

Toyo University

AI-House HUB-4

Occupancy Guide for Residents

Toyo University International Affairs Office

December 2022

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1. Overview of the AI-House HUB-4

1.1 Overall concept of the residence

AI-House HUB-4 is a new international residence that opened in March 2022. Residents who come from different cultural and social backgrounds stay there together, and that experience will deepen understanding about different culture, improve communication skills, and foster their capability of acknowledging and tolerating with others.

In the residence, there are various educational programs and events organized by the Resident Assistants (RAs). Each resident will have opportunities to think about yourself and the world through global perspectives. To realize a safe and comfortable residence experience, Toyo University and National Student Information Center Co., Ltd. will closely coordinate with each other in the operation of the residence.

1.2 Location

1-7-37 Akabanedai, Kita-ku, Tokyo 115-0053

8-minute walk from JR Akabane station

10-minute walk from Tokyo Metro Namboku Line Akabane-iwabuchi station

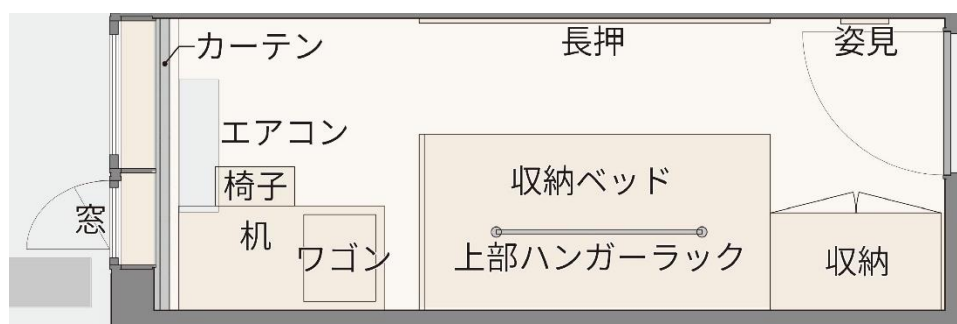
1.3 Facility overview

① Building

- Capacity : 292 persons (288 ordinary single rooms, 4 accessible rooms)
- 5 stories (1F: Dining Hall and other common spaces, 2-3F: Male floors, 4-5F: Female floors)

② Private room

- Ordinary single rooms: 288・・・approximately 9 m²
- Accessible rooms: 4・・・approximately 21.1 m²



Plan of ordinary single room

③ Common spaces

- AI-House Global Dining Hall ○Study Hall ○RA Meeting Room
- Shower room and toilette ○AI Studio ○Music Room ○AI Kitchen Diner (common kitchen)
- Study Rooms ○Multi-Purpose Rooms ○Laundry Rooms ○Bicycle parking

④ Unit system

A unit is a basic community group composed of you and other 11 neighbors. Each floor has 6 units. An RA is assigned to each unit and manage rules and communication within the unit.

You will be sharing a shower room and other common spaces with your unit members. You will be asked to make a unit contract, a list of rules that every member in your unit has agreed upon. If you have any concerns or anything that you would like to consult, we encourage you to contact the RA of your unit first.

1.4 Residence management company

AI-House HUB-4 is managed by National Student Information Center Co., Ltd (NASIC). NASIC is specialized in student residence management. They will coordinate with Toyo University closely to provide a safe and comfortable residence environment.

1.5 Residence manager and security guard

①Residence manager's office

- On the 1st floor
- Hours open : 8:00 – 19:00 (Monday through Saturday, closed between 12:00-13:00)
Closed on Sundays, national holidays, *obon* and New Year periods
- The managers are married couple who are living on the first floor. They speak English. You can contact them about any concerns or issues about facility and your residence life.
- You should contact them about delivery and lost/damaged keys.
- All mails are delivered to your mail box. If the luggage does not fit the delivery box, the manager will store it in the manager's office. You will get a slip in your mail box to let you know that your luggage is waiting to be picked up.

②Security guard's room

Please notify the security guard in case of emergencies in the late night and early morning. The security guard is at work in the residence manager's office.

- On the 1st floor
- Hours open : 19:00 – 8:00 in the following morning (Monday through Saturday)
All day on Sundays and national holidays
- There are time periods when the security guard is on patrol or on a break. If the security guard is not in the office, please call his/her mobile phone.

2. Residents

2.1 Eligible persons

Residents of the AI-House HUB-4 are limited to:

- (1) Degree-seeking students
- (2) International exchange students
- (3) Resident Assistants
- (4) Exchange researchers
- (5) Visiting professor or researchers with non-Japanese nationals
- (6) International graduate students who were invited by a research institutions or centers
- (7) Participants in Toyo's short-term programs
- (8) Other persons who were permitted to stay by the Director of the Center for Global Education and Exchange or the Director of the International Affairs Office

2.2 Resident Assistants (RAs)

In the AI-House HUB-4, there are RAs. They are student staff who stay in the residence and provide various kinds of support to residents. Their main duties and responsibilities include:

- (1) Resident support (moving-in and -out, informing residence rules, checking items for borrowing, dealing with in-residence trouble, communicating with residents)
- (2) Planning and organizing in-residence events (including PR)
- (3) Supporting international students (helping government office paperwork, accompanying medical appointments, and many more)

Each RA is assigned to a unit that he/she is in charge of. Please know who the RA of your unit is and consult him/her if you have any issues.

U&AI Hours is a time period when RAs is at work in the AI Kitchen. They are from 19:00 to 20:00 on weekends during semester (excluding the days when RA meeting is held). You can talk to them on a walk-in basis. Reservations for common spaces can also be made during these hours. If you have any issues, please use this service.

3. Moving-in and Moving-out

3.1 Period of stay

- (1) Degree-seeking students can stay for 4 semesters at maximum. If they are hired as an RA in the middle of that term, another 4 semesters will be added.
- (2) International exchange students can stay for the period of their study abroad term (within 11 months).
- (3) RAs can stay for 4 semesters.
- (4) Exchange researchers can stay for the period of agreement with the host institution (within 1 year).
- (5) Visiting professors and researchers can stay for the period of their contracted term.

- (6) International students invited by a research institute or center can stay within the invited term.
- (7) Participants in Toyo's short-term programs can stay during the program period.
- (8) Persons who were permitted to stay by the Director of the Center for Global Education and Exchange or the Director of the International Affairs Office can stay for the period permitted.

3.2 Application and moving-out

(1) Application

You should apply on the residence website. Please follow instructions given by NASIC about document submission and payment of housing fees.

(2) Moving-in day

Check-in is available from 9:00 to 18:00 on weekdays and Saturdays.

Please arrive at the designated time, receive explanation about moving-in and your key. You should give a damage check as soon as you move in and submit the checklist to the residence manager. Family members of the same sex can help the new resident move in on the residential floor.

(3) Application for moving-out

You need to submit a moving-out notice by the 15th of the previous month of your moving-out. International exchange students should follow the instructions from the International Affairs Office.

Housing fee for the month that you are leaving will be calculated based on the number of days you stay in that month. If you did not submit a moving-out notice by the 15th of the previous month, the full monthly fee will be charged. The rental fee of bedding items is always a fixed rate at 2,300 JPY.

You should apply well in advance if you would like to remove oversized garbage. It takes a few weeks or even a month until the actual garbage collection.

(4) By 2 days before moving-out

Please clean up your room, pack or remove all of your belongings. It is required to get the room back to the original state when you moved in.

(5) The day before moving-out

The residence manager will give an exit room check. If any items were left after your departure, they have to be removed immediately.

(6) Moving-out day

Please return your keys and meal card.

Notes:

- 1) Period of stay is on a semester basis.
- 2) It is not possible that the resident moves out during a long break (summer, winter, or spring breaks), spend the break outside, re-apply and move into the AI-House again (e.g., moving out of the AI-House at the beginning of spring break, spending the break in resident's home

country, replying for the AI-House, and moving in at the end of March).

- 3) For international exchange students: the housing fee for the last contracted month will be a fixed rate (not depending on the number of days you stayed). If you leave the AI-House before the last contracted month, the fee will be based on the number of days you stayed within that month by completing the procedure (3) above. Otherwise, the full monthly fee will be charged for the month that you are leaving.

4. Housing Fees

Here is the list of different fees:

Item	Subject	JPY
Initial moving-in fee* ¹	Degree-seeking students & RAs	50,000
Monthly fee* ² Including utility charges, meals, and internet fees.	Degree-seeking and exchange students Standard room	96,000
	Accessible room	108,000
	RA Standard room	72,000
	Exchange researchers etc. Guest room	198,000
Rental fee of bedding items* ³	All residents	2,300
Additional charge for vegetarian or halal option	Residents who applied for vegetarian or halal option	8,000 per semester

*1 Charged only when moving in. Not applicable for international exchange students. Non-refundable.

*2 Meal fees are included in the monthly fee. Even if you skip your meal, there is no refund. There is no change to the monthly fee even in the months with no meals provided. Refer to **5.6 AI-House Global Dining Hall (cafeteria)** for details.

*3 The full rate will be charged for the last month of your stay even if you leave in the middle of the month.

You will be asked to pay by direct debit. For those who do not have a Japanese bank account, payment at convenience store is possible. Please follow the instruction from NASIC and complete the payment by the deadline.

Please note that although utility charges are included in the monthly fee, if excessive use is found, you may be charged additionally. We ask every residence to live in an eco-friendly way.

In case that your monthly fee is not paid for 2 months, you will get a warning of expulsion.

Please refer to the Application Guide for the initial cost.

5. Facility and Equipment

5.1 Residential floors

2nd and 3rd floors are for male students, and 4th and 5th floors are female students. Entering the floor of the opposite sex is not allowed at any time. You cannot enter the opposite-sex floors with your card key. However, there may be occasions where residence managers, security guard, cleaning staff and university staff go to the opposite-sex floor for operative and management reasons.

5.2 Facility and equipment

The below table shows items that each private room is equipped with. If any damage is given, please inform the residence manager or RA and do not remove the damaged item yourself. Immediately after you move in, you are supposed to check your room following the damage checklist and submit it to the residence manager. If any damage is given to the undeclared items, repair fees may be charged (see 5.7 for details). Landline phone and TV cannot be used in the residence as there is no cable socket.

<input type="checkbox"/> Refrigerator <input type="checkbox"/> Air-conditioner <input type="checkbox"/> Bed <input type="checkbox"/> Bedding items (rental) <input type="checkbox"/> Desk <input type="checkbox"/> Desk light <input type="checkbox"/> Chair <input type="checkbox"/> Curtain <input type="checkbox"/> Closet <input type="checkbox"/> Wi-Fi <input type="checkbox"/> Mirror <input type="checkbox"/> Room lights <input type="checkbox"/> Laundry pole

5.3 Rental bedding items

Each room is equipped with a bed and mattress. You are required to rent other bedding items, such as pillow, bed sheets, and blanket. You can regularly replace used linen with new one in the linen stock of each floor.

Items provided: bed, mattress, bed pad, blanket, comforter, pillow, and linen

5.4 Keys

Each resident borrows one card key (for entering the building and residential floor) and metal key (for entering an individual room). If you damage or lose your key, you should inform that at the residence manager's desk. You will fill in the lost key form and borrow a spare key that

you may use for 2 weeks. If you still do not find the original key within 2 weeks, you will be asked to pay the key reissuing fee as follows:

- Fee: 2,500 yen for card key; 2,000 yen for metal key

- Payment:

1) Pay at the certificate-issuing machine on campus.

2) The machine will issue a light-blue colored sheet. You should submit that to the International Affairs Office (1st floor of Building 8) or the AI-House dorm manager office.

5.5 Common spaces

Floor	Name	Equipped	Hours open	Use and notes	Booking
1F	Study Hall	Desk, chair, printer	24 hours	<ul style="list-style-type: none"> •Studying and printing •No food and drink (except a bottle with a cap) 	No
	RA Meeting Room	Desk, chair, projector	—	<ul style="list-style-type: none"> Available to RAs and RA Coordinator •No food and drink (except a bottle with a cap) 	No
	AI Studio	Table-tennis table, mirrors	6:00~24:00	<ul style="list-style-type: none"> •Table tennis, dance, etc. •No food and drink (except a bottle with a cap) 	Needed
	Music Room	Digital piano, chair, music stand	7:00~22:00	<ul style="list-style-type: none"> •Music practice •No food and drink (except a bottle with a cap) 	Needed
	AI Kitchen Diner	Basic cooking items	6:00~24:00	Cooking event etc.	Needed
	Cafeteria	Tables, chairs	Indicated at the entrance	Leave before 24:00	No
	Courtyard	Tables, benches	7:00~22:00	<ul style="list-style-type: none"> •No food and drink (except a bottle with a cap) 	No

Floor	Name	Equipped	Hours open	Use and notes	Booking
2-5F	Study Room 1, 2	Desks, chairs	24 hours	<ul style="list-style-type: none"> •Individual/group study •No food and drink (except a bottle with a cap) •Individual study only from 22:00 to 7:00 	Needed (No booking needed from 22:00 to 7:00)
	Study Room 3	Desks, chairs	7:00~22:00	<ul style="list-style-type: none"> •Individual/group study •No food and drink (except a bottle with a cap) 	No
	Multi-Purpose Room 1, 2	Desks, chairs, projector	24 hours	<ul style="list-style-type: none"> •Group study, presentation practice, watching films •No food and drink (except a bottle with a cap) •Individual study only from 22:00 to 7:00 	Needed (No booking needed from 22:00 to 7:00)
	Common Kitchen 1, 2, 3, 4	Basic cooking items	24 hours	Use quietly between 22:00 and 7:00 in the following morning.	No
	Laundry	Washing machine and dryer	24 hours	Use quietly between 22:00 and 7:00 in the following morning.	No
	Shower & Powder Room	Shower and bathroom sink	24 hours	Use quietly between 22:00 and 7:00 in the following morning.	No

<How to Use Common Spaces>

- You need to book in advance during RA's duty hours for the spaces that require booking. You can use the space without prior booking when no one else has booked that space. You should fill in the time table posted at the door of each space.
- The maximum time periods for one group to use is 2 hours.** Booking can be extended if no one has booked after your slot.
- Details are explained in orientation after moving-in.
- RA Meeting Room can be used by RAs and RA Coordinator exclusively.
- Study Hall on the first floor has a printer. There is a limit of how many sheets one resident can

print. Details are explained in orientation.

- Music Room needs to be unlocked and locked by the residence manager (or security guard after 19:00). Please inform him/her before and after you use the room.
- Study Room 3 is located in an open space and noise can reflect in the hallway. Please be considerate to others and use Study Room 1 or 2 if you need to talk to others or make sounds.

<Notes>

- Please do not leave your personal belongings in the common spaces. It is your responsibility to handle any valuables.
- You are asked to clean the room after use and get it back to the original state.
- Please refrain from playing music loud in open areas. Loud sound can be tolerated in the Music Room and AI-Studio.
- Please do not leave any garbage in the common spaces.
- If you are the last person to leave the room, please make sure that you turn off the lights and AC.

<Common kitchens on each residential floor>

It is each resident's responsibility to keep the common kitchens clean, dispose of garbage, and putting used cooking items back to the original locations.

- You cannot leave any personal belongings in the common kitchens. Any items left in the kitchen will be disposed of by the university or residence managers.
- Please make sure that you dispose of garbage properly and bring it to the garbage storage on the first floor. The dust boxes in the common kitchens are for cleaning staff exclusively.
- Personal lockers are placed in the Common Kitchen 1 and 3. You can store spices or small items there. Please do not leave anything valuable as there is no key to the lockers.

If the above-mentioned rules are not followed, it is possible that the common kitchens are closed or their use is suspended.

5.6 Items that can be borrowed

The following items are available for borrowing. When you borrow them, please write down your information on the borrowing note. Please be considerate to other residents by returning the item(s) that you borrowed immediately after you finish using them.

Available in the Residence Manager's Office : <input type="checkbox"/> Electrically-assisted bicycle <input type="checkbox"/> air pump Available on each floor : <input type="checkbox"/> vacuum cleaner <input type="checkbox"/> Iron <input type="checkbox"/> Iron table

There are 5 electrically-assisted bicycles and booking is required at the residence manager's

desk. **You should return the bicycle within 2 hours.** You can use one without prior booking if no one has booked. Please get the key and battery at the Residence Manager's Office.

5.7 AI-House Global Dining Hall

AI-House Global Dining Hall offers well-balanced and delicious meals designed by professional dietitians. Meal fee is included in the monthly housing fee.

•Days when meals are provided

Weekdays (Monday through Friday): Breakfast and dinner

National holidays on which classes are conducted: Breakfast and dinner

Weekends, national holidays, and semester breaks: No meals provided

•Hours open:

Breakfast: 7:00-9:30 Dinner: 17:30-21:00 (Meals can be reserved until 21:30)

- If you would like your meal to be reserved after 21:00, please submit online form by 20:00.
- Please return your dishes before 9:45 for breakfast or 21:15 for dinner.
- When you know that you are skipping meals in advance, let us know by online form a week prior to the day you are skipping the meals. This will be significantly helpful for reducing food loss and waste.
- Meal fee is included in the monthly housing fee. No refund is made even if you skip meals.
- An additional 8,000 JPY per semester is charged if you sign up for vegetarian or halal option. International Affairs Office will give the residents concerned instructions of how to pay. Also, no refund will be made even if you leave the AI-House in the middle of the semester.
- Please do not remove dishes and flatware from the cafeteria.
- If you lose your meal card, you will be asked to pay 2,000 JPY as a reissuing fee. Please inform the residence manager.
- Please make sure that you scan your meal card when you eat there. Scanning is required even if you only eat rice or soup.

5.8 Parking (Bicycles and Cars)

- If you wish to use a bike parking, please register at the Residence Manager's Office and put the sticker on designated spot of the bicycle. One resident can park one bicycle. Parking cannot be used when it is fully used.
- Bicycles without the sticker will be subject to be removed. Also, commuting to university campuses by bicycle is not allowed.
- No car or motorbike should be parked in the residence.

6. Dos and Don'ts

6.1 Visitors

Visitors can come only in the lobby on the first floor. They are allowed from 8:00 to 18:00 on weekdays and Saturdays. They are not allowed when the Residence Manager's Office is closed. Here is the procedure to let visitors in:

1. Check-in at the Residence Manager's counter
2. Resident must accompany the visitor when checking in.
3. Receive the Visitor Pass.
4. Return the Visitor Pass when leaving.
5. Resident must accompany the visitor at all time while he/she is in the lobby.

Special cases will apply in emergencies.

6.2 Staying out

When you stay out, please submit online form. If any changes are made in your plan, please submit the form again. It is important for us to know where you are in case of emergencies.

6.3 Quiet Hours

Quiet Hours are from 22:00 to 7:00 in the following morning. During these hours, you should pay special attention to the following points:

- Parties and cleaning must be finished by 22:00 on the residential floor.
- No loud music is allowed.
- Close doors quietly.
- If you wish to talk on the phone or use a hair dryer, please do so in your room.
- Study Rooms 1 and 2 and Multi-Purpose Rooms 1 and 2 cannot be used for group work after 22:00. You may use those rooms for quiet individual work.

6.4 Don'ts

Smoking and drinking

- AI-House HUB-4 is a non-smoking residence. There is no smoking spot in and around the residence. The nearest smoking spot is about 8-minute walk from the AI-House.
- Smoking on the sidewalks, parking lot, or any public area is strictly prohibited.
- By Tokyo's local ordinance, residents are not allowed to smoke any form of cigarette including electric cigarette or water pipe, even if the smoke does not contain any nicotine.
- Drinking alcohol is allowed only in resident's individual room. Do not drink in common spaces, cafeteria, and outside the residence building.
- Japanese laws prohibits smoking and drinking under the age of 20. The University will give severe penalties to any act of breaking the laws or troubling other residents (such as making noise, creating smoke, leaving garbage).

Individual rooms

- Please take off your shoes when you come in.

- Please do not reform or renovate the room. Use of pushpins is also not allowed. You may use stickers that can be removed completely on the walls.
- Please do not bring any heavy items that may damage the structure. Also, any dangerous items such as guns, swords, and explosive items, are not allowed.
- Please do not use a kerosene or electric stove.
- Please do not use candles.
- Keeping pets is not allowed.
- Please do not throw tissues or gauze into the drain.

Acts that can bother other residents

- Please do not make loud noise or play music loud. Conversation in a loud voice can be trouble to other residents and neighbors.
- Any other acts that trouble other residents and neighbors are strictly prohibited.

Others

- Please do not enter staff-only areas.
- Please do not leave any personal belongings in hallways, stairs, entrance, evacuation exits, and common spaces.
- No drinking or barbequing outside is allowed.

6.5 Cleaning

Individual rooms

- Each resident should clean his/her room.
- It is resident's responsibility to deal with pests. If you find them often, please contact the Residence Manager or RAs.
- Please ventilate your room often to avoid molds from growing. Resident will be responsible for paying repair cost of any damage by molds.

Common spaces

- Please make sure that you clean the space after you used there.
- You need to dispose garbage after you used there. Especially, garbage in kitchens has to be handled carefully as it creates bad smells.
- If you notice that disinfectants or soaps need to be replenished, please bring the bottle to the Residence Manager's Office. The manager will fill it up.
- The hard bathmat placed in each shower room is fragile. Please prop it up the wall so it gets dry quickly after use.

Garbage

Please sort the garbage and bring it to the garbage storage on the first floor, following the garbage-sorting rules set by Kita Ward.

- Burnable
- Non-burnable
- Recycle (cans, plastic bottles, newspaper etc)

For burnable and non-burnable garbage, you should put it in a plastic bag and leave it in the plastic bucket in the garbage storage. Cans, plastic bottles, bins should be put in a plastic container in the storage. Please don't forget to remove the cap and wash the bottle before disposal.

- Oversized garbage :

<http://www.city.kita.tokyo.jp/kitakuseiso/kurashi/gomi/bunbetsu/kate/sodai.html>

You need to submit your application for collection of oversized garbage. Please refer to the URL above and apply online, get a disposal ticket, and stick it to the garbage. Collection date is usually appointed by Kita Ward and you are supposed to put your garbage at the collection site outside the garbage storage. **It usually takes about a month until your garbage is actually collected, so please complete an application well in advance.**

6.6 Fire

Please pay special attention when you use fire (especially when cooking). Fire sensor and alarm system are installed in the building.

6.7 Order of expulsion

Occupants who are ordered to leave the Toyo University International House for one of the specific reasons stated below must leave by the date designated by Toyo University.

- (1) If it is revealed that there was a false statement in the process of occupancy.
- (2) If there is any damage caused by fire outbreak, destruction of property, or negligence.
- (3) If the payment of lodging charges is neglected.
- (4) If the rules of use of the International House are continually violated or neglected.
- (5) If the continual residence in the International House is judged as inappropriate for reasons other than those stated above.

6.8 Indemnity

If any occupant, due to his/her intentional or serious mistake, should damage or harm the facilities, equipment, furnishings, and so on, he/she must replace or restore the damaged items to their original state and pay for the damage.

6.9 Disclaimer

Toyo University will not be held responsible for any accident or loss of personal property or borrowed items inside the International House, which are the responsibility of the occupants. Toyo University will also not be held responsible for any damage to occupants caused by natural

disasters such as earthquakes, natural calamities, floods, etc., or fires, theft, and other reasons which are not attributable to Toyo University.

7. Whom Should I contact?

Category	What you need help with	You should contact...
Before moving- in	Inquiries	Residence website
	Application	
Fees	Payment of the housing fees	National Student Information Center
Life in general	Moving-out procedure	Residence Manager
	Facility or equipment	RAs, Residence Manager
	Use of common spaces	RAs
	Facility of common spaces	RAs
	Bike parking	Residence Manager
	Any trouble or issue	RAs
	Facility in general	RA, Residence Manager
	Inviting a visitor	Check in at the Manager's Office
Cafeteria	Reserving my dinner	Online form
Cafeteria	Skipping meals	Online form
Events	Educational programs and events	RAs
Emergency	Emergencies	Residence Manager, security guard, RAs

8. Supports for Students

8.1 Students with disabilities

Accessible rooms are available to students with disabilities. We coordinate with the Wellness Center on campus to provide necessary support.

8.2 Sexual minority students

Toyo University respect diversity and gender equality and provide maximum support for sexual minority students. In the residence as well, we will try to make as much arrangement as possible. However, there is also limitations on what we can offer due to the residence facility and capacity.

①When you apply

Please declare the sex that is on your passport. Residential floors are divided based on sex.

Please communicate with the university in advance if there are any concerns.

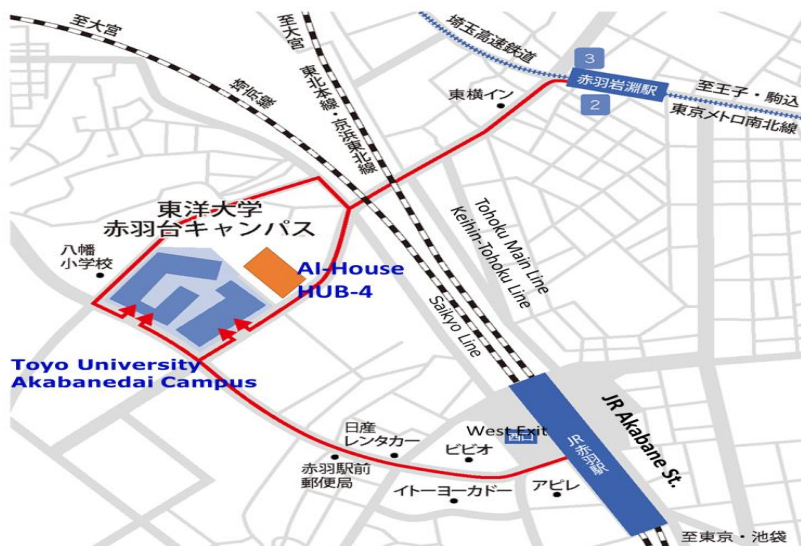
②AI-House HUB-4 in general

- International Affairs Office will be your contact.
- RAs have gone through special trainings on gender and sexuality issues. If it is easy for you to talk to them, please do so.
- No information regarding gender and sexuality topics will not be revealed to any third person. However, upon the resident’s consent, it may be shared with RAs and the Residence Manager.



9. Access

- 8-minute walk from JR Akabane station
- 10-minute walk from Tokyo Metro Namboku Line Akabane-Iwabuchi station

No parking is available in the AI-House HUB-4.



Online forms

Name	Use	Submission deadline	QR code
Meal skipping notice	When you are planning on skipping a meal(s).	A week prior to the day when you skip your meal(s)	
Keep my dinner request	When you would like your dinner to be held after 21:00	20:00 of the day	
Staying out notice	When you stay out This form includes information about meal skipping so you don't need to submit a meal skipping notice when you submit this form.	As soon as you know that you are staying out	