keep those places clean. You must not leave your laundry, detergent, or any other personal belongings unattended in the laundry room. Use your own detergent. Drinking is prohibited in common facilities

such as the community room and the laundry room. Do not leave the lights or air conditioning on, and do not make loud noises.

- (8) Mail is placed in your mailbox directly by a postal worker. Please check it every day. In principle, the Dormitory Manager's Office does not receive or keep any packages. If you find an attempted delivery notice in your mailbox, contact the courier company as soon as possible. Please ensure that your address on mail and packages includes your room number (and phone number).
- (9) Each room has TV and internet terminals. Cable TV and internet contracts should be arranged for by each resident.
- (10) The room key is also used as a key to the entrance door (which is self-locking). When you leave your room, make sure to lock the door for security. The room door is not self-locking. The loss of a key will cost 1,000 yen
- (11) If you are absent for more than a week (to go home, for example), please notify the Dormitory Manager's Office.
- (12) Kerosene stoves are prohibited for fire prevention reasons.
- (13) If you find any defect or trouble in the facilities, equipment, or furnishings — such as damage, malfunction, water leakage, roof leakage, or any other water-related incident — please notify the Dormitory Manager's Office promptly.
- (14) There is a bicycle parking lot for dormitory residents. You need to receive a sticker from the Dormitory Manager's Office and put it in a prominent place on your bicycle. Bicycles without stickers will be removed.
- (15) There is no car park in the dormitory. A car may enter the area only when you load or unload packages, etc.
- (16) There is no curfew for the dormitory, but you are encouraged to come home early so as not to affect your academic work. If you come back late at night, you have to be quiet so that you don't bother neighboring residents.
- (17) Students with different ages, majors, hometowns and personalities are living in the

dormitory. Although you have your own room, you are strongly encouraged to be open and interact with other residents in the dormitory.

- (18) Use of the east side door of the community room is prohibited. Keep the room tidy, and after you use desks, chairs and other equipment, put them back to where they were. Personal belongings left will be removed.
- (19) You can use your balcony only for drying the laundry and emergency evacuation.
- (20) The staff, etc. or manager may inspect the facilities in the room and the rental items, etc., in the presence of the resident as required by law. In addition, please be aware that the staff or manager may enter a resident's room without the resident's consent when it is necessary for disaster prevention or when an emergency response is required, such as to confirm the resident's safety. Please be aware that the resident's room may be entered without his/her consent in case of emergency.

5. Emergency Contact Numbers

When trouble happens or you see a suspicious person or object, first contact the following:

- (1) Dormitory Manager's Office: 042-334-0222
- (2) In the case of serious accidents or crimes:
Fuchu Police Station: 042-360-0110
1-10-5 Fuchu-cho, Fuchu-shi

When you are injured or in bad condition, contact the following:

- (1) Health Service Center (Fuchu district): 042-367-5189
(9:00-16:30, Monday-Friday)
- (2) Medical institutions near TUAT that are open at night and on holidays:
(Make a call in advance)
Tokyo Metropolitan Tama Medical Center: 042-323-5111
2-8-29 Musashidai, Fuchu-shi
Japanese Red Cross Musashino Hospital: 0422-32-3111
1-26-1 Kyonan-cho, Musashino-shi
Kyorin University Hospital: 0422-47-5511
6-20-2 Shinkawa, Mitaka-shi
Showa General Hospital: 042-461-0052
8-1-1 Hanakoganei, Kodaira-shi
Okushima Hospital: 042-360-0033
1-22 Miyoshi-cho, Fuchu-shi
Fuchu Iou Hospital: 042-362-4500
1-20 Harumi-cho, Fuchu-shi
Tokyo Inochi no Denwa: 03-3264-4343 (24/7)
Tokyo-Tama Inochi no Denwa: 042-327-4343 (10:00-21:00)

- (3) Medical institutions near TUAT (Health Service Center website)
<https://web.tuat.ac.jp/~health/hospital.html>



ANNEX: Important considerations for the Hinoki Dormitory

Students selected to reside in the Hinoki Dormitory are expected to build and maintain good relations with other fellow residents, both Japanese and foreign, and engage in active international exchanges. Moreover, for its location in a residential area, Hinoki Dormitory residents are expected to engage in building a healthy community by actively participating in local activities such as cleaning of surrounding areas, removing snow in winter seasons, etc.

For the above reasons, all dormitory residents must abide by the following:

- When moving - in/out, avoid disturbing the neighborhood and park any vehicles in the parking space located on the east side of the building.
- Constantly mind to keep the silence and try to avoid unnecessary noise.
- When entering/leaving the building at late hours, mind your voice tone and other noise.
- Do not gather for chatting or doing other activities in the external areas of the dormitory and surrounding areas.
- Mind the door noises when opening/closing the doors to dispose of the garbage or access the bicycle parking space.
- Use of the Community Room is limited from 8AM to 9PM and the east exit must not be utilized.
- Do not to disturb neighboring community with different living habits and religious activities.
- Dispose the garbage in the designated location according to the garbage collection calendar and disposal rules in order not to disturb neighboring residents with bad odors.
- Residents should not allow non - residents and outsiders to sleep in the Dormitory.
- Except for hanging the laundry and for emergency situations, residents must refrain for using/staying in the balcony area.
- Bicycles must be parked in the designated parking area.
- In order to prevent fire accidents, kerosene stoves shall not be used.
- Smokers must mind their smoking manners in order not to disturb non - smoking residents and neighboring community.
- Floors are assigned by gender: 1st to 3rd floors for males and 4th and 5th floors for females. Except for emergency situations, one must not transit in the floors he/she is not assigned to.

Those who fail to comply with the above or disturb the living environment in the dormitory and/or neighborhood may be subject to expulsion or other punishment.