

Tokyo University of the Arts, Geishin Dormitory Admission Guide

1. Purpose of Your Room

- a) You must not use the room for purposes other than residence (as an office or meeting space, or for storage, etc.).
- b) Non-residents must not stay at the dormitory overnight. Male residents must not enter the female residential area and vice versa. This excludes removal staff, couriers, and your family members when you are moving in.
- c) Your family members of the same sex may enter your room, but in principle they must not stay in your room overnight. When you are moving in or when you are unwell, your family members of the opposite sex may enter your room for the purpose of taking care of you after submitting a request to the superintendent.

2. Rent

- a) Monthly rent is 44,900 yen or 83,200 yen.
- b) Utility expenses, cleaning costs and other expenses necessary for maintenance of communal areas such as stairs and corridors are included in the rent.
- c) Your rent for the following month is withdrawn from your designated bank account on the 22nd of the current month.

* Next business day if financial institutions are closed.

(Example) Your rent etc. for May 2017 will be withdrawn on 22 April 2017

- d) Banks through which transactions can be made.

City banks, regional banks, trust banks (Mitsubishi UFJ, Mizuho, Chuo Mitsui, Sumitomo), shinkin banks, labor banks, JA, JP Bank, and Citibank (Japan only) are available.

* Some credit union branches are not available. For details, please contact the following.

Student Apartment General Information Center

(Mainichi Comnet Co., Ltd. Tokyo Station Branch)

Toll-free number 0120-952-473

TEL 03-5204-8502 FAX 03-5204-8503

(Note) The following banks are not available.

- | | | |
|-------------------------|-------------------------------|-----------------------------------|
| • Aozora Bank | • Seven Bank | • JA Chitose Kaitaku (Hokkaido) |
| • Aeon Bank | • Sony Bank | • JA Ashoro Kaitaku (Hokkaido) |
| • Shinsei Bank | • Incubator Bank of Japan | • JA Mitakegahara Kaitaku (Iwate) |
| • Japan Net Bank | • Rakuten Bank | • JA Iwate Seika Hanbai (Iwate) |
| • Shin Ginko Tokyo | • Japan Fisheries Cooperative | • JA Kawakami Bussan (Nagano) |
| • SBI Sumishin Net Bank | • The Norin Chukin Bank | • JA Shimoina Engei (Nagano) |

- e) If the transaction is not completed by the 22nd of the month, or when the transaction cannot be made due to the financial institution being closed, the transaction must be made to the designated account by the end of the month. In this case, you (the leaseholder) must bear the transaction fee.
- f) Please be aware that you must bear the default charges for failing to pay the rent by the end of the month. You will be charged an extra 14% of the rent plus the costs for any contents-certified mail required.
- g) The rent does not include electricity, water, or gas expenses for your room. Please contact the local electricity, water and gas companies, sign a contract and make the payments to them directly.
* If you need support regarding the starting procedure, please contact the superintendent or the above contact (MAINICHI COMNET).
- h) If non-payment of rent persists, or payment is late for 2 months or more, your contract may be canceled due to a loss of trust. Even in such a case, you will be required to bear 3 months' worth of rent as a cancellation fee.
- i) Payments made are not refundable under any circumstances.

3. Admin Fee (One-Time Payment)

- a) The admin fee (one-time payment) is 44,900 yen or 83,200 yen.
The admin fee covers cleaning costs incurred when moving out of the dormitory. Cleaning costs refers to costs incurred for cleaning the room before welcoming the next resident. You will be charged separately for any costs relating to the repair of damage caused, whether accidentally or deliberately, to the walls (wallpaper etc.), the floor (flooring material such as carpet etc.), windows, doors and other fittings, the replacement of lost items, and the disposal of any items left behind.
- b) The admin fee is not refundable under any circumstances regardless of whether you leave the dormitory due to your lease being expired or you leave before your lease expires.

4. Parking Lot, Bicycle and Motorcycle Parking Space

- a) The registration fee for a bicycle parking space is 500 yen (tax included).
- b) The use of a bicycle parking space is available through contract and registration. If you wish to use a bicycle parking space, please contact the superintendent. If you use a bicycle parking space without registration, your bicycle will be removed immediately.
- c) There are a maximum of 10 motorcycle parking spaces. The rental fee is 3,150 yen (tax included) per month. The monthly rental fee must be paid even when you do not use it for the whole month.
- d) If you use the parking space, the fee will be withdrawn from your account on the 22nd of the month together with the rent.
- e) The use of a motorcycle parking space is available through contract and registration. If you wish to use the motorcycle parking space, please contact the superintendent. If you use a motorcycle parking space without registration, your motorcycle will be removed immediately.

- f) You can only have one motorcycle parking space. The space is 1 m wide and 2 m long. If your motorcycle does not fit in the space, you cannot use the parking space. You can only enter the parking area from the North gate. Thus, vehicles which cannot pass through this gate cannot use the parking area.
- g) The car park is only for guests. Residents cannot use the car park. If you need to use the car park to unload your artwork or musical instrument, you can use the car park temporarily after obtaining permission from the superintendent. Please move your car after unloading.
- h) You must not leave your bicycle in a space other than the designated parking area. You must not bring your bicycle into the communal areas such as corridors. You must not leave your bicycle on the streets of the surrounding neighborhood. Please leave your bike in the designated spot. This also applies to motorcycles.

5. Renewal of the Lease

- a) If you wish to renew the lease, please register to renew it on your account page on the website at least 3 months prior to the expiry date of your current lease.
- b) There is no renewal fee or renewal handling fee.
- c) Please be aware that if you do not submit the renewal confirmation, the day your lease expires is the day you must vacate the room.
- d) We do not guarantee that your lease will be renewed. Repeatedly failing to make the payment of your rent in time, or at all, and disobeying the rules will affect the result of the renewal confirmation.

6. Cosigners

- a) To sign a lease, you are required to have a cosigner.

If you are an overseas student and have no cosigner, please contact the International Exchange Section of the International Strategy Division. There is a system available that allows the university to be your cosigner (institution guarantee system). If you use this institution guarantee system, you must join the "Comprehensive Renter's Insurance for Foreign Students Studying in Japan" (insurance premium of 4,000 yen/year, renewed annually). If you do not join this system, you will lose your right to live in the dormitory.

Contact information for "Comprehensive Renter's Insurance for Foreign Students Studying in Japan"

International Exchange Section, International Strategy Division:

pcdintl@ml.geidai.ac.jp

Summary of the system:

<http://www.jees.or.jp/crifs/index.htm>

7. Fire Insurance

You must join an insurance program prescribed by MAINICHI COMNET.
The annual insurance fee is approximately 10,000 yen.

8. Cancellation of Lease before its Expiration

- a) If you wish to cancel your lease before it expires, please register a lease cancellation notification on your account page on the website at least 3 months prior to the date on which you want to cancel the lease. If you do not register a lease cancellation notification the cancellation will not be accepted.
- b) If you do not register the lease cancellation notification 3 months prior to the date on which you wish to cancel the lease, you will be required to pay a penalty equivalent to the rent that would be paid if the cancellation date was 3 months later. Please notify MAINICHI COMNET if you wish to cancel your lease.
- c) When you cancel the lease before it expires, your admin fee is still not refundable.

9. When Moving In

- a) When you move in, please check the items in each room, and the condition of the interior of the room, and fill out the form on your account page on the website.
- b) We plan to provide dormitory orientation towards the end of March in the moving in period. The date will be posted on the noticeboard in the dormitory. New residents must attend. Please contact MAINICHI COMNET about the date and time you will move in.

10. When Moving Out

- a) When you move out, you must arrange for MAINICHI COMNET to inspect your room by the date on which you are planning to move out to ensure that all the items in the room, wallpaper, flooring material, windows, doors, etc. have not been damaged and that none of your belongings have been left behind. You must notify MAINICHI COMNET of the time at which you are planning to move out.
- b) You will be asked to bear any costs necessary to repair any items which have been damaged and any costs necessary to remove your belongings left behind.

11. Visitors

- a) Non-residents may visit the dormitory between 9 AM and 10 PM. When visitors enter the dormitory, they must fill in the visitor notebook.
- b) Visitors are expected to have courtesy and consideration for the residents in the communal areas.

12. No Smoking

- a) On the premises, smoking is prohibited except in the designated smoking areas.
- b) Smoking is prohibited in your room, balcony, and outdoor areas on the premises. Smoking is only allowed in the smoking areas.

13. Consumption of Alcohol

- a) Consumption of alcohol is only permitted in your own room. Consumption of alcohol is prohibited in the communal areas.
- b) Even in your own room, consumption of alcohol is prohibited for individuals under the age of 20 years.
- c) Please refrain from consuming alcohol with a large group of people in your room, making loud noise which may disturb others.
- d) Consumption of alcohol may be permitted temporarily for events and parties organized by the university and MAINICHI COMNET.

14. Putting out Garbage

- a) Following the rules set and distributed by Adachi ward, separate the combustible, incombustible and recyclable garbage, and put them out at the designated time/date and place. Do not put your garbage in the garbage bins in the communal areas.
- b) If you do not separate the garbage, it will not be collected by the garbage collector.
- c) If you breach the rules repeatedly, you may be asked to move out from the dormitory.
- d) If you need to put out large garbage, please contact the superintendent, follow their instructions responsibly and act accordingly. You must bear the cost incurred.
- e) When you move out, the superintendent checks whether large garbage is put out in an appropriate manner.
- f) Dumping large garbage in an inappropriate manner is prohibited by law. If you put out large garbage illegally, you may be asked to move out from the dormitory.

15. Fire Safety

- a) In principle, the use of candles and incense, which may be the cause of a fire, is prohibited within the dormitory. Whether deliberately or accidentally, if you cause damage to the building, room, or items in your room through fire (including a small incident), you must bear any costs necessary for repair, partly or entirely.
- b) Cooking using a fire source other than the built in equipment (IH cooking heater) is prohibited in the room.
- c) Making a bonfire or using fireworks on the premises is prohibited.

16. Rental Items and Linen

- a) If you wish to rent some items or linen, please contact the superintendent.
- b) If you wish to hire any items to be used in your room, please transfer the payment to the designated account and complete the necessary procedure with MAINICHI COMNET before the day on which you wish to use the items.
- c) There are 7 linen items you can rent: quilts, thin quilts, bed pads, pillows, quilt covers, sheets, and pillow cases. At the superintendent's office, you can normally exchange your used quilt covers, sheets and pillow cases with fresh ones on the 1st and the 15th of the month. The fee is 2,680 yen (exclusive of tax) per month. The payment must be made to the designated account of Toyo Jitsugyo Co., Ltd. For details, contact the superintendent.
- d) Please return all rental items by or within the designated time. If you fail to return any items on time, you will be required to pay a penalty.
- e) Please use all the rental items with care. If you damage or lose any of the rental items, whether deliberately or accidentally, you will be required to pay any costs necessary for repair or replacement.
- f) It is prohibited to sublease the rental items to a third party.

17. Baggage Claim and Delivery/Letter Box

- a) At the superintendent's office, we do not keep items delivered to you in your absence.
- b) Please clear your mail box at least once a day and throw out junk mail in the designated trash box.
- c) If you have an item delivered, the notification will be displayed on the machine at the communal entrance or your own intercom. Please take the delivered item immediately. It is prohibited to use the delivery box as storage.
- d) If you leave a delivered item in the delivery box long enough for it to become rotten or moldy, leading to damage or stains, you will be required to bear any costs necessary to bring the box back to the normal condition.

18. Management of the Room

- a) It is your responsibility to keep the room clean and the provided items clean. Please keep the room hygienic.
- b) Please ventilate your room by opening the windows and closet doors occasionally in order to keep it free of mold, condensation, and pests.
- c) It is your responsibility to keep the room mold free. If you fail to do so, you will be required to cover any costs necessary for sanitizing the room. Please ventilate the room thoroughly. If the room still becomes moldy despite your efforts to ventilate it regularly, please notify the superintendent.

Each room has a 24 hour ventilation system. Please do not turn off the 24 hour ventilation system as it is a legal requirement. * Building Standards Act, put into effect on July 1st 2003.

- d) Please do not keep garbage in your room. Put the garbage out on the designated day of the week. Leaving garbage in your room may result in an infestation of cockroaches or other pests. If your room becomes infested with cockroaches or other pests as a result of your neglect, you will be required to cover any costs necessary for sanitizing the room.
- e) You must not leave garbage on your balcony. Put the garbage out in the garbage collection point.
- f) Please do not stick stickers and/or posters, or place hooks on the walls and ceiling. The use of nails on the walls and ceiling is prohibited. If you use an excessive number of thumbtacks and hooks on the walls, we may need to replace the wallpaper. In that case, you will be required to cover the cost.
- g) Renovation of the room is prohibited.
- h) If you wish to place a washing machine in your room, take caution so as not to allow water to leak. Please clean the drain outlet regularly. You will be liable for accidents and damages related to water leakage.
- i) If your room is a Type B room (with soundproof room), please shut the entrance door and sash doors while the room is in use.
- j) If you are placing a washing machine in the designated spot of your room, you must use commercially available vibration control rubber etc. for noise control.

19. Restroom

- a) Do not flush down anything other than toilet paper. Doing so may result in malfunction, blocking of the pipe, or may be the cause of an unpleasant smell. It is prohibited to flush down sanitary goods, kitchen paper, and tissues.
- b) For hygienic reasons, please clean the toilet regularly.
- c) If you block the pipe, whether accidentally or deliberately, you will be required to cover any costs necessary to fix the blockage.

20. When You Leave the Room

- a) When you leave the room, please turn off all the electrical appliances. Especially remember to turn off the air conditioner and IH heater (kitchen cooker).
* Even if you forget to turn them off, we will not enter your room to turn them off if asked, unless it is an emergency.
- b) Do not leave the tap running or the windows open when you leave the room. You will be required to cover any necessary costs if a water leak etc. occurs as a result.
- c) If you will not be leaving your room for 3 days or more, or if you are not returning to the room for 3 days or more, please notify the superintendent.

If you do not notify the superintendent, and do not leave or return for 3 days or more, we may enter your room for safety reasons. Depending on the situation, we will contact your family or university.

- d) If you are not returning to the dormitory for a long period of time, please arrange the payment of your rent etc. (automatic transaction) to be transferred on time.

21. Disaster and Crime Prevention

- a) When you leave your room, make sure that you lock it and that any fire sources are turned off.
- b) When you use the kitchen, be careful with the use of fire.
- c) The management company regularly conducts an inspection for the smoke detectors, drain pipes, and other facilities. You will be notified of the time and date for the regular inspections. If you are not present, the inspector will enter your room and inspect the facilities in your absence.
- d) Apart from the inspections, we may enter your room without your permission when there is water leaking to the room below, noise or an unpleasant smell is affecting the surrounding area, or in case of emergency.
- e) Please cooperate with MAINICHI COMNET for other fire and disaster prevention, facility inspection, training, maintenance, and instruction.

22. Bulletin Board and Other Important Information

- a) Please see the bulletin board on the 1st floor for important information and inspection schedules. Make sure that you check the bulletin board regularly.
- b) Documents which contain important information and delivery notifications will be put in your letterbox. Make sure that you check your letterbox daily.
- c) There is digital signage at the superintendent's office on the 1st floor. In the case of a natural disaster, there will be an emergency announcement from the local council on the digital signage, and in some cases a notification cannot be placed in your letterbox in time, so please check it for yourself. Information other than emergency information may also be distributed via the digital signage.

23. Communal Facilities

- a) Performance Area
Found on the south side of the 1st floor, the 145 m² performance area can be used between 8 AM and 10 PM. It is equipped with a movable stage, spotlights and so on, allowing salon concerts to be held for local residents. As well as music concerts, projectors and screens are also available, various different art exhibitions can be held. When it is not used for events, there are tables and chairs for students to use as a meeting space.

Hours: Between 8 AM and 10 PM

* When the performance area is being used for an event, the time available will be limited.

Making a reservation: If you wish to use the performance area for an event, you will be required to make a reservation.

Reservations must be made from a week to a month prior to the date on which you wish you use the room.

1. On the website, select Reservation → University Approval → Permission.
2. At the superintendent's office, select Reservation→University Approval→Permission.

Fee: Free

Other: In the performance area, you can only play music or consume alcohol when you have permission from the university. Smoking is prohibited in the performance area. Please read the performance area use guidelines.

b) Communal Lounge

On 8 floors from the 2nd floor to the 9th floor, there is a communal lounge (16.5 m²). Communication between the students of different floors can take place here. There are chairs and tables.

Hours: Open 24 hours

Please do not disturb the surrounding area by making too much noise late at night.

Making a reservation: No reservation required.

Others: Smoking and consumption of alcohol are prohibited. Please read the communal lounge use guidelines.

c) Studios

The dormitory is divided into 4 buildings. Each building has 4 studios. There are 16 studios in total. One of the buildings has darkrooms for photographic studies etc. Outside the building, there is a concrete area and an earth area which you are entitled to use for outdoor productions.

Hours: Open 24 hours Reservation required.

Studios can be hired out to non-residents.

*For non-residents' use, the hours are between 9 AM and 10 PM (available on Saturdays, Sundays and public holidays).

Making a reservation:

1. Online reservation (available 24 hours)
(residents only)
2. Reservation by phone
(between 8 AM and 10 PM)
3. Reservation at the superintendent's office
(between 8 AM and 10 PM)

*For the methods above, reservation must be made from a week to a month prior to the date on which you wish to use the space.

*For non-residents, reservations can be made between 7 and 10 days prior to the event.

*If you wish to use the space within less than 7 days, please make a reservation at the superintendent's office.

*In principle, you are entitled to reserve 1 room. If you need to reserve 2 rooms, make a reservation at the superintendent's office.

Fee: 1 day: 650 yen (tax included)

1 week: 4,100 yen (tax included)

1 month: 15,000 yen (tax included)

Others: Smoking, consumption of alcohol and staying overnight are prohibited. Please read the studio use guidelines.

d) Music Practice Rooms

On the 1st floor of the residential building, there are 30 practice rooms. Out of 30 rooms, 27 rooms are approx. 7 m², and 3 rooms are approx. 14 m² with a piano in the room.

Hours: Open 24 hours Reservation required.

Practice rooms can be hired out to non-residents.

For non-residents' use, the hours are between 9 AM and 10 PM (available on Saturdays, Sundays, and public holidays).

Making a reservation:

1. Online reservation (available 24 hours) (residents only)

2. Reservation by phone

(between 8 AM and 10 PM)

3. Reservation at the superintendent's office (between 8 AM and 10 PM)

*When using method 1 or 3 above, reservations can be made from 1 month in advance up to 30 minutes in advance.

*For non-residents, reservation can be made 7 days prior to the day you wish to use the room, but the reservation can only be made at the superintendent's office.

● Fees: Long-term use of the room

Type A rooms can be used for 1 week/1 month/6 months or more.

(There is a limit to how long rooms can be booked.)

Type A (7 m²) 4,000 yen/week 15,000 yen/month (tax included)

* If you wish to use the room for a week or month, please apply at the manager's office. The manager will book the room for a week (7 days) or a month (30 days).

*If you wish to continue using the room for 6 months or more, you can transfer the fees for this together with the dormitory fees when you apply to move in.

- Using the rooms for purposes other than music practice

Music practice rooms that do not include a piano can be used as long-term study rooms or storage rooms.

Please talk to the manager about using these rooms for any other purpose.

You can also borrow tables and lightweight tatami mats.

Fees for using the rooms in this way are the same as for long-term use.

● Fees: Use by the hour

Fee: Type A (7 m²)

Between 8 AM and 8 PM 50 yen/hour (tax included)

Between 8 PM and 8 AM 100 yen/hour (tax included)

Type B (14 m²)

Between 8 AM and 8 PM 80 yen/hour (tax included)

Between 8 PM and 8 AM 150 yen/hour (tax included)

*The rooms can also be booked in 30 minute slots.

In this case the fees are half of the fees stated above.

Rooms can only be booked on the hour or 30 minutes past the hour.

Others: Smoking, consumption of alcohol and staying overnight are prohibited. Please read the music practice room guidelines.

e) Storage Room

Number of Storage Rooms: 20 rooms

(16 rooms in the residential building, 4 rooms near the studios)

* Approx. 3 m²

Period of Use: by month or by year.

Making a reservation:

1. Make a reservation either at the superintendent's office or through MAINICHI COMNET (residents only)
2. You can make reservations a month prior to the date on which you wish to start using the storage.

Fee: 3,000 yen per month (tax included)

* Please transfer the payment by the date on which you are planning to start using the storage.

f) Laundry Facilities

On the odd-numbered floors, there are 2 washing machines and 2 dryers.

You cannot enter the laundry facilities for the opposite sex. Male and female residents have separate laundry facilities, and they are operated accordingly by the IC information on your room key.

Hours: Between 8 AM and 10 PM

Fee: Washing machine: 100 yen, dryer: (20 minutes) 100 yen

24. Conditions on the Use of Other Facilities

- a) Although the lights in the communal areas such as the stairs and corridors are not turned off during the night, please refrain from chatting in the communal areas as it may disturb others during the night.
- b) When you use the laundry facilities or the communal lounge, please follow the rules and respect each other within the realm of common sense. The facilities are shared by all the residents. Please use them with due consideration.
- c) Keep the pantry for the performance area clean when you use it. Please keep your own utensils in your room. Please clean the sink after use so that the drainage outlet is not blocked with leftover food. If an accident occurs due to negligence when you are using the communal facilities, you will bear any costs necessary for repair.
- d) It is prohibited to take any of the communal items provided in the pantry (pots, frying pans, microwaves, etc.) to your own room.
- e) Do not leave your washing in the laundry facilities for a long period of time.
- f) Stairs, corridors, and pavements are also used as an evacuation passage in case of emergency. Please do not leave your belongings blocking the passage.

25. Restrictions and Prohibited Activities

- a) It is prohibited to duplicate the provided keys.
- b) It is prohibited to replace the room lock or install another room lock (including the cylinder lock). This does not apply if you obtain permission from MAINICHI COMNET. If you change the lock, you will be required to replace the lock back to the original when you move out.
- c) It is prohibited to bring in heavy goods (large cash boxes etc.), dangerous goods (swords, firearms, oil stoves, etc.), unhygienic objects, or any other objects which may disturb others, threaten the lives and/or health of others, and may be harmful to the environment. It is also prohibited to act in a way which may disturb or may be harmful to others.
- d) It is prohibited to act against public order.
- e) It is prohibited to install equipment which affects the limit of the electricity and water facilities.
- f) It is prohibited to engage in activities which may disturb others such as playing musical instruments or playing loud games.
* This excludes playing musical instruments in a Type B room.
- g) It is prohibited to own pets such as dogs, cats, birds or any animals or fish. It is also prohibited to bring any pets in temporarily.
- h) It is prohibited to use or possess any illicit drugs.
- i) It is prohibited to use nails and screws on the interior and exterior walls, poles, and tiles.

- j) It is prohibited to leave your belongings in the communal areas such as stairs, corridors, and pavements, etc.
- k) It is prohibited to disturb others by watching the TV with the volume high or talking loudly late at night.
- l) It is prohibited to sublet the room and its rights partially or entirely and set the interest rate for it.
- m) It is prohibited to renovate or decorate the room, resulting in affecting the current condition of the room.
- n) It is prohibited to use the room as an office for an organized crime group, to sing loudly, and to behave in a way which may affect the residents in the surrounding area.
- o) It is prohibited to engage in religious movements and canvass for a religious group.
- p) It is prohibited to drive onto the premises or park on the premises.
- q) All the other activities which may cause harm to the property are prohibited.

26. Patrol and Room Inspection

We may inspect the room to check whether the above rules are being strictly followed. We may inspect the room if we suspect that you have breached the rules.

27. Internet Connection

You may contact an Internet provider to set up a connection.

28. Security Cameras

The building is equipped with state-of-the-art security cameras.

The security cameras that are installed outside on the top of the building can recognize faces from several hundred meters away, and offer superior security.

29. Superintendent and Security Guard

The superintendent works in the building between 8 AM and 11 PM. Between 11 PM and 8 AM, you can contact a help desk by phone. If there is an emergency during the night, security guards from All Japan Guard System, will come from a base near Kameari station to deal with the problem.

30. Special Contract Matters

This dormitory is a property of Tokyo University of the Arts. You may be asked to leave the dormitory if you disrespect the honor of the university or are considered inappropriate to be a student of the university.

31. Representative Company and Trading Hours

Student Apartment General Information Center
(Mainichi Comnet Co., Ltd. Tokyo Station Branch)

4F Yaesu Ryumeikan Bldg., 1-3-22 Yaesu, Chūō-ku, Tokyo, 103-0028

Toll-free number 0120-952-473 TEL 03-5204-8502 FAX 03-5204-8503

Business Hours

From April to August 9 AM—5:30 PM

From September to March 9 AM—7 PM

(Open every day from October to March except for
the New Year's holiday)