



KIT International Community House

Guidebook



Emergency Contacts

Police	110
Fire Department/ Ambulance	119
Center for International Programs	【Mon.-Fri. 8:30-17:30 / Sat. 8:30-13:00】 076-294-6725
Responsible Person	TBA

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I. General Information

1. Name and Address

Name : KIT International Community House

Address : 148 Takahashi-machi, Nonoichi, Ishikawa 921 8811

※Do not send any item to this address since a resident manager is not on duty at all times.

2. Purpose

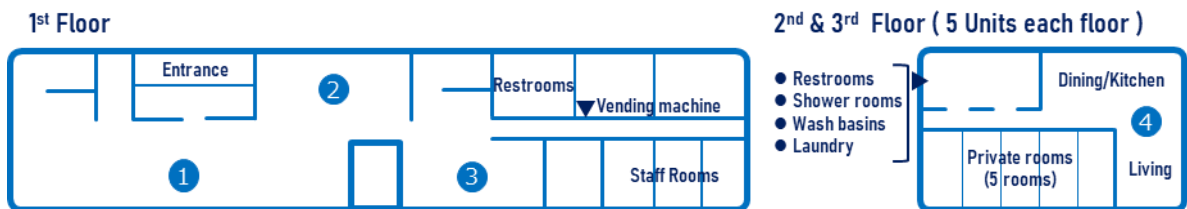
KIT International Community House, a place to practice international exchanges and English education, was established to develop a spirit of friendship, cooperation, and openness in our students through interaction with people from different languages, cultures and backgrounds, and to foster people who will be international players.

3. Management

Both directors of the Campus Facilities Division and the International Program Office conduct administration and management of the KIT International Community House under the KIT International Community House Steering Committee.

4. Brief Description of KIT International Community House

[3 Floors, reinforced concrete construction]



1st Floor

①: Learning Space & Communication Circle

②: Breakout Meeting Space

③: Common Dining & Kitchen



①: Learning Space & Communication Circle

2nd and 3rd Floors

④: Units

There are 5 housing units on each floor, A, B, C, D, E on the 2nd floor and F, G, H, J, K on the 3rd floor. Each unit has 5 private rooms and 2 showers, 2 toilets, 2 laundry machines, a kitchen to share with the unit members.

※Please refer to [IV. Use of Facilities at the KIT International Community House] for the use of common places and equipment.



②: Breakout Meeting Space



③: Common Dining & Kitchen



④: Units



Private Room

II. Procedures for Moving-in and Temporary Use

1. Residency Requirements

Residents of the KIT International Community House are, in principle, limited to those who satisfy all the following conditions:

- Students from KIT sister schools participating in the short-term programs hosted by KIT
- Group participants (Individuals only staying for a few days until deciding off-campus apartment may receive permission to reside in the residence.)
- Those who have signed in the Letter of Pledge
- Those recognized as eligible by the Director of the International Program Office.

2. Procedures for Temporary Use

Those who want to use the community house for a temporary event are required to 1) consult with the Director of the International Program Office for approval, and 2) submit the "Application for the Use of KIT International Community House" and "User List" to the International Program Office at least one month prior to your first day of use. All the users may be asked to sign the Letter of Pledge upon necessity. Those forms can be downloaded at http://mercury.kanazawa-it.ac.jp/ryugaku/study_abroad/. We only accept the Application form submitted by KIT faculty and staff. Please be aware that a listed person in charge of the event is responsible for a risk management during the use of the facilities.

III. Fees and Payment

1. Rent

Rent per day (including electricity, water, and gas fees) is 1,500 yen. Please pay the invoiced fees by cash at the KIT Accounting Section. Those participating in the programs hosted by KIT/ICT may be exempted from paying the rent. Please contact the Center for International Programs for details.

2. Cleaning Fees

All rooms will be cleaned by a cleaning vendor after your departure and residents are responsible for paying its cleaning fees. Please contact the Center for International Programs for the cost and how to make the payment.

3. Bedding Rental Fees

Residents are responsible for incurring the bedding rental fees. Please pay the invoiced fees by cash at the KIT Service Center on the 2nd floor in Bldg.21. Those participating in the programs hosted by KIT/ICT may be exempted from paying the rent. Please contact the Center for International Programs for details.

4. Enrolling in Fire Insurance

Irrespective of a period of stay, those residing in the KIT International Community House are obliged to enroll in fire insurance or KIT-designated Insurance. The premium differs from its coverage period. Please follow instructions by the Center for International Programs.

5. Room Maintenance and Repair Fees

All private rooms, unites, and common spaces will be subject to an inspection when residents move out. Residents will be billed for repairs resulting from significant damage, such as damage to the door, holes in the wall, staining to the carpet from uncleaned spilt food and drink, or other damage determined to be the result of residents' negligence or misuse.

IV. Use of Facilities at the KIT International Community House

1. Learning Space (1F)

This is a space for academic learning. If you want to use the projector and TV monitor for entertainment purposes, please ask for approval from the Center for International Programs in advance.

2. Communication Circle (1F)

Taking a meal here is prohibited. You can eat snacks with beverages but must be responsible for cleaning to maintain mold-free carpet.

3. Common Kitchen (1F)

Main Equipment

Refrigerators	2
Rice cookers	2
Microwaves	2
Electric hot plates	2
Portable IH stoves	2
Coffee brewers	2
Basic cookware (e.g. Stock pots, Pots, Pans, Strainers, Bowls)	2 each or more
Basic cooking utensils (e.g. Ladles, Turners)	2 each or more
Plate ware sets	many

Kitchen users must abide by the following at all times:

- Clean up the kitchen after each use.
- Properly sort all garbage from cooking and throw it away in the designated bins.
- Take off a kitchen sink strainer bag from the drain after use and put a new one there.
- Be sure to clean up inside the microwave, rice cooker, refrigerator, and the surface of the IH stove.
- Return the dishes and kitchen utensils to their original places following the image posted on each drawer.
- Used kitchen towels must be hand-washed and hung on to a clotheshorse set in the kitchen.
- Be sure not to keep food and leftovers in the refrigerator too long, which may cause food poisoning.
- Do not keep your own food and drinks in the refrigerator on the 1st floor but in the refrigerator in your unit.
- Be careful with fire.
(Do not leave the kitchen while the IH stove is in use. After use, please make sure that you have turned the heat off.)

4. Common Bath (1F)

Users must abide by the following at all times:

- Take turns taking a bath and use the bath separately for men and women.
- Pull out the plug from the bathtub and clean up the bathing area after use.

5. 2 Washing Machines (1F)

These are for staff use only. No residents are permitted to use them.

6. Iron and Ironing Board (1F)

Watch out for a burn injury and make sure to turn the iron off after use. Return both iron and ironing board to the original place after use.

7. Vending Machines (1F)

Vending machines offer various kinds of beverages.

8. Recreation Equipment (2&3F)

- Equipment for table tennis, billiards, and darts must be returned to its original place after use.
- Ensure that one person or one group does not continue to use the given equipment on their own. Share the facilities so that all residents may enjoy using them.
- If you happen to lose or damage the equipment or make damage to the building, you must report to the Center for International Programs immediately.

9. Units and Private Rooms (2&3F)

Spaces and equipment for common use

【Powder room】

Shower booths	2
Toilets	2
Wash-basins	2
Washing machines	2
Hair dryers	2

Users must abide by the following at all times:

- Save water.
- Use a bath rug of your own and take it back to your room after each use.
- Use of salt, oil, and hair color is prohibited when taking a shower.

【Kitchen】

Refrigerator	1
Rice cooker	1
Microwave	1
Toaster	1
Electric hot-water pot	1
Pan (small-sized)	1
Pan (middle-sized)	1
Frying Pan	1
Basic cooking utensils (e.g. Ladle, Turner)	1 for each
Soup cups	5
Small plates	5
Cups	5
Soup bowls	5
Spoons, forks, chop sticks	5 set each

Kitchen users must abide by the following at all times:

- Clean up the kitchen after each use,
- Properly sort all garbage from cooking and throw it away in the designated bins.
- Take off a kitchen sink strainer bag from the drain after use and put a new one there.
- Be sure to clean up inside the microwave, rice cooker, refrigerator, and the surface of the IH stove.
- Return the dishes and kitchen utensils to their original places following the image posted on each drawer.
- Be sure not to keep food and leftovers in the refrigerator too long, which may cause food poisoning.

- Write your name on your own food and drinks in the refrigerator.
 - Be careful with fire.
(Do not leave the kitchen while the IH stove is in use. After use, please make sure that you have turned the heat off.)
- (1) Staff entry into each unit and private room
University staff may enter rooms periodically for the purpose of inspecting the condition of equipment and furnishings. In the event of a fire or other emergency situations, staff may enter your room without your permission.
 - (2) Precautions for using a unit and rooms
Residents are to abide by the following at all times:
 - Residents are to take care of rooms and all room furnishings and are not to undertake construction, rearrangement, or removal of furniture without permission.
 - You are solely responsible for all cash and valuables maintained in your room.
 - Lock your door whenever leaving your room, even if only for a short time.
 - Clean your room on a regular basis with easy sweeper set in each room and a handy vacuum cleaner placed in a hall way.
 - (3) Key and card key
A key to enter the unit and room is identical and a card key is for entrance only. During your stay, you are solely responsible for your room key. If you lose your key, you will be responsible for paying all costs related to replacing the locks.
 - You may not make copies of your key or lend it to others.
 - If you lose your key, please report to the Center for Internal Programs immediately.
 - You must put all your keys in the designated bag and return to the Center for International Programs upon moving out.
 - (4) Air conditioner
To save energy, try to set the air conditioner temperatures at 28 Celsius in summer and 20 Celsius in winter time, which are considered appropriate by the Ministry of Environment in Japan. Make sure to turn it off when leaving the room.
 - (5) Bedding
Those who will rent beddings must abide by the following at all times:
 - Always use mattress and blanket with bed sheets covered.
 - Exchange linens with fresh ones on once a week basis.
 - If you stain or damage your linens or bedding, you will be required to pay the actual cost of cleaning/replacement.
 - (6) Garbage
Garbage must be separated into 1) combustible, 2) plastic bottles, 3) cans and 4) glass bottles and thrown into the trash bins located on the 1st floor. Each resident is responsible for moving the garbage in their units and rooms to the trash bins on the 1st floor on a regular basis.

V. Rules of Conduct

【Duties】

1. Liability for Damage

You are required to pay for any damage that you may have caused intentionally or negligently to the building or any of the furnishings in your room. If you cause any damages, please report to the Center for International Programs immediately.

2. In the event that the electricity, hot water system, air conditioner, or other furnishings in the building become inoperable or broken, please report to the Center for International Programs immediately.

3. Moving Out

Please be certain to take out all the luggage you brought in when moving out. If there is any remaining luggage, we will dispose of it. Residents will be responsible for the cost of disposal.

4. Cleaning

(1) Please return all the equipment in the building to the original place after use.

(2) Clean the wash basin, kitchen, shower, washing machine, refrigerator, etc. after use so that other residents can also use them comfortably.

(3) There are two vacuum cleaners on each floor, and easy sweeper in each private room in the unit. Clean the floor regularly and dispose of any dust in the vacuum cleaner.

(4) The garbage bags will be at the designated place on the 1st floor, so use them as needed and dispose of the garbage frequently.

【Prohibited Activities】

1. Room Changes

Units and private rooms cannot be changed without permission. It is also prohibited to sleep in other rooms.

2. Entry to Rooms of Opposite Sex

The entry of opposite sex into a private room is prohibited.

3. Visitor's Stay

It is forbidden for anyone (including KIT students and residents' families) to enter or stay in the unit except for those who have submitted a pledge and have permission to move in.

4. Registered Items

All furniture in the KIT International Community House is registered. Please do not take the registered items away. No stickers, pictures, or posters are allowed to put on the wall without permission.

5. Pets

It is prohibited to bring animals into the community house.

6. Elevator

Use of the elevator is limited to carrying large luggage. Therefore, daily use of the elevator is prohibited.

7. Noise

When you enjoy conversation, TV, music, etc. in a unit, private room, or shared space, please be careful not to disturb other students. In particular, please be aware that late-

night noise and chatting around the building will be a nuisance to other students and neighbors.

8. Dangerous Activities

Please do not perform any act that causes harm to you or others, or that is considered dangerous.

9. Entry to Staff-only Areas

It is forbidden to enter the place where there is a "No Entry", "Keep Out" or "Staff Only" sticker.

10. Use of Fire

Bringing in electric heaters, etc. is strictly prohibited. It is also prohibited to use portable gas stoves, candles, fireworks, etc. at KIT International Community House.

11. Smoking

Smoking (including electronic cigarettes) in and around the building (including decks) is prohibited.

12. Skateboarding

Skateboarding around the building and on the deck is prohibited.

13. Drinking Alcohol

People under the age of 20 is prohibited by law from drinking alcohol. In addition, drinking alcohol in and around the building is prohibited regardless of age.

14. Illegal Drugs

Possessing, taking, cultivating, buying and selling cannabis, narcotics, anesthetics and similar drugs are prohibited by law.

15. Missionary Activities

Missionary activities in the community house are prohibited

16. Going out at midnight

Some programs have curfew. Be sure to keep the curfew. After the curfew, you may not be able to enter the community house even if you have a card key. Also, even if there is no specific mention of curfew, please refrain from going in and out at midnight except in an emergency.

【Emergency】

1. Fire

If a fire breaks out in KIT International Community House, please go outdoors as soon as possible and move to the designated evacuation site as soon as possible, without worrying about your clothes or belongings. When evacuating, keep your posture low and cover your mouth and nose with your handkerchief or towel to avoid inhaling smoke. Please do not use the elevator.

2. Earthquake

If an earthquake occurs, hide yourself under a place such as a desk that protects your head from falling objects until the shaking subsides. When the shaking subsides, leave the private room and unit doors open, go outdoors, and move to the designated evacuation site. Please do not use the elevator.

Evacuation site



3. Illness and Injury

If you are sick or injured, or if you need a psychological consultation, please contact the Center for International Programs first.

Center for International Programs, Kanazawa Institute of Technology

Office hours: Mon-Fri 8: 30-17: 30 / Sat 8: 30-12: 00

Phone number: 076-294-6725

Email address: ryugaku@kanazawa-it.ac.jp

<Emergency outside office hours>

In case of emergency, please contact the mobile phone of the Center for International Program staff.

4. Theft

The school is not responsible for theft in KIT International Community House. However, please report the theft to the Center for International Programs.

【Punishment】

If you violate Japan's laws and the rules of Kanazawa Institute of Technology, or if you act to significantly disturb the order in KIT International Community House, you will be subject to punishment.

* Students who do not live in the community house are also subject to punishment based on the regulations.

*The following KIT International Community House Regulations are English translation, originally composed in Japanese. The English version of the KIT International Community House Regulations has been provided merely as a reference for international students, faculty and staff. Therefore, it should not be considered an official version. Please note that any and all official regulations are concluded solely on the basis of the Japanese version.

KIT International Community House Regulations

(ENTRY INTO FORCE: August 1, 2018)

(Purpose)

Article 1 These regulations will be prescribed to stipulate necessary matters regarding the management and operation of KIT International Community House (hereinafter referred to as the "community house") of Kanazawa Institute of Technology (hereinafter referred to as "the University"), which facilitates the smooth and appropriate management of the community house, and in order to achieve the purpose of the next article.

(Purpose of the community house)

Article 2 The community house is an educational facility of the University established based on Article 45-2 of the Kanazawa Institute of Technology Regulations, and is a place for practicing international exchanges conducted by the Center for International Programs and the Essential English Center. The purpose is to develop a spirit of friendship, cooperation, and openness in our students through interaction with people from different languages, cultures and backgrounds, and to foster people who will be international players.

(KIT International Community House Steering Committee)

Article 3 The KIT International Community House Steering Committee (hereinafter referred to as the "committee") will be established at the University to deliberate on general matters related to the management and operation of the community house.

2. The committee shall consist of the following persons as members.
 - President of Kanazawa Institute of Technology
 - President of International College of Technology, Kanazawa
 - Director of the Center for International Program
 - Chairperson of the International Exchange Committee
 - Director of the International Program Office
 - Director of the Campus Facilities Division
3. The chairperson of the committee shall be the chairperson of the International Exchange Committee.
4. The committee shall be convened on a temporary basis by the chairperson as needed.
5. The chairperson may, when s / he finds it necessary, invite a person other than the committee members to the committee to hear her / his opinion.

(Management and operation)

Article 4 The management and operation of the community house will be carried out by the director of the Campus Facilities Division and the director of the International Program Office based on the discussion of the committee.

(Application process for use)

Article 5 Persons who use the community house (hereinafter referred to as "users") must submit the application form, etc. designated by the University in advance to the International Program Office.

(Obligation to comply)

Article 6 When using the community house, the user must comply with the rules established by the University and act according to the instructions of the faculty and staff.

2. The user must not do the following at the community house.
 - (1) Using the community house for other purposes
 - (2) Smoking on the premises of the community house
 - (3) Drinking by persons under the age of 20
 - (4) Bringing in animals, etc.
 - (5) Using fire, candles, fireworks, etc.
 - (6) Annoying other users and neighbors with noise, offensive odor, etc.
 - (7) Moving the opposite sex into the room
 - (8) Other acts prohibited by the person in charge of management and operation

(Suspension of use)

Article 7 When a user of the community house falls under any of the following items, the person in charge of management and operation may order the user to suspend the use of the community house.

- (1) When Kanazawa Institute of Technology Regulations and other rules established by the University are violated.
- (2) When the community house is deemed unsuitable for use in terms of health and hygiene due to illness or other reasons.
- (3) When you are allowed to take a leave of absence, or when you are ordered to withdraw from school (including expulsion) or to suspend school.
- (4) When there is an act that disturbs the order or morals in the community house.
- (5) When there are other acts that significantly hinder the management and operation of the community house.

(Maintenance of the facilities, etc.)

Article 8 Users must always endeavor to maintain the facilities, equipment and fixtures of the community house in a normal condition.

2. When the facilities, equipment and fixtures of the community house are lost, damaged or contaminated intentionally or accidentally, the user must restore the original condition or reimburse the expenses required for the restoration to the original condition.

(Belongings)

Article 9 Users must thoroughly manage their belongings.

(Theft / Accident)

Article 10 Users must endeavor to prevent theft and other accidents.

2. When users become aware of a theft or an accident, they must promptly notify the International Program Office.

(Disaster prevention)

Article 11 Users must always pay close attention to the prevention of fires and other disasters.

(Environmental arrangement)

Article 12 Users must clean the living room and endeavor to maintain a comfortable environment for the purpose of keeping it clean and tidy.

(Staff in charge)

Article 13 The International Program Office is in charge of the affairs related to the community house.

(Other matters)

Article 14 In addition to what is stipulated in these regulations, other necessary matters regarding the community house will be stipulated separately.