Article 1. Purpose
The purpose of these Rules and Regulations (hereinafter referred to as these “Regulations”), to be followed by the residents of Waseda University Tanashi Student Dormitory, is to promote (1) an understanding of the mission of Waseda University, (2) acceptance of the practice of all-round education at the dormitory, and (3) aggressive participation to each program held in the dormitory, among the residents at Waseda University Tanashi Student Dormitory thereby improving their characters and personalities.

Article 2. Compliance
1. The residents shall acknowledge that the dormitory is a place for communal living, comply with these Regulations and act moderately as students of Waseda University.
2. The residents shall promptly follow any instruction of the dormitory manager or the RAs.

Article 3. Separation of Living Area
1. The 1st floor shall be for common use, the 2nd and 5th floors shall be for male use only, and the 3rd and 4th floors shall be for female use only.
2. The residents must not enter the floor spaces for the opposite gender at any time. The place for a resident to meet and talk with another resident of the opposite gender shall be limited to the atrium of the 1st floor.
3. No entry is allowed in any area other than the living area, such as in the electric room, machine room, pump room and rooftop of the dormitory.
4. Paragraphs 1 through 3 shall not apply in the case of an emergency or disaster, or when the dormitory manager gives permission.

Article 4. Prohibition of Disruptive Behavior
The residents must not engage in any of the following acts, which may cause problems or trouble that affect the dormitory manager, other residents of the dormitory or the residents of the neighboring area.
(1) Manufacture and/or store goods (such as firearms and swords) that are prohibited by the Firearms and Swords Control Law or drug-related laws and regulations, or any hazardous material of an explosive or combustible nature.
(2) Use and/or store a liquid or other substance that may cause corrosion or damage to the
building or the facilities or equipment (including drainage pipes) of the dormitory.

(3) Watch television, listen to music, or play a musical instrument at loud volume.

(4) Join a gang, allow incoming of a member of a gang, solicit or recruit other residents of the dormitory to join a political or religious group or hold a rally or other event concerning their political or religious activities, develop sales activities under a pyramid finance scheme or other multilevel marketing scheme, or otherwise engage in any act that may disrupt the morale and order of the dormitory.

(5) Use a kerosene or oil heater or use another type of fire in the dormitory.

(6) Keep pets, such as dogs, cats and other small animals or fish.

(7) Leave or locate personal items or install a signboard in the common-use area, such as on the steps or in the hallway; post or place posters or other notices in any space other than the permitted space.

(8) Distribute and post handouts, booklets or other documents.

(9) Consume alcoholic beverages and smoke in or around the dormitory.

(10) Act in a way that causes undesired sound, such as yelling.

(11) Use cellular phones on the balcony and around the dormitory.

(12) Engage in violent acts or gambling.

(13) Alter or remodel the building the facilities or rooms of the dormitory.

(14) Engage in any act that the dormitory manager deems as causing problems or trouble that affects other dormitory residents or the residents in the neighboring area.

Article 5. Use of Twin Rooms
The residents of twin rooms shall sufficiently respect the privacy of their respective roommates.

Article 6. Management Obligations
The residents shall follow the management obligations specified below.

(1) Clean up his/her room and keep it clean, and make sure to keep the room organized. In particular, the toilet zone and bathtub zone of the bathroom shall be cleaned regularly.

(2) Participate in cleanup activities in the dormitory, and make sure to fulfill his/her obligation when the resident takes his/her turn to do the cleaning.

(3) Follow any instruction of the dormitory manager in respect of the disposal of daily garbage, and dump his/her garbage on designated days and hours for garbage collection at the designated place after sorting it by type.

(4) Bear the cost of disposing his/her garbage in the case of paid-for collection, such as the collection of electronic products.

(5) Clean up and organize the common-use area such as the kitchen and laundry room after its
use so that the next user may use the equipment comfortably.

(6) Avoid leaving his/her personal items in the hallway, atrium, laundry room or elevator hall, and always remember to take his/her items back to his/her own room. If any personal item is left in the common-use area, the dormitory manager may move or dispose of such items at his/her discretion.

(7) Make sure that private dishes and other utensils in the shared kitchen are neatly organized. If those dishes and utensils are left unattended, the dormitory manager may move or dispose of such items at his/her discretion.

(8) Make sure to use the furniture, electronic products and other items placed or installed in each dormitory room or in the common-use area with sufficient care and, in the event of any failure, promptly report such failure to the dormitory manager. If the failure is deemed attributable to the willful misconduct of a resident, such failure shall be restored or repaired at the cost of such resident.

(9) Use the electric power supply in the common-use area only for the use of an electric pot, rice cooker or other appliance that is necessary for daily life.

(10) Make sure to keep the atrium and other common-use areas on the 1st floor clean and organized.

Article 7. Participation in Social Intelligence (SI) Programs
The residents shall participate in Social Intelligence (SI) Programs for residents unless a resident has any special reason not to do so.

Article 8. Bicycle-parking Space
The residents may use the bicycle-parking space by following the rules specified below. No cars, motorbikes or motorized bicycles are allowed in the bicycle-parking space.

(1) Each resident may park one bicycle.

(2) A resident who uses the bicycle-parking space shall affix the special sticker of the dormitory on his/her bicycle.

(3) A resident shall always park his/her bicycle locked, and take sufficient care against theft.
   The dormitory manager shall not be responsible or liable for theft, damage or other loss of bicycles.

Article 9. Notification of Absence
A resident shall notify the dormitory manager in advance of his/her absence from the dormitory due to staying out overnight, homecoming visit, trip or other reason, by using the prescribed form.
Article 10. Prohibition of Non-permitted Entry or Overnight Stay of Visitors

1. If a resident intends to have a visitor enter the dormitory, the resident must obtain the approval of the dormitory manager and fill in the necessary matters in the visitors list. However, the resident may not allow any person of the opposite gender, even in the case of his/her family member, to enter the 2nd through 5th floors and the housing space of the 1st floor.

2. If the visitor enters a twin room, the resident must obtain the prior consent of his/her roommate.

3. Visitors are strictly prohibited from staying in the dormitory from 10 o’clock onward at night.

4. No lodging of visitors is permitted.

Article 11. Electric Bulbs and Other Consumables in Dormitory Room

Consumables such as electric bulbs and toilet rolls used in each private dormitory room shall be replaced at the cost of the resident who uses the room. If the facilities or equipment of the dormitory are damaged or stained by a resident, the actual cost shall be charged against such resident.

Article 12. Entry to Dormitory Rooms

1. The dormitory manager may enter the dormitory rooms without the presence of the resident using the room whenever such entry is deemed necessary, such as in the case of fire, earthquake or other disaster, or in the case of an emergency such as an accident or an incident of criminal nature.

2. The dormitory manager may enter the dormitory rooms by giving prior notice to the residents if such entry is necessary for managerial purposes such as checking the fire-fighting equipment.

3. The Student Affairs Division of Waseda University and the dormitory manager may enter the dormitory room in the presence of the resident who uses the room whenever the resident is presumed to be breaching these Regulations based on objective facts. Provided, however, that such presence will not be required if the resident concerned is unable to be present or when such presence is difficult for some reason.

Article 13. Prevention of Theft

1. A resident shall make sure to lock his/her room whenever he/she leaves the room. In particular, the resident shall take sufficient care to remember to lock the room in the case of twin rooms shared by two residents.
2. A resident must not go out with a lot of cash or cash/credit cards left in his/her room. The dormitory manager shall not be responsible or liable for any loss of such cash or cards.

Article 14. Events Requiring Leaving of Dormitory
1. Upon the occurrence of any of the following events, the Dean of Student Affairs Division may nullify the dormitory recommendation of the resident concerned and order the resident to leave the dormitory within one week, without giving prior notice. In this case, the resident shall leave the dormitory on or prior to the date designated by the Dean of Student Affairs Division and the dormitory manager;
   (1) If the Dean of Student Affairs Division deems such order necessary due to non-compliance with the Agreement or these Regulations or other unlawful act, or if a resident engages in any act that disturbs Waseda University Enterprise's (Landlord) performance of his/her duties;
   (2) If a resident fails to pay the dormitory fees or other required payments for 3 months or longer;
   (3) If the name of a resident is struck off the school register due to leave of absence, expulsion from school or other reason;
   (4) If a resident repeats the same year or otherwise performs remarkably poorly at the university. The resident shall promptly submit his/her academic transcript to the Dean of Student Affairs Division whenever required to do so;
   (5) When Waseda University deems that a resident has some difficulties in the communal life in the dormitory such as a resident take a toll on his/her mental and physical health, or he/she cause trouble to other residents. Residence Life Center will send him/her home immediately, and he/she shall leave the dormitory if there is no prospect of recovery; or
   (6) If a resident engages in any act that is not appropriate as a dormitory student of Waseda University.
Supplementary Provisions

1. Effective Date
These Regulations shall come into effect as of April 1, 2008.

2. Effective Date
The revised version of these Regulations shall come into effect as of April 1, 2009.

3. Effective Date
The revised version of these Regulations shall come into effect as of April 1, 2012.

4. Effective Date
The revised version of these Regulations shall come into effect as of September 1, 2012.

To: Dean of Student Affairs Division

I hereby acknowledge the matters specified above and agree to comply with these Regulations.

Date:

(Resident)

Current address:

Current contact:

Name: (Seal)

Signature: