

Guide to Meiji Gakuin INTERNATIONAL HOUSE

Meiji Gakuin International House provides lodging for foreigners visiting Meiji Gakuin University for educational and research-related purposes so as to facilitate university-based international exchange activities. Meiji Gakuin Service Co., Ltd. (hereinafter, MGS) manages the International House at the behest of Meiji Gakuin University.

Request to Guests

Guests at the International House are requested to pay particular attention to the following:

1.Meals and maid services

Meals and room-cleaning services are not offered at International House. Guests are requested to inform the caretaker if additional or fresh linen is required.

2.Caretaker

The caretaker is located in the office near the entrance on the first floor and is available from 10:00 to 15:00 Monday through Friday. In the event of any problem, e.g. directions on how to use equipment in rooms, guests are encouraged to contact the caretaker.

3.Internet use

Internet access is available in each room. No access fee is charged. Guests without their own computer may use the computer in the communal space located in the basement. No charge applies.

4.Telephone use

Guests have use of the telephone installed in every room. Charges for telephone calls are as follows.

Domestic calls: Free

International calls: Charged. Please see Section 13 below for the terms of payment.

5. Keys

(1) Guests are requested to take particular care with their issued keys.

In the case of loss/damage, the guest is liable for total expenses incurred as a result of loss/damage.

(2) Keys are to be returned to one of the below on departure from International House, following the outlined procedure.

* Caretaker

* Mailbox of Room 206 (Dedicated mail box for key return)

* MGS

* Guarantor (The guarantor is asked to return the received key to MGS).

6. Security at International House

For security reasons, entry and exit to/from International House is controlled as follows. The cooperation of guests is appreciated.

(1) The first guest to leave the House each morning is requested to unlock the gate.

* The gate may be left open during the day.

(2) The gate should be always locked on going in and out after 18:00

7. Security system

Meiji Gakuin International House has installed a security system for the safety of guests. To avoid security confusion by incorrect or unnecessary operation, guests are asked to read the "Guide to the Meiji Gakuin International House Security System."

8. Washing machines/driers

Rooms 205 and 206 have no washing machine/drier. The guests of the rooms are asked to trouble themselves to use the washing machine/drier in the basement.

The guests in the other rooms may use the washing machine/drier installed in each room.

9. Room cleaning

Each guest is asked to clean his/her room during their stay. Every room is provided with a vacuum cleaner.

10. Use of equipment, including bedclothes and tableware

Guests are welcome to freely use equipment including bedclothes and tableware supplied in the room. Additional equipment is also available from the caretaker.

11. Garbage disposal

Garbage disposal is managed as follows.

Guests are requested to use a transparent garbage bag. Guests without such bags are asked to contact the caretaker.

Garbage should be separated as indicated below, and placed in the correct designated site on the specified days of the week.

Burnable Garbage Kitchen scraps, plastic, rubber, and leather products	Sunday, Wednesday
Ceramic, glass, and metal waste Ceramics, glass, metals, gas canisters, spray cans, and lighters	Friday
Recyclable resources Newspapers, flyers, cardboard, cartons, bottles, cans, PET	Monday

bottles, and batteries	
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Large pieces of garbage measuring 30cm and more are defined as large-sized waste, whose collection is made on a request basis. Please note this involves a fee. For further information, guests are asked to contact the caretaker.

12. Payment of accommodation fees

Guests are billed for their lodging as follows. Payment should be made in cash, in principle.

[1] Guests staying for one month or more will receive a bill from MGS around the end of the month. The bill is delivered by the caretaker, or put in the newspaper box (attached to the door) of the guest room.

With regard to the last month of stay, guests will receive the bill three to six days before their departure.

[2] Guests staying for less than one month will receive a bill three to six days before their departure even if the stay falls in two different months.

Bills can be paid to the caretaker at the office from 10:00 to 15:00 on weekdays. A receipt will be given in exchange for cash payment.

13. Payment of international telephone charges

The telephone company bills the university for any phone calls made at International House about one month after calls are made, and based on this MGS then passes the charges to the guests.

Since the bill from the telephone company arrives one month after the actual call, guests have sometimes left Japan before MGS is able to charge them for the international call (in the case of the international calls made in the month of the departure, etc.). In such cases, MGS will charge the guarantor of the guest; thus, guests are asked to entrust their guarantor with money in advance.

* By using an automatic charge notification service, information on call charges will be obtained. The service is available by dialing "0034-7-country code of party required-telephone number of party required"

The above-mentioned international telephone charges may be paid to the caretaker. Payment in exact change is highly appreciated.

14. Bulletin board

Guests are asked to see general notices (e.g. announcement of a regular check of facilities/equipment) posted on the bulletin board near the entrance.

15. Contact information

If guests have a question or a problem, they are encouraged to contact one of the following for assistance.

- Garantor
- Caretaker
(Tel: 3280-0432, Nakazaki or Suzuki, Monday through Friday, 10:00–15:00)
- MGS
(Tel: 5421-1555, Nishi or Himeno, Monday through Friday, 9:00 –18:00)
- Guard station at the east gate
(Tel: 5421-5003)