

Information of Tokai University International Residence



Welcome to Tokai University International Residence!

[Address]

Tokai University International Residence
Room#_____ (Your room number will be provided upon your arrival)
100 Shimo-Otsuki, Hadano-shi, Kanagawa, 257-0004
Tel. +81-463-78-1511

It takes about 30 minutes on foot from Tokai University Shonan Campus.

[Office]

The building manager office on the 1st floor is open from 7:00 to 23:00. (But staff stay at the office twenty-four hours a day.) If you have any questions, you can talk to them. They have irons, kitchen utensils, table tennis rackets, etc.

[Key]

The resident is provided with a room key on arrival. We suggest that you leave your room key in the office when you leave the Residence.

If you lose the key, please report it to the office of the residence immediately. In that case you will be asked to 10,000 yen for changing the key slot for safety reasons.

[Closing Time]

The Residence close at 11:00 pm. You should return to the resident before that.

[Mail]

Your mail is delivered to your Mail box. Mail is delivered Monday through Saturday except Holidays. The nearest Post Office is in Shimo-Otsuki Danchi (20 min. on foot).

[Staff]

A manager is always available to assist in special problems. WE ARE HERE TO HELP YOU HAVE COMFORTABLE LIFE IN THE RESIDENCE. Please ask any questions you may have or just sit and listen during one of those things when you need someone to talk to.

[Telephone]

There are 4 functions of your telephone;

- ① OUTGOING CALLS: Press "0" first and then the number you are calling. For example if you call Tokyo; 0-03-123-456
- ② ROOM TO ROOM CALLS: Press the room number you want to call
- ③ CALL TO THE OFFICE: Press "109"
- ④ Receiving incoming calls: You can receive calls in your room.

*Telephone bill will be added to your monthly room charge.

*You can not make OVERSEAS CALLS from your room. However you can make overseas direct phone calls on the GREEN PAY PHONE

*Incoming calls can be made up to 11:00pm

[Fax service]

We have a free fax service only within Japan during our office hours. You can send a fax to overseas, but it will be charged.

FAX NO: 0463-77-9045

[Guests]

Your guests are welcome to visit the residence between 9:00am to 11:00pm. When you invite your guests into your room, the name of your guests should be recorded at the office. Your guests are subjected to the same rules and regulations as the residents. You, as residents are responsible for the actions of your guests when they are in the resident.

[Pets]

Pets may not be kept in the residence.

[Fire]

Be careful when using lighters, gas, etc, in the residence. The university reserves the right to inspect room in order to protect health and safety of the residents. In case of fire, follow the instructions given by the resident manager.

[Meals]

Meals are not provided at this residence but there is a mini-kitchen in each room.

[Garbage]

Please follow the schedule when you want to take out your garbage.

[Air-conditioning& Heater]

Residents are reminded to turn off the air-conditioner or heater when they leave their rooms.

[Shoes]

Put your shoes to your shoes box by the entrance. Wearing street shoes in the Residence is prohibited.

[Responsibility for reimbursement]

If a resident had negligence, or destroys, losses, breaks, or damages any residence provided utensils, furniture or other property, he/she shall be charged the amount to restore or replace the damaged property.

[Laundry Facilities]

Washing machines and dryers are available between 7:00am and 11:00pm in the laundry room. There is dry cleaning service going on every Friday morning.

[Linens]

A pillow case and two sheets are furnished. We provide you a new set of linen every week. Used linens should be placed in the Blue Basket which is located by the dining room. A blanket and a bedspread are also furnished. Please bring your own towels.

[Your Room]

We ask you to clean your room and make your own bed every week. Vacuum Cleaners are located on each floor.

[Social Room]

Social room is reserved exclusively for our residents. Movie time is going on every Saturday from 9:00pm. Notice will be posted if a private party or movie time will take place.

[Vending Machine]

Vending machine is located next to the shoes box with a variety of beverages.

Access Map

TOKAI UNIVERSITY INTERNATIONAL RESIDENCE



Kitchen



Dining Room



Bedroom



Bathroom



Living Room



Hallway



Entrance Lobby

