

Usage Rules for Shared Facilities of Kuwanoki Dormitory for International Students

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Purpose of Use

The shared facilities of Kuwanoki Dormitory for International Students are intended to enhance the living environment of residents of Kuwanoki Dormitory for International Students, International Student Shared House, Fukui Dormitory for International Students, and International House for International Students and Researchers (hereinafter referred to as “residents”). Accordingly, these facilities shall, in principle, be used for activities that contribute to the well-being of residents, including exchange among residents themselves and with Okayama University students. The following activities, however, are strictly prohibited:

1. Religious or political activities (e.g., proselytizing, publicity/advertising, solicitation of membership, coercion of donations, etc.)
2. Profit-making activities (excluding donation activities organized by Kuwanoki RAs)
3. Activities contrary to the purpose of use
4. Other activities deemed to cause serious disruption to the management and operation of the dormitory

Eligible Users

Those who may use the shared facilities of Kuwanoki Dormitory for International Students (hereinafter referred to as “users”) are as follows:

1. Residents
2. Visitors accompanied by residents
*Visitors may not use the facilities on their own.

Available Facilities

Common Room, Conversation Hall, Library, Japanese Room, North Wing 2nd Floor Conversation Room, North Wing 3rd Floor Conversation Room, and Courtyard

Hours of Use

Facilities are available from 9:00 a.m. to 10:00 p.m.

The North Wing 2nd and 3rd Floor Conversation Rooms are available only during the manager’s working hours.

Conditions of Use

1. Drinking alcohol is prohibited.
2. The use of fire is prohibited.
3. Users must not cause noise or other disturbances to neighbors.
4. Users must clean the facilities after use and take all garbage with them.
5. In case of loss or damage of equipment or furnishings, users shall be responsible for restoring them to the original condition or providing compensation.
6. Entry into areas other than those designated for use is prohibited.
7. Visiting by car is prohibited. Use of the parking lot is not permitted.
8. Bringing food or drinks into the Japanese Room is prohibited (except for tea ceremonies).
9. Advance reservation is required for the Japanese Room and the North Wing 2nd and 3rd Floor Conversation Rooms.
10. Any use of the Japanese Room that may damage the tatami mats is prohibited.

11. Noisy activities in the North Wing 2nd and 3rd Floor Conversation Rooms are prohibited.
12. Exclusive use of the Common Room and Courtyard is not permitted.

Usage Procedures

For Exclusive Use

Reservations should be made in advance through the online reservation site. Last-minute reservations may also be accepted if there is availability. Only residents are eligible to make reservations. Pre-reserved usage shall take priority. Official events related to international affairs, organized by the dormitory or the University, take precedence over individual reservations.

For Use Outside the Manager's Working Hours

After completing the reservation procedure for exclusive use, users must receive the facility key during the manager's working hours prior to use. After use, the facility must be locked, and the key must be returned in the manner specified by the manager. Responsibility for loss or damage of the key rests with the person who received it.

Entry Procedures

Visitors and residents from other dormitories for international students must sign in and out on the visitor sign in sheet placed in front of the manager's office.

Other Provisions

1. In case of violation of these rules, a warning card will be issued to the resident in accordance with the Detailed Eviction Regulations of Okayama University Dormitories for International Students and Researchers. In such cases, the persons concerned may also be prohibited from further use of the shared facilities.
2. Use of the facilities may be suspended if deemed necessary for management and operational reasons.