

These regulations that are related to residence at AP house 3 are the basic rules regarding communal living that all tenants must comply with. In the case of any breach of these regulations, serious warning and guidance may be given, and punishment to the extent of eviction may apply where deemed necessary.

Tenants are advised not to demonstrate any behaviors that deviate from the conduct of students, and are encouraged to maintain a proper living and pursue academic excellence.

1. Use the leased room with care and consideration.

The tenants are obligated to use their respective leased rooms in a proper manner. In particular, please be aware of the following. If these promises are not kept, the tenants will be asked to leave AP house 3 upon compensating for the cost of repairs.

- (1) Keep the room well ventilated, and make sure that there is no condensation (build-up of dew or moisture) or mold growth in the room.
- (2) Pay particular attention to the kitchen and shower room, etc. where water is used, and make sure that no water is leaking to the floor, the next or downstairs room.
- (3) Make sure that the drainage of the water flush toilet and sink, etc. is not blocked. It is necessary to clear the foreign articles on a regular basis.
- (4) In dealing with electricity, pay particular attention to avoid any accidents. Particularly, be cautious when using the electric stove and electric water heater, which may potentially cause fire-related accidents. The possession of electric/ kerosene heaters, or hazardous materials, etc. is prohibited.

2. In the case where the following behaviors that are prohibited by the Laws of Japan are committed, the tenant will be ordered to leave immediately.

- (1) The transportation of weapons or items that are deemed as weapons, or any hazardous materials that are banned by the Laws of Japan is strictly prohibited.
- (2) The use and sale of narcotic drugs such of marijuana, cocaine, methamphetamine and organic solvent, etc. are prohibited by the Laws of Japan.
- (3) Consumption of alcohol by minors under the age of 20 is prohibited by the Laws of Japan.
- (4) In the case of any other breach of the Laws of Japan, the tenant will be ordered to leave immediately and liable to appropriate legal penalty.

3. Rules you must comply with when sharing a communal living with others

① Do not cause any hassles to others.

- (1) The volume of your television or stereo shall be kept to a level that does not disturb your neighbors. Please make sure that your window is shut and that your curtain is drawn at late night as the light of or the sound from your room may be a source of disturbance to your neighbors.
- (2) Open/close the door quietly.
- (3) Visitors (friends and relatives, etc.) shall leave your room before 22:00. Visitors are not permitted to stay overnight.

② Please observe the following when using the car park/bike shed

- (1) No cars may be driven into or parked in the premises.
- (2) The tenants must not park their cars, motorcycles or bicycles in the street. The responsibility lies with the tenant even if their visitors park their car or motorcycle in the street. The tenants shall make sure that that does not happen.
- (3) Each tenant is allowed to park either one bicycle or motorcycle in the bike shed. Please park your vehicle in the designated place. If you own more than one vehicle, please arrange for additional parking space separately.
- (4) We will take no responsibilities for any damage to the bicycles or motorcycles parked in the

bike shed due to fires, thefts, natural disasters or other causes. Please look after your own vehicle.

③ Please observe the following rules about using the Communal Area (to be shared by all tenants)

- (1) The corridor is to be used by everyone. Please do not litter nor cause any damage to it by such behaviors as leaving objects lying around, writing graffiti or spitting, etc.
- (2) Please do not occupy the communal facility such as the lounge or the coin laundry in an unreasonable way nor leave your personal belongings there.
- (3) The Communal *Onsen* is considered as the “*best facility soothing to the body and soul that is unique to Beppu*”, and not equipped at any other residence for students. Please remember to keep the place tidy and clean so that everyone else may enjoy using it too.

④ Please be actively involved in the events of the community such as those of the residents association etc.

⑤ Rubbish disposal

- (1) As a rule, the rubbish collection in Beppu City requires that you separate the rubbish. Please place burnable, unburnable and recyclable rubbish in the designated bags, and then take them to the waste disposal area on the premises on the specified day of the week. For details, please refer to the “Points on Waste Disposal and Classification of Recyclable Rubbish” that will be given to you separately.
- (2) Please keep the cardboard and Styrofoam boxes used to ship large pieces of furniture/appliances at the time of moving in/out in your own room, until you take them to the waste disposal area on the specified day.
- (3) There are certain types of furniture/appliances that are not collectable as rubbish. If that is the case, please read carefully and follow the specific instructions in the “Points on Waste Disposal and Classification of Recyclable Rubbish”.

⑥ Please observe the following so that you may respond appropriately in the event of an emergency such as fires or earthquakes, etc.

- (1) Never bring anything that is potentially self-ignitable, flammable, or explosive into the building.
- (2) Never place anything near the stairway, fire hydrant, fire extinguisher or fire escape equipment. As they may delay the evacuation and fire fighting process, and thus cause further damage in an emergency.
- (3) To be prepared for disasters such as fires and earthquakes, an “Internal Fire Brigade” consisted of the caretaker will be formed in accordance with the ‘AP house 3 Fire Prevention Plan’. Everyone is assigned their own role, and to protect yourselves in the case of disasters, everyone is advised to keep the place neat and tidy, and familiarize yourselves with the safety education and drills run by AP house 3. Students who do not meet this requirement may not be admitted to AP house 3.

⑦ AP house 3 Tenants’ Commutation

- (1) Do not disturb the neighborhood by making irritating noise while riding a motorcycle or by talking in a loud voice.
- (2) Students who use motorcycles are required to attend the Road Safety Guidance held at APU and take out optional insurance (unlimited to other parties). Student may not ride motorcycles before they take out an insurance.
- (3) The speed limit for motorcyclists on City Roads is 30 km/h. And disturbing behaviors such as modifying mufflers are prohibited. A breach of this may result in the prohibition of the use of motorcycle or eviction from the residence on top of issuance of a serious warning.
- (4) Do not park bicycle beside a bus-stop or in the other premises when attending school.

⑧ In addition to the above, please comply with the following rules

- (1) Do not post or distribute any bills/flyers within the premises without permission. If you need to do that, please gain permission from the caretaker first by declaring the purpose and contents in the necessary form that is available at the caretaker’s office.
- (2) Do not waste resources by leaving the air-conditioner or water tap turned on. The unauthorized use of equipment or machine that may consume a significant amount of

- electricity or water is also prohibited.
- (3) Smoking is prohibited at AP House 3. Smoking is illegal if you are under 20.
 - (4) Do not disturb the other residents or neighbors, or do anything that may offend them. Make an effort to greet the other residents and neighbors.
 - (5) Do not let anyone else stay in your room.
 - (6) Do not disturb the other tenants in the AP house 3 with your internet virus. It is your responsibility to install an anti-virus program in your PC to prevent from any infection.
 - (7) Japanese law prohibits people under the age of 20 from consuming alcohol. Alcohol consumption (even for those students who are legally permitted) is not allowed outside of private rooms.
 - (8) In addition, tenants must comply with the residence regulations, or the attachment APH rules, and any instructions or orders given by APU Student Office and AP house 3 caretaker.

⑨ **Period of Residence**

The period of residence will expire at the end of the fiscal year (on March 31) of your date for in which you move in. As for renewal for the following fiscal year, you need to apply separately. The period of residence may be extended upon screening of the application.

Date _____ / _____ / _____

Address _____

Name _____ Seal _____