

# Keyaki Dormitory & Sakura Dormitory Guidebook

Be sure to read carefully.

May 2025  
Educational Affairs Office

## 1. Overview of Keyaki and Sakura Dormitories

### (1) About Keyaki Dormitory and Sakura Dormitory

Building No. 1 to 3 of The Keyaki Dormitory was completed during 1966-67 and Building No. 0 in 1972, as welfare facilities of TUAT to provides a suitable environment for students to live and to study as well as to enjoy student life through cohabitation.

Due to ageing of these buildings over 40 years since their completion, Building 0 to 2 and cafeteria section of Building E were renovated in October 2009 and the remaining area in March 2010. Presently, Keyaki Dormitory (men's dorm) consists of 200 rooms, and Sakura Dormitory (women's dorm) consists of 18 upgraded rooms at Building 0.

### (2) Name and location

Name: Keyaki Dormitory / Sakura Dormitory, Tokyo University of Agriculture and Technology

Location: 2-24-16 Naka-cho, Koganei-shi, Tokyo 184-8569

Phone: 042-388-7213 (Caretaker's Office)

### (3) Facilities and equipment

#### ■ Keyaki Dormitory (men's dormitory)

Reinforced concrete 4-story building, No. 1, 2, 3 and E Buildings with 200 rooms.

Single room (about 17 m<sup>2</sup>) with air conditioner, bath, toilet, mini-kitchen (IH cooking stove), desk, chair, bed, closet, and shoe box.

Community rooms (large and small), lounge and laundry room.

#### ■ Sakura Dormitory (women's dormitory)

Reinforced concrete 2-story building with 18 rooms.

Single room (about 14 m<sup>2</sup>) with air conditioner, bath, toilet, mini-kitchen (IH cooking stove), desk, chair, bed, closet, and shoe box.

Lounge and laundry room.

\* For both Keyaki and Sakura Dormitories, 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.

## 2. Related Regulations

Please make sure to read the “Dormitory Regulations, Tokyo University of Agriculture and Technology” 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 hope to reside in the dormitory shall submit the Application for Residence at Student Dormitory (attached) along with the documents designated by TUAT. Residents will be selected based on the criteria specified separately and will be approved by Vice President after the discussion at the Student Life Committee. (Residents who advance to the upper course need to 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 30,000 yen. Besides, the common service fee of 15,000 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, laundry, and Internet usage fees are included in the common service fee. 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 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” to the Student Support Office or Caretaker’s Office.
- (2) When you move in the dormitory, you have to immediately submit the “Notification of Residence” and the “Bank Account Transfer Request” to the Caretaker’s Office. Show the “Permit for Residence” to the caretaker and receive a key to your room. Other procedures will be explained to you by the caretaker.
- (3) The move-in should occur on a weekday between 9:00 and 18:00 and within a week from the first day of your start month. The move-in cannot occur on weekends or holidays.  
Packages should also arrive between 9:00 and 18:00 during above dates, 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 supermarket.

- (4) When you move in, you need to inspect your room using the “Room Inspection Sheet” and submit it to the Caretaker’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 Caretaker’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 Caretaker’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.

- (1) Notices from TUAT are shown on the bulletin board in the dormitory. You are responsible for any disadvantage caused by the failure to read 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 including all 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 Keyaki Dormitory, and men are prohibited from entering the Sakura Dormitory. Violation may lead to expulsion.
- (5) You can use shared washing machines and dryers. You may use them any time except early morning and late night which would be disturbing to other residents. Please clean up the laundry area and the machines after use. Use your own detergents.
- (6) Clean up your room regularly. A vacuum cleaner is available from the Caretaker's Office.
- (7) Garbage should be sorted out properly, put in a bag designated by Koganei 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.
- (8) You can use common facilities, such as the lounge and library any time. If the facilities are locked, please check with the Caretaker before use. Do not leave the lights or air conditioner on, and make sure not to make loud noises.

- (9) Mail is placed in your mailbox directly by a postal worker. Please check it every day. In principle, the Caretaker's Office does not receive or keep any packages. Instead, the Caretaker will make an on-site announcement upon delivery by postal worker, so please come and pick up your package at the office. If you are unable to pick up your package, an attempted delivery notice will be placed 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).
- (10) Each room has TV terminals. Cable TV contracts should be arranged for by each resident.
- (11) 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.
- (12) If you are absent for more than a week (to go home, for example), please notify the Caretaker's Office.
- (13) Kerosene stoves and cassette stoves are prohibited for fire prevention reasons.
- (14) If you find any defect or trouble of the facilities and equipment, including water leak, please notify the Caretaker's Office promptly.
- (15) There is a bicycle parking lot for dormitory residents. You need to receive a sticker from the Caretaker's Office and put it in a prominent place on your bicycle. Bicycles without stickers will be removed.
- (16) There is no car park in the dormitory. A car may enter the area only when you load or unload packages, etc.
- (17) There is no curfew for the dormitory, but you are encouraged to come home early as the neighborhood has limited traffic and rather unsafe.
- (18) 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.

- (19) 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) Monday to Friday 8:30-19:00 \*August and September : 8:30-17:30  
Caretaker's Office: 042-334-0222
- (2) Holidays and outside of the above office hours  
Call Center (BELLSYSTEMS24): 03-3534-2113  
Guards Room, Faculty of Engineering : 042-388-7007  
Koganei Police Station: 042-381-0110  
3-21-3 Minami-cho, Koganei-shi

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

- (1) Monday to Friday 8:30-17:30  
Health Service Center (Koganei district): 042-388-7171
- (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>

