**■Resident’s Obligations**

**１　GENERAL RULES**

1. Smoking is not allowed any place inside of the IH.
2. Alcohol is prohibited in the Common Rooms.
3. Any person other than the residents cannot enter the residence area. If a resident need a special assistance due to illness or injuries, please apply for the permission to let the person stay in your room to the ISA Office.
4. Any acts causing troubles to other residents and neighborhood around the IH such as making big noise and talking loud are strictly prohibited.
5. Residents are not allowed to leave discard large size garbage or any personal belongings in the common rooms.
6. Intentionally or by accident, any damage occurred to the facilities, the ISA Office has the discretion to waive charges if it requires repairs.
7. Bicycles and motorcycles should be parked and locked in the designated parking space.

**２　ROOMS**

1. All the furniture that belong to the resident’s room are on loan from the IH. Each student is responsible for keeping their own rooms clean and tidy.
2. Residents must not remove any items such as a bed, a desk, a chair, from one’s rooms.

**３　FACILITIES**

1. You should handle the items that belong to the International House with care. Each resident is responsible for cleaning and tidying up their own rooms. In particular, water drainers of the kitchen and ensuite bathrooms should be clean and tidy in all the time.
2. No outdoor shoes allowed in your room.
3. You should not flash anything other than toilet paper into a toilet. Accidental damage such as being clogged by foreign matters through the water pipe may occur and the ISA Office has the discretion to waive charges if it requires repairs.
4. You must not fix or applying paint, stain, stencils or wallpaper in your room**.**

**４ EVICTION ORDERS**

1. In cases falling under any of the following items, we order you to quit a place. We do not take any responsibility for personal damages incurred by eviction.

* A resident who neglects to pay his/her IH rent, electricity, gas or water bills.
* A resident who does not take responsibility to make restoration of, or compensation for any damage he/she has caused, as outlined in Item 3 (3) above.
* A resident who illegally abandons any items at the bin areas, and dumps uncategorised rubbish at the scheduled waste collection day.
* A resident who smokes cigarette undesignated smoking areas.
* A resident who places any items outside of own room.
* A resident who skips garbage duty without permission more than twice.
* A resident considered unsuitable for communal living from the view point of illness, safety and hygiene.
* A resident who actively opposes the IH rules and regulations
* A resident considered a hindrance to the proper management of the IH.

**５ INSPECTION OF YOUR ROOM**

(1) The ISA Office has right to enter your room for certain reasons, e.g. for maintenance or checking a condition of your room.

**６　SAFETY INDUCTUION AND GENERAL SAFETY**

1. In the case of emergency, please follow the instruction given by the ISA Office, the tutors or the managers.
2. Fire is a very serious issue in the International House, where a large number of people are living in close proximity. Causing a fire risk may be a disciplinary or criminal offence.
3. Residents should take precautions against burglars/thieves.

**７　OTHERS**

(1) Notices to residents are posted on the bulletin board at the entrance hall of Wing A or directly to your mail box. Please check them on a daily basis.

1. Registered posts and parcels will be collected at the manager’s room.

(3) The ISA Office will inform residents of any alternations that may be made in this regulations.