

京都「国際学生の家」
Kyoto International Student House
(Haus der Begegnung)



Rules and Regulations
of HdB
for Scholars

Dear new scholars,

HdB is not an ordinary guesthouse or student dormitory.

The house and its organization was started in the second decade after the 2nd world war to work towards mutual understanding and peace.

"Haus der Begegnung" is a house where people from various nationalities and backgrounds live together. It is a "House of Encounter" as its name "Haus der Begegnung" indicates. Living together with a diverse mixture of cultures, beliefs and conceptions regarding everyday events can be the cause of misunderstandings and conflicts. It is the purpose of the house to overcome these problems and get to a deeper understanding of each other.

Residents try to solve problems as much as possible among each other. This is done with a team, which is elected by the residents, and with support of the house parents. Problems are furthermore discussed during house meetings. The residents of HdB have passed a selection round and have obliged themselves to stay one year or longer in HdB and support the house and its activities.

Scholars are mostly at the house for short periods and do not have any special obligations to the house's activities, though scholars have to respect "rules and regulations for scholars" here. When there is a small problem a resident will usually explain the situation. But if there are bigger problems the office or the house parents will be involved to get to a solution.

To encourage **encounters** various activities are organized by residents, such as parties, common meals and the International Food Festival. Scholars are welcomed to join in these activities when they like (Sometimes a participation fee is required).

We hope to see you at one of the events so we can get to know each other!

Further information is on our Websites and Blogs.
<http://hdbkyoto.jp/en/>
<http://blog.hdbkyoto.jp>

House Parents, Office and Residents Team

Principles and Purposes of HdB

"Haus der Begegnung" is a house where men from different continents and cultures, of different races and colors, different social strata, religions and outlooks live together. The house members face realistically the difference of national, cultural and religious back-grounds. It is a "House of Encounter" as its name "Haus der Begegnung" indicates. It is an experimental training place for peace, which is not merely absence of war, a training place for the construction of a new form of society necessitated by the demands of the world of tomorrow.

The house life is guided by the following considerations;

1. The living together in the International Student House Kyoto is not an end in itself. Nor is it a world of its own. It is concerned with the daily human society to which we all belong. Our human society, as history shows, is in need of constant renewal. Forms of society change, old traditions decline, new ones arise; but Life Together is the destination of man.
2. Life Together is life in relation with other, with those we like and those we dislike with those who have different convictions and opinions. Life Together means love and respect for those who are different. We have the freedom to agree to disagree with one another.
3. Life Together is life in daily renewal. We all have a natural inclination to favor our own beliefs and concepts. The house members let themselves be mutually questioned and challenged in their opinions, attitudes habits. By nature we are inclined to have relations with, and fulfill responsibilities to, our own family group and those of our own social milieu or those that are useful to us. We aim to outgrow those self-centered inclinations. Life Together allows for diversity and runs people according to their educational, political, mortal and financial standards. Life Together transcends these traditional classes.
4. Life Together is an adventure and an experiment. "Haus der Begegnung" in Kyoto practices in small dimension a new form of society. This new society is both conservative and revolutionary in that it respects the past with its traditions and looks to the future with its possibilities. It is a form of society which is renewing itself in free self-criticism of its members. The basic of this Life Together is Life itself.

Thus it is hoped that students living in this house are willing on their own initiative to participate in various activities such as seminar-like meeting, common meals and house chores of different kinds.

Rules and Regulations for Scholars

Core Rules

1. Do not to cause any inconvenience or noise to others living in the house. Limit any noise, especially between 22:00 and 6:00. No overnight visitors are allowed.
2. Pay the rent and electricity expenses (30 yen /1 kwh as shown on the meter), by the 10th of every month.
3. Do not share the WiFi password, and do not download anything illegally.
4. In case of trouble with someone else living in the house, try to avoid escalation and consult with one of the House Parents or office staff.
5. If you plan to be away for more than a week let this know in advance.

Rules and Regulations

1. Payment

The bill of the rent will be in each scholar's mailbox at the end of the month. The rent should be paid in cash at the reception desk by the 10th every month.

2. Scholars' Rooms

The room occupant shall be liable for the preservation of his/her room and joint facilities, and shall abide by the following regulations:

- Having a guest stay overnight in your room is prohibited.
- Sublease of the room is prohibited.
- Do not remodel your room.
- Please notify the office when something is wrong with the equipment.
- In case of loss or of damage to House facilities or appliances, which are the individual's responsibility, compensation of expenses is required.
- We clean your room once a week and change sheets once every two weeks.

If you lose/damage the entrance key and/or the room key, you must report it to the Office and Pay the following amount.

/Entrance key lost: 20,000yen.

/Entrance key broken: actual expenses.

/Room key (broken or lost): actual expenses.

3. Entrance

The Entrance door should be closed at all times except when the office is open. Please check your mailbox and the whiteboard every day. Your name will be on the whiteboard when you have a package in the office. After receiving the package, please erase your name from the whiteboard.

- You have to receive chilled and frozen items by yourself. (The office cannot keep them.)
- Neither you nor those who visit you can make use of the parking slot
- You can apply for using a parking slot to the office only when you move in or out..

4. Lobby

When you use the lobby, please do so in consideration not to cause disturbance especially in terms of noise to our neighbors, other guests, residents and the house family. Usage of the lobby late at night is only allowed with extra care not to be of any disturbance to the neighbors, other guests, residents and the house family.

- **Please make sure that windows and doors are closed** so that the noise will not be heard too much outside of the lobby and lower the volume of music.
- Do not leave personal belongings in the lobby. Please turn off the TV, the lights, and the air conditioner after you use them.
- Newspapers (English and Japanese) are delivered daily to Lobby. Several magazines are delivered as well. Do not take newspapers and magazines out of the Lobby
- Using the lobby for part time jobs, such as giving English is prohibited.
- You can play piano only until 10 pm. You can play Ping-Pong and billiard until 12 pm.
- Guests or friends should be accompanied by someone living in the house.

5. Kitchen

Please use only the guests' kitchen (It located in the third floor of the main building and in the first floor of the west guest house).

- Do not use the residents' kitchens (the second and fourth floors).
- Store personal belongings on your own shelves. Please use the kitchen tidily

6. Laundry

Please take your laundry out of the washing machine right after washing so other people can use it

- Do not wash your shoes in washing machine.
- In Laundry Room, please try to use as little space as possible and remove your items in time. So there is enough space for others.
- Do not take the iron to your room.
- The drying machine can be used for 100 yen per 40 minutes.
- The rope covered with red tape cannot be used for drying clothes

7. Toilet

Please do not dispose of anything other than toilet paper in the toilet. Otherwise the plumbing system will block up.

- Please do not stand but sit on the toilet seat.
- Please always flush, and clean when necessary after usage.
- Do not take the toilet paper to your room

8. Shower

- To prevent puddle-formation use the shower curtain.
- Leave the curtain and the door open after usage for ventilation.
- Do not forget to get rid of your hair and other things from the drain. It is highly appreciated by the person who uses the shower after you.
- When you are finished please turn off the lights, but keep the fan on for ventilation.

9. Internet

- WiFi access is available but we cannot guarantee the stability nor can it be accessed from all parts of HdB. You must not give the password to other people.
- The Internet must be used with common sense. Violating copyright such as sharing or downloading files/documents illegally is prohibited. All access histories are kept for records.

10. Garbage

Put the trash of your room into a small bag, then take it to garbage cans located to the north of the west building.

Combustible trash → into the garbage cans.

Cans & plastic bottles → into the garbage cans designated for cans and plastic bottles.

Please remove the caps and labels.

Broken glass → wrap it with newspapers, put it in a plastic bag and put it next to the garbage can with a label "Broken Glass".

- Do not use the garbage cans in kitchens to dispose your room rubbish/trash!!
- If you would like to throw out something big in size such as furniture, please consult with the office at least one week before you would like to dispose of it. Please never abandon it in the garbage area.

11. Bicycle • Motorcycle

One person, one bicycle!!

Label your bicycle and or motorcycle with a sticker. These are available at the office

Please park within the lines to not to get in the way of the cars.

12. Miscellaneous

- Office hours: 9:00 to 12:00, and 13:00 to 17:00 on weekdays. (Except for public holidays)
- No Smoking on the Premises.
- Please always respect the convenience of the others in HdB life.
- Please be quiet during the period between 22:00 and 6:00.
- **Please keep in mind that sound, such as a television, music, and Skype conversations turns into noise easily at night, and it can cause serious disturbance.**
- If you will be away from the house for many days, please notify the office in advance.
- If you are caught up in a natural disaster, please try to tell your situation to us.

13. Emergency Contact Information

- When the office staff is not there, please contact the house parents in case of an emergency. In case of a **medical emergency or a fire, please call 119**, and inform the house parents. **For police call 110**, and inform the house parents.
- If you feel troubled, or are worried about someone you know, the Tokyo life line offers support in English. 03-5774-0992 (9 am – 11 pm every day) telljp.com
- For semi-emergencies please contact us in person or by email.

Finally you are always welcome to have a chat with the house parents when you feel bothered, or just need to get something of your chest.



The original version of these rules and regulations are written in Japanese.

This first edition was translated in 2016 July.

In the event of a dispute about the contents or interpretation between the English version and the Japanese version , the Japanese version prevail.