

**KYOTO UNIVERSITY of
ADVANCED SCIENCE
HOUSING OFFICE**



KUAS DORMITORY COMMUNITY GUIDELINES

INSIDE:

- **Who can help me with questions?**
- **What do I do if I am sick?**
- **How to move in & move out**
- **Emergency Procedures**
- **Dormitory Community Policies**
- **And More!**

**2024
EDITION**

CONTACT US:

HOUSING_OFFICE@KUAS.AC.JP

WELCOME TO KUAS

KUAS Dormitory Community Guidelines

2024
Ver.2

KYOTO UNIVERSITY of ADVANCED SCIENCE
Housing Office

NOTE: If you have a disability and need to receive this Community Guide in an alternative format, please contact the KUAS Housing Office: housing_office@kuas.ac.jp
Dear KUAS Students,

On behalf of everyone in the KUAS Housing Office, welcome to our campus community! Our main objective is to provide a supportive and secure living environment where each resident can thrive academically and forge lifelong friendships. Whether this is your first time living independently or not, we're here to ensure you have everything you need for this exciting journey.

Now that you are part of our community, we encourage you to get to know the Housing Office representatives who are working in your community. Our Tutors, Community Leaders (CLs), and dormitory caretakers will play important roles in your daily life on campus. They will also organize regular community meetings and fun events. Get involved and share your ideas. Let's make this place feel like home together!

Sincerely,

Michael R. Smith
Assistant Director
KUAS Housing Office

Who Do I Call in an Emergency?

If there is a **life-threatening emergency**, call for emergency services immediately:

Police: 110

Fire: 119

Ambulance: 119

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ABOUT THE HOUSING OFFICE

The KUAS Housing Office is dedicated to supporting a vibrant community of over 400 residents, fostering their academic success and personal development. We accomplish this through comprehensive training and guidelines centered on community building, interpersonal skills, wellness, and responsibility.

Mission Statement

The Housing Office’s mission is to establish safe, convenient, and inclusive living environments that promote collaboration and cultural exchange among Japanese and international students. Through these endeavors, we strive to cultivate an atmosphere where students can excel academically, socially, and culturally, embracing diversity and forging lasting friendships.

Housing Office Staff

The Housing Office is responsible for all student housing matters at KUAS. Below is a brief overview of student staff and professional staff representatives in the Housing Office.

Housing Office Assistant Director

Housing Office Assistant Directors are full-time professionals who manage the overall operations of student housing at KUAS. They manage and oversee the hiring of student staff (tutors and community leaders), respond to the behavioral and developmental needs of residents, and advise university leadership on creating and revising student housing policies.

Housing Office Administrative Staff

Housing Office Administrative Staff are full-time professionals who handle clerical tasks and provide support for matters related to the operation of the dormitories, such as staffing, room assignments, rent processing, policy formulation, and official notice issuance. Housing Office Administrative Staff are also available to assist residents and guests with any questions or concerns they may have.

Dormitory Caretaker

Dormitory Caretakers are full-time professionals who staff the dormitory front desks. They are responsible for numerous tasks that include, but are not limited to, signing guests in/out, answering the front desk phone, handling move-in and move-out procedures, posting notices, and other day-to-day tasks that keep the dormitory in good order.

Dormitory Caretaker's Office Hours

Dorm A & B: 8:00 AM - 5:00 PM (4:30 PM on weekends & holidays)

Dorm D & E: 9:00 AM - 5:00 PM

Dorm Emergency Call Center (Security)

The Dorm Emergency Call Center personnel are full-time professionals who provide 24-hour assistance in case of emergencies. The most common reason residents contact the Emergency Call Center is for issues with their room locks or keys. However, both residents and dorm staff may also contact the Emergency Call Center to report suspicious individuals, report disruptive behavior, or to request assistance in other emergencies.

Community Leaders (CLs)

Community Leaders (CLs) are senior students (such as graduate students and

researchers), professors or KUAS administrative staff who live alongside residents in the KUAS dormitories. CLs act as spokespersons for their dorm, while planning events and social activities in the dorms. In emergencies, CLs act as points of contact for their dormitory, and advise tutors on how to respond.

Tutors

Tutors are student staff who live together with the residents of their assigned dormitory. Aside from promoting community-building and providing residents with information and guidance, tutor responsibilities include resident issue management, evening duties, and assisting Community Leaders with the creation of events. Tutors are on-call in all dormitories during evening hours (9:00 PM to 6:00 AM), and residents may refer to them for assistance during that time.

Housing Office Location

The Housing Office is located on the 2nd Floor of the Uzumasa Campus North Building. Residents are welcome to visit the Housing Office at any time to ask questions. The Housing Office can also be contacted by phone (075-406-9240) or email (housing_office@kuas.ac.jp).

Housing Office Hours

08:30 AM - 5:00 PM

WHO CAN ANSWER MY DORM QUESTIONS?

Tutors

Tutors are student staff members who live with KUAS students in the dormitories. Their primary role is to provide residents with information and guidance. In addition to the Housing Office and the Dormitory Caretakers, Tutors act as a first point of contact and consultation, and residents are encouraged to contact their Tutors first when they have a dorm-related question.

Tutor On-call Hours

Tutors are on call from 9:00 PM to 6:00 AM. During this time, Tutors will be stationed in each dormitory. In case of an emergency issue during the evening hours, call or visit your Tutor. Refer to the [Telephone Directory](#) for your Tutor's phone number.

Dormitory Caretakers

Dormitory Caretakers are stationed at the front desks of Dormitories A, B, D and E during business hours. They assist residents with various tasks including signing guests in/out, move-in/move-out, posting up notices, and other day-to-day tasks that keep the dormitory in good order. If a dorm's Tutor is not available, residents are encouraged to inquire with their dorm's Caretaker.

Dormitory Caretaker's Office Hours

Dorm A & B: 8:00 AM - 5:00 PM (4:30 PM on weekends & holidays)

Dorm D & E: 9:00 AM - 5:00 PM

I'M SICK - WHAT SHOULD I DO?

Getting sick is a scary experience when living alone for the first time. If you have a fever above 37.5 °C (99.5 °F), the KUAS Nurse's Office asks that you take the following steps.

1. Protect those around you. Do not attend class, avoid contact with others and wear a mask. Rest in your room.
2. Email the Nurse's Office (health@kuas.ac.jp) and provide the following info:
 - Student ID number
 - Full name
 - Mobile number
 - Dormitory building & room number
 - A description of your symptoms and when they started
 - Temperature (in C° or F°)
 - Meal plan status (enrolled or not)
3. The Nurse's Office will contact you as soon as possible. If you email the Nurse's Office outside of business hours, they will contact you the next business day.
4. Contact your professors and inform them that you are sick, and will be absent from class.
5. Call your Tutor or a trusted friend, and ask them to deliver your meals to you. If you have a meal plan, your meals can be brought from the school cafeteria.
6. Continue to rest in your room until the Nurse's Office gives you clearance to resume attending classes.
7. If your symptoms suddenly worsen, do not hesitate to call the Emergency Call Center or an ambulance (119).

Whom to contact

Ambulance: 119

Dormitory Emergency Call Center (see [Telephone Directory](#))

Nurse's Office: health@kuas.ac.jp (Mon - Fri, 8:30 AM - 5:00 PM*)

*Closed on holidays

COMPLIANCE STATEMENT

All KUAS dormitory residents are expected to read, understand, and abide by the terms, conditions, and policies outlined in these **Community Guidelines**, as well as those specified in their **Housing Agreement** and the **KUAS School Rules**, along with all applicable national and local laws.

Residents are also required to comply with any information communicated via emails, posters, policy updates, or written/verbal notices issued by the Housing Office or its representatives. These policies and procedures extend to guests visiting the dormitories.

Failure to adhere to any policies, rules, regulations or laws may lead to documentation, the opening of a conduct review, the involvement of the Kyoto Police, expulsion from the KUAS student dormitories, or expulsion from KUAS. These actions may occur concurrently, separately, or independently. For inquiries or clarifications regarding housing regulations, please contact the KUAS Housing Office (housing_office@kuas.ac.jp).

COMMUNITY STANDARDS

As a member of KUAS's campus community, you're part of a diverse environment that values individual growth and mutual respect. Embracing the university's ethos of inclusivity, we recognize and celebrate differences in backgrounds, beliefs, and identities.

The dormitories at KUAS provide an atmosphere where residents can develop skills and perspectives essential for societal engagement. KUAS dorms house residents and staff from diverse backgrounds, races, religions, beliefs, sexual orientations, abilities, and cultures.

As detailed in the "Non-discrimination and Anti-Harassment Policies" section of these guidelines, our community prohibits discrimination or harassment based on various factors. Each resident contributes to the diversity of our community, and it is the responsibility of both residents and staff to foster positive interactions and understanding.

By engaging with diverse perspectives and cultures, we enrich our university experience and gain new understanding and perspectives.

Conduct Review Process

To maintain a conducive learning environment in the KUAS dormitories and protect student rights, the Housing Office has adopted conduct review regulations and has established a conduct review process and conduct review committee. The Housing Office oversees investigations and coordinates the conduct review process when dormitory residents are suspected of violating these Community Guidelines and/or their Housing Agreement.

Dorm Resident Bill of Rights

A successful dormitory community depends on thoughtful consideration and common courtesy among neighbors. The basic rights of residents are as follows:

- The right to live in a clean building and room
- The right to personal privacy
- The right to expect that other residents will respect one's personal belongings
- The right to remedy grievances. (Housing Office representatives are available to assist in resolving conflicts.)
- The right to study without undue interference in one's room
- The right to sleep without undue disturbance from noise, etc.

Occupancy

Individuals may not occupy (live in) any space to which they have not been assigned, even if it appears to be vacant. Residents must ensure that any shared space, including shared furnishings, are always available for use by everyone.

NON-DISCRIMINATION & ANTI-HARASSMENT POLICIES

Kyoto University of Advanced Science is dedicated to fostering a fair and respectful environment for living, working, and learning. As part of this commitment, the University prohibits harassment or discrimination based on race, color, sex (including pregnancy),

sexual orientation, gender identity, ethnicity, national origin, religion, age or disability by any member of the KUAS campus community. Instances of harassment and discrimination will be met with appropriate measures, which may include suspension or dismissal from the University.

Furthermore, bias will not impede access to employment, education, or institutional services, programs, or activities. Decisions regarding students, employees, applicants for admission or employment, contractors, volunteers, or participants in institutional programs, services, and activities will not be influenced by bias factors. Kyoto University of Advanced Science remains steadfast in its commitment to maintaining an institutional environment free from such biases and reiterates its policy against the influence of such biases.

Questions regarding the non-discrimination and anti-harassment policies of Kyoto University of Advanced Science should be directed to the KUAS General Affairs Department (soumu@kuas.ac.jp).

REPORTING INCIDENTS & REQUESTING MAINTENANCE

Residents who wish to report an incident (such as noise) or request repairs should do the following as soon as the issue is discovered.

Day-time Issues: Notify your Dormitory Caretaker.

Night-time Issues: Notify your Tutor.

Whom to call

Dormitory Caretaker (see [Telephone Directory](#))

Your Dorm's Tutor (see [Telephone Directory](#))

DORM ASSIGNMENT INFORMATION

Housing Agreement

All students living in KUAS dormitories are required to enter into and execute a Housing Agreement. The Housing Agreement defines the terms and conditions of occupancy, the housing rate, and procedures for termination of the Housing Agreement. It is each resident's responsibility to be familiar with the content of their Housing Agreement.

Dorm Assignment Notifications

In addition to the contract, students should check their KUAS email accounts for important information regarding eligibility notifications, dormitory assignment notifications, and move-in and move-out procedure notifications. For questions or clarification of information, please contact the KUAS Housing Office (housing_office@kuas.ac.jp).

Holiday Housing

KUAS dormitories are open and accommodate students during the long holidays when classes are in recess. However, Tutors and other Housing Office staff will operate at a reduced capacity, and residents are recommended to contact their Dormitory Caretaker or the Dormitory Emergency Call Center if they require urgent assistance. See the [Telephone Directory](#) for the Dorm Emergency Call Center number.

GENERAL INFORMATION

Abandoned / Lost Items

Abandoned or lost items found in and around the KUAS dormitories will be taken to the Dormitory Caretaker's Office and stored there for one week. If the owner can be identified, the Caretaker will attempt to contact them.

After one week, items will be transferred to the Student Affairs Center, where they will be kept for three months before being disposed of.

Dirty dishes, half-eaten food, and expired food items left in common areas are considered trash and will be discarded if left unattended.

If you have lost an item, visit your Dormitory Caretaker's Office or the Student Affairs Center on your campus.

Where to go

Your Dormitory Caretaker's Office

Uzumasa Campus Student Affairs Center: North Building 2F

Kameoka Campus Student Affairs Center: Kofukan 2F

Air Conditioning and Heating

Each KUAS dormitory room is equipped with an air conditioning and heating unit, allowing residents to control the room temperature. If you have any questions about operating your thermostat, or if your air conditioning unit suffers a malfunction, please contact your dormitory's Tutor. Dorm residents are asked to exercise [Environmental Sustainability](#) and turn off their heating / air conditioning when they are not at home.

Alarm Clocks

If an alarm clock (clock, timer, cell phone, etc.) has been left on by a resident, and is causing a noise disturbance, Housing Office staff may enter the resident's room to turn it off. See the [Room Entry](#) section of these Community Guidelines for details.

Allergies & Wellness

As members of a community, all residents share the responsibility of maintaining a healthy environment in the dormitories. To help ensure optimal air quality for residents with allergies:

- To prevent spreading allergens, avoid placing backpacks or clothes worn outside on beds.
- Vacuum weekly and prevent the accumulation of dust.
- Close windows and rely on air conditioning during pollen season.
- Use a damp cloth to clean surfaces such as windowsills, bookshelves and desks.
- Hang damp or wet towels, bathmats, clothing, or other items immediately on racks and allow them to dry completely. Do not hang damp items over furniture or closet doors, as this can cause mold.
- Report any sanitary or hygiene concerns to your Tutor.

Bodily Fluids

If you discover bodily fluids or other unidentified spillage in the dormitories, contact the Dormitory Caretaker or your Tutor as soon as possible.

Whom to call

Dormitory Caretaker (see [Telephone Directory](#))

Your Dorm's Tutor (see [Telephone Directory](#))

Cameras

The KUAS dormitories are equipped with 24-hour security cameras monitoring all common areas, including lounges, stairwells, hallways, and entrances, as well as the exterior of the buildings. Recordings from these cameras are sent to a server and stored for a limited time. The Housing Office and security staff use these recordings to identify safety and security issues. If required, footage may be shared with the Kyoto Police.

Canceling Dorm Housing

If you wish to cancel your Housing Agreement and move out of the dormitory before your Housing Agreement period ends:

1. Provide prior notice by submitting a [Move-out Notice](#) form at least four weeks before your intended move-out date.
 - Your Housing Agreement will end on the final day of the month in which your move-out notice period ends.
 - Residents must pay rent for the entire month in which their move-out notice period ends. The Housing Office cannot calculate or reduce rent based on the number of days the resident spent in the dorm before moving out.
 2. Make an appointment with the Dormitory Caretaker for your move-out room inspection. Your room inspection should be held on a weekday prior to or on your move-out day.
 - Clean your room prior to this inspection.
 - Inspections are held on school days from 9:00 AM until 4:00 PM.
 3. If damages, insufficient cleaning, or abandoned items are found, the resident will be responsible for any additional cleaning or disposal fees.
 4. If a resident fails to move out by their move-out date, they may be assessed for additional Room Rent fees at the discretion of the Housing Office.
- Residents must move their belongings out of their rooms by themselves, as guests are not permitted beyond the 1F common area of KUAS dorms A, B, D & E.
 - If a resident wishes to hire a moving company, they should inform the Housing Office ahead of time and obtain approval. Additionally, the resident must be present when the moving company staff are moving their belongings out of their room.
 - Housing Office staff cannot receive or store residents belongings.

- Parking is not available on campus for dormitory residents. Residents using a car to move out must move their car immediately after loading their belongings.
- The Move-out Notice can be accessed from the link above, or from the following QR code.



Caretaker's Office

Dormitories A, B, D and E are equipped with a Caretaker's Office, where the Dormitory Caretaker is stationed from morning until evening (see times below). The Dormitory Caretakers provide information such as campus and community phone numbers, answer questions concerning policies and procedures, and assistance in emergency situations. In addition, the Caretaker monitors building access. Guests visiting Dorms A, B, D & E during visitation hours are required to sign in at the Caretaker's Office.

Dormitory Caretaker's Office Hours

Dorm A & B: 8:00 AM - 5:00 PM (4:30 PM on weekends & holidays)

Dorm D & E: 9:00 AM - 5:00 PM

Check-in Meetings

Each semester, Community Leaders will conduct individual interviews with their dormitory's residents to collect feedback and address any concerns. Residents are strongly encouraged to express their opinions openly and honestly to Community Leaders, communicating any issues they may require assistance with, whether related to daily life or academic worries.

Cleaning

Dormitory residents are generally responsible for maintaining the cleanliness of their assigned spaces, including private and shared lounges, laundry rooms and lounges. To assist residents with this, KUAS provides cleaning services for community bathrooms and showers in residence halls. For more information on your hall's cleaning schedule, please contact your dormitory's Tutors or Dormitory Caretaker.

Earthquake

Earthquakes are a common occurrence in Japan. All KUAS dormitories are built to withstand major earthquakes. Therefore, it is safer to remain inside until the shaking stops. **Do not rush outside**, as there is a risk of injury from falling debris.

Smartphones sold in Japan come with “Emergency Alert Email” apps installed. These apps are capable of receiving alerts of imminent earthquakes.

In the event of an earthquake, follow these steps:

1. As soon as you feel the earthquake or receive an earthquake alert on your phone, remain calm and take cover immediately. Drop to the ground, take cover under a sturdy piece of furniture, and hold on until the shaking stops.
 - 1.1. If you cannot find cover, protect your head and neck with your arms and seek shelter against an interior wall away from windows and heavy objects.
 - 1.2. If you are on an elevator, it will automatically stop and open in response to an earthquake. Wait for the shaking to stop, then exit the elevator.
2. Once the shaking stops, check on the well-being of residents in your vicinity. Check for any fire hazards and other damage, such as overturned stoves, ruptured pipes, broken glass, etc.
 - 2.1. If there are serious injuries, call an ambulance.
 - 2.2. If there is a fire, activate the fire alarm and evacuate the building.
3. If the earthquake was severe, or if an evacuation order has been issued:
 - 3.1. Evacuate the building calmly using the stairways. **Do not use the elevators. Do not stay behind to gather personal belongings.**
 - 3.2. Once outside, gather at the designated assembly point away from the building.
 - 3.3. Remain outside and away from the building until authorities confirm it is safe to re-enter. Be prepared for aftershocks.
 - 3.4. Follow any additional emergency procedures or instructions provided by emergency responders or university officials.

Whom to call

Ambulance: 119

Fire Station: 119

Email Communication

Email is the official method of communication in the KUAS dormitories. The Housing Office regularly sends official notices to residents via their KUAS email accounts.

Residents should check their KUAS email regularly for important information, including orientation notices, dorm resident meeting times, rent reminders, student conduct notifications, move-out procedures, and other announcements. Every student is responsible for reading and responding to the information sent to them via email.

Extending Housing Agreement

Where capacity permits, dormitory residents are permitted to renew their Housing Agreement with the university and live in the KUAS dormitories for up to a maximum of two years.

To request an extension beyond your original Housing Agreement period, submit a [Housing Agreement Extension Request](#) to the Housing Office at least 90 days before the end of your current agreement period. The Housing Office will review the request, assess current dorm capacity, and notify you of the results. The Housing Agreement Extension Request Form can be accessed from the link above or the following QR code.



Whom to contact

Housing Office: housing_office@kuas.ac.jp

Fire

If a fire occurs, or if the fire alarm goes off, dormitory residents and staff should immediately evacuate the building following these steps:

1. Evacuate the building calmly using the stairways. **Do not use the elevators.** Do not stay behind to gather personal belongings.
 - 1.1. If you are on an elevator when the fire alarm goes off, press all of the floor buttons and get off as soon as the doors open, then evacuate using the stairs.

2. Once outside, gather at the designated assembly point away from the building. Remain outside and away from the building until authorities confirm it is safe to re-enter.
3. Follow any additional emergency procedures or instructions provided by emergency responders or university officials.

Whom to call

Ambulance: 119

Fire Station: 119

Evacuation Drills

Evacuation drills are conducted in each dormitory at least once per semester. Residents should follow the same procedures for evacuation drills as they would with any fire alarm and exit the building in a timely manner. All drills will be notified a minimum of 24 hours in advance. Failure to evacuate in a timely manner may result in referral to the Housing Office Conduct Committee and/or the Student Affairs Center Conduct Committee.

Fire Alarms

In the event of an alarm, all residents and guests are expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of egress.

Please note that residents must move away from the building and assemble in the evacuation area designated for that building. Designated evacuation areas can be found in the table at the end of this Community Guide.

Anyone who requires assistance in the event of an evacuation, due to a temporary or permanent disability, should inform the Housing Office. The Housing Office staff will share this information with the police and fire personnel so they can assist.

Fire Equipment

All KUAS dormitories are equipped with building-wide fire and smoke detection systems and alarms. In addition, all dorms are furnished with fire extinguishers.

Tampering with fire extinguishers, smoke detectors, fire doors and other safety equipment is prohibited. Smoke detectors should never be disconnected or covered.

Health and Safety Inspections

Proactive health and safety inspections are conducted at least once each semester to ensure that living environments remain comfortable, safe, and clean.

During inspections, Housing Office staff will enter each private dorm room to identify any potential or emerging facilities-related health or safety concerns. Residents will receive advance notice of scheduled health and safety inspections, and do not need to be present during these inspections.

Health and Wellbeing

All residents are asked to prioritize their own health and wellbeing, as well as that of their fellow residents. Residents should remain vigilant about their health, and take necessary precautions to prevent the spread of illness in the dorms, such as wearing a mask when ill.

In the event that a resident becomes ill, they should notify their Tutor and seek medical advice from the Nurse's Office. See the [I'm Sick - What Should I Do?](#) section of these Guidelines for more details.

For more information, see the [Severe Illness](#) & [Medical Emergencies](#) sections of these Guidelines.

Whom to call

Your Dorm's Tutor (see [Telephone Directory](#))

Nurse's Office: health@kuas.ac.jp (Mon - Fri, 8:30 AM - 5:00 PM*)

*Closed on holidays

Housing Office Student Staff Positions

The Housing Office is one of the largest providers of student staffing opportunities on campus. Positions include Tutors, Community Leaders, and various other housing-related positions. For more information about these positions and their selection processes, check official postings on campus and on Sentan Navi.

Applications for Housing Office staff positions are accepted twice a year: once in winter and once in summer. Students in their second year and above are encouraged to apply.

Internet Services

All residence hall rooms and apartments are equipped with high-speed wireless internet connections. In order to connect, residents are asked to follow the instructions for their respective dormitory's internet service.

Residents living together utilize a shared internet connection, and in cases where residents require additional bandwidth, they may purchase their own private wireless internet service. However, the installation of wired internet services, which require the drilling of holes and laying of cable, are not permitted.

For internet connectivity issues, contact your Tutors or Dormitory Caretaker.

Whom to call

Your Dorm's Tutor (see [Telephone Directory](#))

Laundry Facilities

Shared, coin-operated laundry facilities are located in most KUAS dorms. Instructions for the use of community machines are posted in each laundry room. These machines may only be used by residents of the community to clean their personal items.

KUAS can not assume any liability for damage to, loss of or theft of personal property in the laundry facilities. Report any laundry-related thefts to your dormitory tutor or your Dormitory Caretaker.

Laundry items left unattended or neglected in the laundry facilities will be considered abandoned property and removed accordingly. Residents are asked to monitor their laundry carefully.

In the event of a Laundry Facility malfunction, residents are asked to report the issue to their Tutor or Dormitory Caretaker.

Whom to call

Your dorm's Tutor (see [Telephone Directory](#))

Dormitory Caretaker (see [Telephone Directory](#))

Life-saving Resources

All KUAS dormitories are equipped with Automated External Defibrillators (AEDs), which are used to revive individuals experiencing sudden cardiac arrest, as well as fire

extinguishers. Training on the usage of this equipment is conducted annually in September during enrollment orientation by the Ukyo Fire Department and the KUAS Nurse's Office. AEDs and fire extinguishers are strategically positioned in public areas within each dormitory, ensuring access for both staff and residents.

Linen Rental

Linen (bedsheets, pillowcases, etc.) are available for rent upon request in Dorms A, B, D and E. Residents will be asked if they wish to rent linen during the move-in process. Once requested, the rental period will be the same as the residency period, and cannot be canceled.

Once linen rental services are engaged, fresh linens will be provided twice a month.

The monthly fee for linen rental is 1,650 yen, and is paid together with rent.

Linen rental includes the following

- Bed pad
- Bedsheets
- Blanket
- Comforters (2, for summer and winter)
- Comforter cover
- Futon
- Pillow
- Pillowcase

*Bedsheets, comforter covers, and pillowcases will be laundered and replaced with fresh articles at regular intervals.

Lost / Damaged KUAS ID Card

Residents who have lost access to their dormitory due to the loss or malfunction of an ID card or key should immediately contact their Dormitory Caretaker or Emergency Call Center to obtain a temporary ID card / key.

Lost ID cards must be replaced via the Certificate Issuance page on the KUAS homepage at a cost of 5,000 yen to the owner. The Certificate Issuance page can be accessed at: <https://www.kuas.ac.jp/english-portal/for-student-en/certificate-en> or at the QR Code below.

**Whom to contact**

Dormitory Caretaker (see [Telephone Directory](#))

Dormitory Emergency Call Center (see [Telephone Directory](#))

Lost / Damaged Room Key

Lost room keys must be reported to the KUAS Housing Office.

Residents who lose their key will be provided a temporary key, and given three days to find their original key. If the lost key cannot be found, a replacement key will be made at the expense of the resident.

Whom to contact

Housing Office: housing_office@kuas.ac.jp

Mail and Packages

Resident mailboxes are provided in each dormitory. The Japan Postal Service delivers mail six days a week, Monday to Saturday. Residents may pick up mail and packages from their designated mail room or mailboxes.

Dormitory addresses can be found on the [Postal Address Directory](#). Please ensure that you include your name and room number when receiving mail.

For questions regarding private delivery services (e.g., Amazon), contact the provider directly.

After a resident moves out of their dormitory, former residents are responsible for ensuring that all correspondence is sent to their new address.

Meal Plan

Dormitory residents in Dorms B, C, D and E may sign up for a Meal Plan which provides two meals a day (breakfast and dinner) on weekdays (excluding holidays) in the KUAS Uzumasa Campus Cafeteria.

The fee for the Meal Plan is 20,000 yen per month, or approximately 500 yen per meal.

Dormitory A Meals

In dormitory A, two meals (breakfast and dinner) are provided to all residents on weekdays in the KUAS Uzumasa Campus Cafeteria. This cost is included in the rent for Dormitory A, and cannot be canceled.

Uzumasa Campus Cafeteria Hours

Breakfast: 8:00 AM - 8:40 AM

Dinner: 6:00 PM - 7:30 PM

Medical Emergencies

If there is a medical emergency in the dorms, call an ambulance immediately. If you are unsure if the situation merits calling an ambulance, consult with the Dormitory Caretaker or your Tutor.

Whom to call

Ambulance: 119

Dormitory Caretaker (see [Telephone Directory](#))

Your Dorm's Tutor (see [Telephone Directory](#))

Moving In

1. Before moving in, successful residency applicants will be prompted to:
 - Sign and submit a Housing Agreement to the Housing Office; and
 - Pay their initial move-in fees. See your Housing Agreement for more details.
 2. New residents can move in during designated move-in periods. The Housing Office will notify all successful housing applicants of their designated move-in period prior to the start of the school year.
- Residents must move their belongings into their rooms by themselves, as guests are not permitted beyond the 1F common area of KUAS dorms A, B, D & E.
 - If a resident wishes to hire a moving company, they should inform the Housing Office ahead of time and obtain approval. Additionally, the resident must be

present when the moving company staff are moving their belongings into their room.

- Housing Office staff cannot receive or store residents belongings.
- Parking is not available on campus for dormitory residents. Residents using a car to move in must move their car immediately after unloading their belongings.
- KUAS dormitories are pre-furnished. Therefore residents are prohibited from moving large furniture such as beds, desks and lofts into their rooms. If you require specialized equipment due to a disability, etc. please contact the Housing Office.

Whom to contact

Housing Office: housing_office@kuas.ac.jp

Dormitory Caretaker (see [Telephone Directory](#))

Moving Out

At the conclusion of your Housing Agreement period, please take the following steps:

1. Make an appointment with the Dormitory Caretaker for your move-out room inspection. Your room inspection should be performed on the day you move out.
 - Clean your room prior to this inspection.
 - Inspections are held on school days from 9:00 AM until 4:00 PM.
 2. If damages, insufficient cleaning, or abandoned items are found, the resident will be responsible for any additional cleaning or disposal fees.
 3. If a resident fails to move out by date indicated by the Housing Agreement, they may be assessed for the cost of cleaning and removing their items from their former room at the discretion of the Housing Office.
- Residents must move their belongings out of their rooms by themselves, as guests are not permitted beyond the 1F common area of KUAS dorms A, B, D & E.
 - If a resident wishes to hire a moving company, they should inform the Housing Office ahead of time and obtain approval. Additionally, the resident must be present when the moving company staff are moving their belongings out of their room.

- Housing Office staff cannot receive or store residents belongings.
- Parking is not available on campus for dormitory residents. Residents using a car to move out must move their car immediately after loading their belongings.
- Your Housing Agreement will end on the final day of the month in which you move out.
- Residents must pay rent until the last day of the month in which they move out. The Housing Office cannot offer prorated rent for partial months.

Quarantine (COVID-19, Influenza, Norovirus)

If a resident is diagnosed with an infectious illness, such as COVID-19, please follow the steps in the [I'M SICK - WHAT SHOULD I DO?](#) section of this guide. In addition, the university requires the resident to undergo quarantine.

If you are diagnosed with an infectious illness, please take the following steps:

1. Email the Nurse's Office (health@kuas.ac.jp) and provide the following info:
 - Student ID number
 - Full name
 - Mobile number
 - Dormitory building & room number
 - A description of your symptoms and when they started
 - Temperature (in C° of F°)
 - Meal plan status (enrolled or not)
2. Rest in your dormitory room. Avoid going out.
 - Avoid frequently leaving your room. In particular, avoid common areas such as lounges and kitchens, etc.
 - Going to the toilet is permitted.
 - Going to the shared refrigerator is permitted, but avoid lingering in the kitchen.
 - Using the shared showers is permitted, but endeavor to use it during daytime hours (1:00 PM - 3:00 PM) when other students do not shower.
 - Avoid eating meals in common areas, such as lounges and common areas.
 - Avoid close contact with others. Wear a mask when possible.
3. Take your temperature every morning, then email the Nurse's Office with your:

- Student ID number
 - Full name
 - Temperature
 - Symptoms
4. Once your doctor has determined that you are no longer infectious, you will be released from quarantine.

Repair Request

The Housing Office ensures that routine maintenance is performed on all dormitories. Residents who wish to request urgent maintenance work should do the following as soon as the issue is discovered.

Day-time Maintenance Issues: Notify your Dormitory Caretaker.

Night-time Maintenance Issues: Notify your dormitory's Tutor.

A fee may be assessed to the resident responsible for repairs made for damages that go beyond normal wear and tear. This includes damages caused by any guests of that resident. To minimize the risk of damages, residents are advised to treat their assigned dorm room with care. Additionally, students or their parents or guardians are encouraged to enroll in appropriate insurance to mitigate liability.

Responsibility for Property

While KUAS makes every effort to enhance security on campus and in its dorms, KUAS cannot be held responsible for any loss, theft or damage to student property. KUAS also cannot take responsibility for the loss, damage, or maintenance of items purchased or leased by students.

To minimize the risk of theft, residents are advised to be aware of their personal possessions and keep their doors locked. Additionally, students or their parents or guardians are encouraged to enroll in appropriate insurance to mitigate risk.

Whom to contact

Housing Office: housing_office@kuas.ac.jp

Services for Students and Disabilities

Additional Student Accommodations

The Housing Office is committed to working with students who have accommodation needs that cannot be served through standard student housing (e.g., medical reasons, navigating gender assignments, alternative housing options). Students can reach out to the Housing Office if additional information or guidance is needed.

Whom to contact

Housing Office: (housing_office@kuas.ac.jp)

Emotional Support Animals (ESA)

Students who wish to be accompanied by an ESA should consult with the Housing Office.

Whom to contact

Housing Office: (housing_office@kuas.ac.jp)

Room Accommodations for Students with Disabilities

KUAS strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting housing accommodations due to a disability are asked to contact the Housing Office, which will review the request with the assistance of the Student Accessibility Office.

Students are encouraged to allow adequate time for the university to review the request and suggest necessary accommodations. This will provide the Housing Office the necessary time to arrange for the accommodation request.

For questions regarding available dormitory accommodations, please contact the Housing Office.

Whom to contact

Housing Office: (housing_office@kuas.ac.jp)

Service Animals

Residents who are accompanied by service animals should consult with the Housing Office. Students with disabilities are also encouraged to register with the Nurse's Office in case other accommodations are needed.

Whom to contact

Housing Office: (housing_office@kuas.ac.jp)

Nurse's Office: (health@kuas.ac.jp)

Severe Illness

If an ill resident's symptoms suddenly become severe or do not improve within a few days, the resident should call the Nurse's Office. If a resident becomes severely ill outside of office hours, such as during a weekend, call the Emergency Call Center or an ambulance.

Examples of severe illness:

- A high fever of 39°C (102.2°F) or higher
- Difficulty breathing
- Chest pain or pressure that does not go away
- Confusion, lethargy, or unconsciousness
- Vomiting, diarrhea, etc. that does not stop, causing dehydration

Whom to contact

Ambulance: 119

Dormitory Emergency Call Center (see [Telephone Directory](#))

Nurse's Office: health@kuas.ac.jp (Mon - Fri, 8:30 AM - 5:00 PM*)

*Closed on holidays

Severe Weather

Weather advisories (such as typhoons, heavy snowfall, or severe thunderstorms) are issued by the Japan Meteorological Agency when a severe weather event is imminent, providing information on its type, location, and expected impact. Smartphones sold in Japan come with "Emergency Alert Email" apps installed. These apps are capable of receiving severe weather alerts as well as alerts concerning earthquakes, tsunami, and terrorist attacks.

Emergency Response for Severe Weather Conditions:

1. Residents should remain indoors during severe weather warnings.
2. In the event of a tornado warning (which sometimes accompany typhoons), residents should evacuate their rooms and seek shelter in interior corridors or basement areas, avoiding windows whenever possible.
3. If the dormitory is damaged (e.g., cracked windows, leaky roof, power outage, etc.) notify the Dormitory Caretaker or your dormitory's Tutor.

Whom to call

Dormitory Caretaker (see [Telephone Directory](#))

Your Dorm's Tutor (see [Telephone Directory](#))

Staff Availability & Hours

- **The Caretaker's Offices** in Dorms A, B, D and E are open Monday through Friday at the following hours. During these hours, the Dormitory Caretakers are available to answer questions, sign guests in/out, and assist residents with facility-related issues.

Dormitory Caretaker's Office Hours (Monday - Friday)

Dorm A & B: 8:00 AM - 5:00 PM (4:30 PM on weekends & holidays)

Dorm C & D: 9:00 AM - 5:00 PM

- **The Housing Office** is open Monday through Friday at the following hours. During these hours, the Housing Office administrative staff are available to answer questions and provide consultation about room assignments, rent processing, and other administrative matters.

Housing Office Hours (Monday - Friday)

8:30 AM - 5:00 PM

- **Tutors** are on call to respond to resident issues seven days a week at the following hours. Tutors can be contacted via phone during these hours. See the [Telephone Directory](#) for Tutor contact numbers.

Tutor On-call Hours (Every day, excepting vacation periods)

9:00 PM - 6:00 AM

- **The Dormitory Emergency Call Center** is reachable by telephone 24 hours a day, seven days a week. See the [Telephone Directory](#) for the Emergency Call Center number.

Suicide Prevention

If you are experiencing suicidal thoughts, it is crucial to remember that you are not alone. Talk to a trusted friend, family member, or professor. You can also trust and speak with your dorm's Tutor and Community Leader or the KUAS Student Counsellor's Office.

Anonymized help is also available. The Tokyo English Life Line is a free, confidential, and English-speaking service that provides connection and support during times of emotional crisis.

If you have already harmed yourself or feel that you are unable to stay safe, notify the police or call an ambulance immediately.

Whom to call

Your Dorm's Tutor (see [Telephone Directory](#))

Your Dorm's Community Leader (see [Telephone Directory](#))

Tokyo English Lifeline: 03-5774-0992

Ambulance: 119

Police: 110

Theft

While the university endeavors to maintain a safe and secure environment, it cannot be held responsible for incidents of theft or loss of personal property. Residents are encouraged to take proactive measures to safeguard their belongings and report any theft incidents promptly to their dorm's Tutor.

Whom to call

Your Dorm's Tutor (see [Telephone Directory](#))

Violence / Fighting

In the event of a fight or other violent altercation occurring within the dormitory premises, follow these steps:

1. If witnessing a violent incident, prioritize your safety and that of others. **DO NOT** intervene physically.
2. Immediately contact the police.

3. If an altercation has resulted in severe injuries, call an ambulance.

Whom to call

Police: 110

Ambulance: 119

Water Leak

Residents who discover a water leak in their room or dormitory should contact their Dormitory Caretaker or Tutor immediately.

Whom to call

Dormitory Caretaker (see [Telephone Directory](#))

Your Dorm's Tutor (see [Telephone Directory](#))

POLICIES AND REGULATIONS

The following Policies and Regulations govern resident and guest behavior within the KUAS dormitories. Allegations of policy violations may be considered a violation of both these Policies and Regulations.

Alleged violations of university housing policies and regulations may result in the following actions: Policy and Regulation review, Housing Agreement review, referral to the Housing Office Conduct Committee, referral to the Student Affairs Center Conduct Committee, and/or referral to law enforcement. These actions may occur simultaneously, separately and/or independently.

Access Control, ID Cards & Keys

Access to the KUAS dormitories is controlled by a system of card readers, Personal Identification Number (PIN) protected doorways, locked doors, exit-only doors, fire escapes, room keys and KUAS ID cards. This is collectively referred to as the "Access Control System".

The KUAS Housing Office and residents work together to maintain the security of residents and their property.

Residents are required to observe the following Access Control-related policies:

- At no time should any resident, guest or staff member directly or indirectly bypass or disable residence hall access control systems through door propping, blocking of latches or any other methods (e.g., “tailgating” a resident through a doorway, etc.), as doing so compromises the security and fire safety of the dormitory.
- Sharing or copying ID cards, room keys, PIN numbers and other means of access is prohibited.

Where to go

Uzumasa Campus Housing Office: North Building 2F

Alcohol, Tobacco and Narcotics

The following policies concern the possession and use of alcohol, tobacco products and narcotics. Violations of these policies will result in confiscation, referral to the Housing Office Conduct Committee, referral to the Student Affairs Center Conduct Committee, and/or referral to the Kyoto Police.

- Japanese law prohibits the possession or use of alcoholic beverages and tobacco products by individuals under the legal age of 20.
- Japanese law prohibits providing alcohol and tobacco products to persons under 20 years of age. Persons discovered providing alcohol and tobacco products to persons under 20 will be legally liable.
- Japanese law prohibits all narcotics, and proscribes severe penalties for persons found using or possessing these substances. This includes marijuana.
- For international students, violations of these laws can result in the loss of visa status, requiring them to return to their home country.

In addition to the above, the following actions pertaining to alcohol, tobacco products and narcotics are prohibited and constitute a violation of the KUAS School Rules and these Community Guidelines:

- Use or possession of alcoholic beverages in the KUAS dormitories.
- Use of tobacco products in the KUAS dormitories. Smoking is permitted for persons over the age of 20 in designated areas on campus, outside of the dormitories.
- Use or possession of any narcotic, misuse of any prescription drug, or use or possession of other illicit substances.

In addition to the above, KUAS Housing Office staff will enforce the following policies:

- Students found drinking or in possession of alcoholic beverages in the dormitories will be instructed to dispose of the alcohol under supervision of Housing Office staff.
- Students found using tobacco products in the dormitories will be instructed to dispose of the cigarettes, etc. under the supervision of the Housing Office staff.
- Students found using or in the possession of marijuana or any other illegal narcotic will be referred to the police.

Bicycles, Motorcycles and Other Transporting Devices

The following policies relate to bicycles, motorcycles, and other non-motorized and motorized transport devices and their registration.

Transport Device Registration

All bicycles and motorcycles to be parked in KUAS campus parking areas must be registered with the Student Affairs Center. The Student Affairs Center will provide the owner with a parking sticker, which must be affixed to the transporting device being registered.

Non-motorized Transport Devices

- Bicycles may be stored in university-provided bicycle storage facilities. Bicycles and other non-motorized transporting devices may not be stored or operated inside any dormitory.
- Bicycles left unattended in bicycle storage facilities will be removed and subject to the Abandoned Property Policy. Any bicycle secured to an unapproved location will be removed and subject to the Abandoned Property Policy
- Transporting devices such as skateboards and scooters may be stored in student rooms, but may not be operated within the dorms.

Motorized Transport Devices

- Motorcycles and scooters may be stored in the university-provided storage facilities.
- Motorized vehicles found parked in a non-designated area will be towed at the owner's expense

- Motorcycles and other motorized transporting devices may not be stored or operated inside any dormitory.
- Residents who require a motorized device as a medical accommodation should register with the Nurse's Office.

Candles, Gas Burners, other Open Flames

Any object which utilizes an open flame (candles, gas stoves, charcoal grills, lanterns, bunsen burners, incense, etc.) are prohibited in all dormitories. Halogen lamps are also prohibited, as they are a fire hazard.

Cooking Guidelines

- Cooking in dormitory residents' private rooms is restricted to specific appliances, which must be used only for their intended purposes. See the [Permitted Appliances List](#) and [Additional Permitted Cooking Appliances for Dorms B & C](#) sections of these Community Guidelines for details on permitted cooking appliances.
- Dormitories A, B, D and E are equipped with community lounges / community kitchens. Only the appliances installed by the university may be used to cook in these areas.
- Other permitted cooking appliances listed in the Electric Appliances should be used within the students' rooms.
- The Additional Permitted Cooking Appliances should be used within the students' private kitchens.
- Portable cooking appliances and other devices that utilize fire are completely prohibited in all dorms, with the exception of the ovens and stoves installed by KUAS in the community kitchens.

Decorations & Furnishings

The following policies relate to resident-installed dorm room decorations and furnishings.

- All electric devices must adhere to the Electric Appliance Guidelines and the Cooking Guidelines.
- Any curtains and carpets must be made of fire-retardant materials.

- Sources of light should never be covered with paper or any other materials that could constitute a fire hazard.
- Residents should not make holes in the walls; Tape, nails, screws, poster mounts and screw mounts are not permitted.
- No stickers, etc. are to be placed on room doors, furniture, glass surfaces or any university-owned property.
- Residents may not paint their rooms.
- No decorations should cover or in any way inhibit electrical outlets, thermostats, vents or the operation of life safety devices such as smoke detectors, fire alarms, fire extinguishers, AEDs etc.
- No decorations should be hung from windows or verandas.
- No decorations may should from hallway ceilings
- No items may cover the glass portion of a door in a way that blocks vision
- No modifications to plumbing or electrical fixtures are permitted
- No area of the dorm may be decorated in a manner that defaces or damages the property or creates a fire hazard.
- When a resident moves out of a room, the room must be returned to its original state. Residents are responsible for removing any decorations and furnishings when moving out. Failure to do so will result in a clean-up charge.

Holiday Decorations

- Live decorations, such as holiday decorations made from trees, leaves or branches, are prohibited in the dormitories; plastic decorations are permitted.
- Decorations in common areas should be approved by the community's professional and graduate staff
- Artificial snow, fake spider webs, glitter or any other material that is difficult to remove or might result in damage when removed is not permitted. Should any damages occur, the residents of the room will be charged a clean-up fee.

Discrimination & Harassment

The following policies relate to discrimination and harassment in the KUAS dormitories.

Definitions:

- **Discrimination** is defined as the unfair treatment of an individual based on their personal characteristics, such as their race, color, sex, pregnancy status, sexual orientation, gender identity, ethnicity, national origin, religion, age, or disability.
- **Harassment** is defined as unwelcome verbal or physical behavior directed at a person, which are severe and/or pervasive enough to interfere unreasonably with learning, work or living conditions by creating an intimidating or hostile environment. This includes bullying, pranks and other forms of unwelcome behavior.

The KUAS Housing Office has a zero-tolerance policy for discrimination or harassment, and Housing Office staff will respond to all incidents.

Furthermore, the Housing Office encourages residents to report all incidents of discrimination and/or harassment to their Tutors and/or the Housing Office.

Whom to call

Your Dorm's Tutor (see [Telephone Directory](#))

Housing Office (housing_office@kuas.ac.jp)

Disruptive Behavior

Behavior that interferes with the normal functioning of a residential facility or unnecessarily impedes the rights of students, residents, or staff is prohibited. This includes but is not limited to:

- Behavior jeopardizing the safety of those involved, other residents, or property.
- Loud, disruptive horseplay.
- Pranks.
- Behavior that amounts to harassment.
- Displays or demonstrations that create a disruptive or unsafe environment.
- Lewd or indecent behavior.
- Any behavior necessitating the intervention of housing staff or other university employees.

Individuals or groups who engage in disruptive behavior may be charged for any damage to property.

Doors

At no time should any resident, guest or staff member directly or indirectly bypass or disable residence hall access control systems through door propping, blocking of latches or any other methods (e.g., “tailgating” a resident through a doorway, etc.), as doing so compromises the security and fire safety of the dormitory. See [Access Control, ID Cards & Keys](#) for more information.

Electric Appliance Guidelines

The capacities of the dormitory electric systems are limited to approximately **1,500 watts per resident**. Overloading these systems can result in fire and safety hazards. Additionally, there are certain types of electric appliances that are dangerous to use in dormitories. Therefore, only permitted appliances are allowed in the dorm.

For details, see the [Permitted Appliances List](#) and [Additional Permitted Cooking Devices for Dorms B & C](#) sections of this Guide.

- **High-wattage appliances such as hair dryers, electric kettles, toasters and coffee makers should be used sparingly and not simultaneously** to avoid overloading the electric systems. These are indicated with a star (★) in the permitted appliance lists.
- Surge protectors, extension cords and multiple-outlet adapters should never be connected in a series, as this can cause the outlet to overheat and start a fire.

Permitted Appliances List

The following is a list of permitted appliances and maximum allowed wattages. These appliances are permitted in all dorms.

- **Small Appliances:**
 - Desk lamp (LED bulb): 10 watts
 - Alarm clock: 5 watts
 - Phone charger: 10 watts
 - Laptop: 200 watts
 - Printer: 50 watts
- **Cooking Appliances:**

- Mini fridge (60 liter volume max): 200 watts
- Egg cooker: 400 watts
- Electric kettle: 1000 watts (★)
- Coffee maker: 800 watts (★)
- Rice cooker: 800 watts (★)
- **Entertainment and Communication Devices:**
 - Television (LED, small to medium size): 150 watts
 - Game console: 200 watts
 - Bluetooth speaker: 20 watts
 - Radio / Stereo: 20 watts
- **Personal Care Appliances:**
 - Electric toothbrush: 2 watts
 - Electric shaver: 15 watts
 - Hair straightener / curler: 200 watts
 - Hair dryer: 1000 watts (★)
- **Musical Instruments (must use headphones)**
 - Electric piano/keyboard: 50 watts
 - Electric guitar: 30 watts
 - Digital drum set: 50 watts
 - Other similar instruments that can be used with headphones
- **Climate Control Appliances:**
 - Fan: 10-50 watts
 - Humidifier: 30-50 watts
 - Air purifier: 50-100 watts
- **Miscellaneous Appliances**
 - Other miscellaneous personal electronic devices under 100 watts

Additional Permitted Cooking Appliances for Dorms B & C

Residents in Dormitories B and C may use the following appliances in the private kitchen areas of their rooms, in addition to the appliances listed above.

These appliances are not permitted in lobbies, lounges or other common areas. Furthermore, they should not be used in sleeping areas. They must be used solely within the confines of the resident's private kitchen area.

- **Cooking Appliances:**
 - Microwave: 700 watts (★)
 - Air fryer: 800 watts (★)
 - Sandwich maker: 800 watts (★)

- Toaster / toaster oven: 800 watts (★)
- Electric hot pots: 1000 watts (★)
- Electric hot plates: 1000 watts (★)
- Small IH stove: 1000 watts (★)

Environmental Sustainability Policy

The Housing Office strongly encourages residents to adopt environmentally sustainable living habits. This includes turning off unnecessary electrical appliances, minimizing water use, and properly disposing of recyclable waste.

Residents who consume excessive amounts of water or electricity (e.g., by repeatedly neglecting to turn off their air conditioner when not at home) or improperly dispose of garbage may be assessed an additional cleaning or utility fee at the discretion of the Housing Office.

Students are asked to observe the following living habits:

- **Reduce Single-Use Plastics:** Bring your own water bottle to school.
- **Recycle:** Most KUAS dorms have waste bins designated for plastic PET bottles, plastic waste, and cans/bottles. Please sort waste accordingly.
- **Conserve Electricity:** Turn off lights and appliances when not in use. Never leave air conditioners, computers, televisions, or lights on when you are not at home.
- **Conserve Water:** The average shower uses 1 gallon of water per minute. Residents are asked to take short showers to avoid wasting excessive amounts of water.
- **Report Leaks:** Report any leaks, such as dripping faucets or showers, to your dormitory Tutors or Dormitory Caretaker.

Whom to call

Your Dorm's Tutor (see [Telephone Directory](#))

Dormitory Caretaker (see [Telephone Directory](#))

Fire Hazards

The reckless obstruction of fire exits in the dormitories is prohibited. Stairwell and other fire doors may not be propped open. Combustibles and other rubbish may not be kept in corridors or stairwells.

Burning candles, incense or lighting any other open flame in the residence halls/apartments is prohibited.

Firearms, Weapons & Explosives

In accordance with Japanese laws and KUAS school and dormitory policies, the possession or use of any firearms, weapons, or explosives, or any other materials that could be used as a weapon (e.g., gasoline) is strictly prohibited in all KUAS dormitories.

Additionally, it is not permitted to possess any recreational sporting equipment or toys designed to propel a projectile, nor any models, replicas, props or hoaxes of weapons that could cause panic or fear.

Flyers

Flyers that are unapproved (lack the university's stamp) will be removed immediately. Residents who wish to post flyers or posters in the dormitories or on campus should seek guidance and approval from the Student Affairs Center.

Where to go

Uzumasa Campus Student Affairs Center: North Building 2F

Kameoka Campus Student Affairs Center: Kofukan 2F

Food Deliveries (Uber, etc.)

Residents living in the KUAS dormitories may order food deliveries. However, the resident must exit their dorm and go to the curb to receive their orders. Food delivery services are not allowed to enter KUAS campuses or dormitories.

Guests

Residents must abide by the visitation rules for their respective dormitory, including host responsibilities, escorting policies, and overnight stay policies. Consideration must be given to the individual rights and needs of other residents and neighbors.

The specific rules and policies for guests in each dormitory are listed below. Residents, guests and other persons discovered violating these policies will be handled according to the [Restricted Area](#) section of these Community Guidelines.

Dorm-specific Guest Rules

Dormitory A, B & D

- In Dorms A, B, and D, guests are permitted to sign in at the Caretaker's Office and visit the 1st floor common area during visiting hours (9:00 AM until 4:00 PM).
- Guests are not permitted to visit private rooms.
- Guests are not permitted to go beyond the first floor common area.

Dormitory E

- Dorm E is a girls-only dormitory. Therefore, male guests are not permitted.
- Female guests are permitted to sign in at the Caretaker's Office and visit the 1st floor common area during visiting hours (9:00 AM - 4:00 PM).
- Guests are not permitted to visit private rooms.
- Guests are not permitted to go beyond the first floor.

Dormitory C

- In Dorm C, guests are permitted 24 hours a day.
- In Dorm C, guests can stay overnight for up to 3 consecutive nights and a total of 7 nights per semester. Overnight stays for longer lengths of time must be approved by the Housing Office.

Host Responsibilities

- Guests are the responsibility of the dorm resident who is hosting them.
- Hosts must inform guests of all dormitory guidelines and university rules and policies.
- Hosts will be held responsible for any damages caused by their guests, at the discretion of the Housing Office.
- Hosts are responsible for cleaning up any trash, mess, etc. created by their guests.

Guest Escorting Policy

- Guests should make prior arrangements to meet their host at the entry point of the dormitory prior to their arrival, or arrive at the dormitory with the resident that will host them.
- All guests must be escorted by the resident that is hosting them. This includes escorting the guests when they are entering and leaving the dorm.

Guest Overnight Stay Policy

- In Dorm C, residents may host guests overnight.
- Guests cannot stay overnight for more than three consecutive nights.
- Guests cannot be hosted for more than 7 days total per semester.
- Stays longer that exceed these limits must be approved by the Housing Office.

Hanging Laundry

Dorm A Laundry Policy

Due to the weight limitations of the verandas in Dormitory A, residents may not hang up laundry on their verandas, nor store any other belongings or rubbish on their verandas.

Dorm B, C, D & E Laundry Policy

Students may hang up laundry on their verandas, but should not use their verandas to store belongings or rubbish.

Hygiene

To ensure a healthy and comfortable living environment, all residents are required to maintain cleanliness in their individual rooms and to practice basic personal hygiene. To ensure a healthy and comfortable living environment, all residents are expected to adhere to the following basic hygiene standards. Residents found in violation of these Hygiene policies will be warned. Repeated violations will be referred to the Housing Office Conduct Review Committee.

1. Regular Room Cleaning:

- Keep personal belongings organized and floors clear of clutter.
- Dispose of trash daily to prevent odors and pest infestations.
- Vacuum at least once a week to prevent accumulation of dust and other allergens.

2. Bathing:

- Residents are asked to bathe regularly to maintain personal cleanliness and prevent body odor, save when medical or other reasons prevent it.
- Use deodorant as needed.

3. Handwashing:

- Wash hands with soap and water frequently, especially after using the restroom, before meals, and after handling garbage.

- Follow proper handwashing techniques to reduce the spread of viruses and bacteria, especially during cold and flu season.

4. Laundry:

- Wash bed sheets, towels, and personal clothing regularly to maintain hygiene and prevent odors.

5. Food Storage and Cleanliness:

- To prevent pests and odors, store perishable food items properly in sealed containers or refrigerators.
- Dispose of any of your own perishable items that have gone past their expiration date.
- Clean up immediately after using common areas, including wiping down surfaces and washing any dishes. After washing, wipe up any excess water.

6. Bathroom Cleanliness:

- Residents are expected to keep both shared and private bathrooms clean.
- Ensure that toilets are flushed after each use to maintain hygiene and prevent odors.
- Dispose of personal hygiene products properly and do not leave them in shared spaces.
- Do not flush anything but toilet paper. See the [Toilet Usage](#) section of these Community Guidelines for details.

Lock Security

Residents should always lock their doors in order to protect the security of their belongings. Keys should not be stored or hidden for use as a “hide-away” key. Residents are only given keys to their assigned room or apartment. University keys may not be duplicated or loaned to unauthorized individuals.

Lofts

The construction and/or installation of lofts is not permitted. Lofts are only permitted in dormitory rooms which come with pre-installed lofts. Residents who install unapproved lofts will be subject to a clean-up charge for the loft's removal.

Lounges & Other Common Areas

Lounges and other common areas are provided with shared furniture and accouterments for all residents to use. Lobbies should not be used to store resident belongings for any period of time, and residents are prohibited from taking shared equipment into their rooms.

Musical Instruments

Electric instruments that can be played “silently” with headphones to avoid disturbing other residents may be played during Courtesy Hours. However, all noise is prohibited during Quiet Hours. For specific definitions of noise and quiet hours, refer to the [Noise](#) section.

If an instrument that cannot be played “silently” is being played in a resident’s private room or common area, it will be handled as a noise disturbance.

- Certain approved exceptions to this policy may apply, such as planned dormitory social events that include a musical performance, or the playing of a university-installed musical instrument in a common space during Courtesy Hours. However, these exceptions should prioritize consideration of residents and neighbors.
- Musicians, such as school band members, are permitted to store other types of instruments in their room, but playing those instruments in the dorm is considered noise.

Noise

Quiet hours are observed in all dormitories from **10:00 PM to 7:00 AM**. During quiet hours, “noise” is defined as sound / vibration, etc. that is detectable one room away from the source / outside the dormitory.

Courtesy hours should always be observed when quiet hours are not in effect. During courtesy hours, “noise” is defined as sound / vibration, etc. that is detectable three rooms away from the source / outside the dormitory.

- Violations of the Noise policy will result in referral to the Housing Office Conduct Review Committee.
- Placement of sound equipment or speakers in window sills / on balconies is prohibited.
- Residents are permitted to play an instrument if the music can only be heard through headphones. See the Musical Instruments section of these Community Guidelines for more information.

Painting, etc. Resident Rooms

Residents are not allowed to paint / re-paper / refinish / resurface / renovate the floors and walls of their rooms. If a resident wishes to have their walls, etc. repaired due to damage from the previous year, they should notify the Dormitory Caretaker or their Tutor.

Whom to call

Dormitory Caretaker (see [Telephone Directory](#))

Your Dorm's Tutor (see [Telephone Directory](#))

Payment of Dorm Fees

Dormitory fees, encompassing rent, key money, and any supplementary charges for optional services like linen rental and meal plans, are due by the 6th of every month. Residents anticipating difficulty in meeting this deadline must notify the Housing Office before the payment date. Failure to settle dormitory fees for more than three consecutive months will result in cancellation of the resident's Housing Agreement. For further information regarding dorm fee payment, please consult your Housing Agreement.

Notice of Absence

In order to efficiently handle incoming mail, and ensure quick communications in case of emergency, all dormitory residents who will be absent from their dorm for longer than 2 nights are required to submit an [Absence Notification Form](#) on the day before they plan to leave. In the event that there is an extension to a resident's absence, they should fill out and submit a new Absence Notification Form indicating their new date of return.

Failing to notify the Housing Office of absence will be considered a violation of these Community Guidelines.

- The Absence Notification Form can be accessed from the link above, or the following QR code.



Pets

Pets are not permitted in the KUAS dormitories. Matters concerning service animals should be discussed with the Housing Office prior to residence.

Piracy (Illegal Downloading)

Piracy, or the illegal downloading, sharing, or distribution of games, music, software, movies, and other copyrighted media via the internet, is against Japanese law as well as the KUAS School Rules and these Community Guidelines. Piracy is strictly prohibited on all university and dormitory networks. Furthermore, occurrences of piracy may cause the university's internet service provider to stop services for an entire dorm community.

The university will suspend campus internet access to any resident or dorm community which engages in piracy and will cooperate with law enforcement to identify residents who utilize university resources to break the law.

Trash & Recycling

Residents are responsible for disposing of their trash and recyclables according to their dormitory's policies. Most KUAS dormitories require trash to be sorted into the following categories:

1. Burnable waste
 2. Plastic bottles
 3. Glass bottles and metal cans
- In addition to the above, dorms may be equipped with separate collection boxes for batteries, cardboard boxes, or other items. Check with your Dormitory Caretaker or Tutor for additional information.
 - Residents who do not properly dispose of their trash, or leave trash in common areas, will be warned and instructed to rectify the situation. Residents who fail to manage their trash will be charged for its removal.
 - Dirty dishes, half-eaten food, and expired items left in common areas are considered trash and will be discarded if left unattended.
 - If you are unsure of how to dispose of trash in your dormitory, ask your Tutor.

Research

Research may be conducted in the dormitories only with the prior written approval of the Housing Office.

Restricted Areas

At KUAS, entry to some dormitories and dormitory areas are restricted based on gender. Furthermore, in dorms that permit guests, those guests are not permitted to go beyond the first floor common area.

When unauthorized individuals are found accessing restricted areas (such as a man entering a women's-only floor), or when suspicious persons are observed in or near the dormitory, Housing Office staff will promptly take action to ensure the safety and security of the dormitory. This may involve contacting KUAS Dorm Security and the police if necessary.

If you notice a suspicious person in or near the dorms, inform your Tutor or Dormitory Caretaker immediately.

Room Entry

The Housing Office reserves the right to enter resident rooms for the following purposes:

- Health and safety inspections
- Construction and facility improvement
- Routine maintenance
- Emergency situations that jeopardize the safety of the dorm and its residents
- Maintaining a quiet environment so that students may sleep and study

For routine maintenance and similar matters, Housing Office staff will make reasonable efforts to notify residents of their intent to enter private rooms at least 24 hours in advance. In emergency situations that require immediate entry, the Housing Office will attempt to notify residents after entry. After leaving a resident's room, staff will lock the door.

Resident rooms may be searched for legal cause by law enforcement authorities. In cases of suspected criminal violations, a search warrant issued by a judge will be used

to authorize the search. In cases where an individual is arrested at the scene for self-evident reasons (violence, etc.) a warrant is not required to search their room.

Room Furnishings

Each dormitory room is furnished with basic equipment such as bed frames, mattresses, desks and chairs. Room size and window dimensions vary from room to room and apartment to apartment.

Linens (bedsheets) are available for rent upon request in Dorms A, B, D and E. For more information, see the Linen Rental section of these Community Guidelines.

Dormitories B and C are equipped with private kitchens, which are equipped with a sink, a Induction Heating (IH) burner, and a mini-refrigerator.

Residents are not permitted to remove any university furniture from their room. Additionally, they may not move items into their rooms from common areas or other residents' rooms.

Shared Kitchen / Lounge Equipment

Dormitories A, B, D and E are equipped with shared kitchens and lounges. Depending on the layout of the dormitory, these areas may be equipped with shared refrigerators, microwaves, toaster ovens, toasters, electric kettles, IH stoves and other equipment.

It is the responsibility of the dormitory students to keep this shared equipment clean and in good order. For example:

- When using the shared microwave, food should be covered with plastic wrap to avoid splatter
- Food items stored in shared refrigerators should be labeled with the owner's name
- Expired food items should be discarded

If a resident fails to clean up after themselves, they will be instructed by the Housing Office staff to rectify the issue. Items left unattended in common areas, including food or dirty dishes, will be handled as [Abandoned](#) and discarded.

Shoes

The KUAS dormitories require residents and guests to remove their shoes when indoors. To facilitate this, all dorms have an area near their entrance where students can remove and store their shoes. Residents who wish to wear shoes indoors should prepare a set of indoor shoes or slippers.

Smoking

The use of all forms of tobacco products in the KUAS dormitories is prohibited. Furthermore, Japanese law prohibits the possession or use of all tobacco products by individuals under the legal age of 20. Violations of these rules will result in referral to the Housing Office Conduct Committee and/or the Student Affairs Center Conduct Committee.

Solicitation & Fundraising

Solicitation is prohibited in all KUAS dormitories. Fundraising in dormitories is limited to Housing Office-sponsored fundraising organizations.

Stairs, Hallways, Entryways & Elevators

All stairs, hallways, entryways, elevators and other public spaces are to be kept clean and free of obstructions. The Housing Office reserves the right to remove any obstructions that are unsightly or create a hazard.

Any malfunctions or issues with stairs, elevators, doors, etc. should be communicated to the Dormitory Caretaker or your Tutor.

Whom to call

Dormitory Caretaker (see [Telephone Directory](#))

Your Dorm's Tutor (see [Telephone Directory](#))

Toilet Usage

To prevent clogging of the toilets:

- Only a moderate amount of toilet paper should be disposed of in the dormitory toilets.
- Do not dispose of feminine products, wet wipes, or paper towels, etc. in the toilet. These will cause the toilets to clog.

- If a toilet appears to be clogged, do not flush a second time. Doing so may cause an overflow.
- If a toilet overflows, turn off the water using the cut-off valve under the toilet to prevent flooding.

If a toilet is clogged or overflowing, contact the Dormitory Caretaker or Tutor immediately.

Whom to call

Dormitory Emergency Call Center (see [Telephone Directory](#))

Unauthorized Entry or Use of Dormitory Facilities

Residents are only authorized to enter their assigned room and can only enter other resident rooms with permission from the assigned resident.

Vandalism

All incidents of vandalism and other intentional destruction of dormitory property will be documented and reported to the KUAS Housing Office.

Residents are responsible for the condition of their rooms and all the furnishings assigned to them and will be held responsible for damages resulting from vandalism.

If dormitory facilities or property are intentionally or negligently destroyed or lost, the residents who are responsible will be billed for their repair or replacement. The Housing Office may require that the resident or residents of an individual room, dormitory floor, or dormitory hall to share the expense of repairing or replacing destroyed property in common areas (such as hallways, lounges, shared kitchens, or areas immediately adjacent to the building) when such repairs are determined to be above and beyond normal wear and tear.

Visitation

See the [Guests](#) section of these Community Guidelines.

Windows & Verandas

Objects such as flags, decorations and similar items are not permitted to be hung from windows or verandas. Additionally, residents are prohibited from storing items or rubbish on their verandas due to the fire hazard it presents.

- Entering and/or exiting a dormitory through a window or veranda is prohibited except in case of emergencies
- Damage to windows may result in the resident being assessed for its repair or replacement.
- Throwing objects out of windows or off verandas is prohibited.

COMMUNITY ENGAGEMENT OPPORTUNITIES

Dormitory communities provide an environment for students to live and learn together. Our staff facilitate events, initiatives and other engagement opportunities that allow students to interact and develop relationships with one another. Programs and activities may vary from hall to hall. However, each student regardless of residence dorm will be provided opportunities to participate in events and engage with their neighbors.

Residents are encouraged to take part in these programs to develop and share their talents.

Community Council

Community Councils are led by Housing Office staff members known as Community Leaders, and consist of representatives selected from among the residents within the dormitory. Participating in your dorm's Community Council is an excellent opportunity to develop leadership skills, forge friendships, and engage with your neighbors and campus community.

With the support of Housing Office funds, these councils organize events, excursions, and activities during regularly scheduled meetings.

Additionally, the Community Council gathers feedback from dormitory residents regarding their needs and requests. This feedback is then communicated to the Housing Office. For more information, seek out Community Council posters in each dorm.

Mentor Program

The Mentor Program is an initiative led by international students, designed to match "Senpai" (senior) with "Kohai" (junior) students both on campus and in the dormitories. This pairing provides juniors with a direct source of information and advice on life in

Japan, study tips, and campus navigation, while also fostering friendship networks across different grades.

In addition to mentorship, this program organizes events, activities, and excursions in collaboration with the Dormitory Community Councils. New dorm students are encouraged to join the Mentor Program as Kohai to kickstart their journey at KUAS on the right foot. For more information, seek out Mentor Program posters on campus or visit the Mentor Program [landing page](#).

Student Council & International Student Committee

The Student Council and the International Student Committee are student-led organizations responsible for planning and organizing large-scale campus events each year, including the Halloween Festival, Winter Gala, Ryutosai Festival, International Fest, Orientation Week events, and more. Students interested in honing their leadership skills and coordinating events attended by large crowds are encouraged to join these organizations. For more information, seek out Student Council posters on campus.

Sport & Culture Clubs

KUAS hosts a diverse range of student-organized clubs, catering to various cultural and athletic interests. Like many Japanese universities, KUAS also offers numerous "circles," which are smaller clubs emphasizing casual socialization and networking around shared interests. The latest list of clubs and circles can be viewed in our student-published club information booklet, [Frontier Spirits](#).

Telephone Directory

Department	Number
Ambulance	119
Fire	119
Police	110
Dorm A & B Emergency Call Center	0120-060-749
Dorm A Caretaker	080-7282-1088
Dorm A Tutor (Girls)	090-8828-5497
Dorm A Tutor (Boys)	090-9589-4306

Department	Number
Dorm B Caretaker	070-3133-9605
Dorm B Tutor	090-9569-6517
Dorm C Tutor	090-8990-3751
Dorm C, D & E Emergency Call Center	0570-200-166
Dorm D Caretaker	070-1362-4495
Dorm D Tutor	070-3964-6036
Dorm E Caretaker	070-1362-4495
Dorm E Tutor	090-9569-4318
Dorm K Tutor	080-8439-2274
Housing Office	075-406-9240

Postal Address Directory

Dorm Name	Address
Dormitory A	18 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto City, Kyoto Prefecture 615-0096
Dormitory B	3-7 Uzumasa Kakiuchi-cho, Ukyo-ku, Kyoto City, Kyoto Prefecture 616-8121
Dormitory C	City Palace Kyoto Sanjo, 9-1 Yamanouchi Nishihattanda-cho, Ukyo-ku, Kyoto City, Kyoto Prefecture 615-0095
Dormitory D	13 Yamanouchi Midoden-cho, Ukyo-ku, Kyoto City, Kyoto Prefecture 615-0091
Dormitory E	3-1 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto City, Kyoto Prefecture 615-0096
Dormitory K	2-4 Kamagamae, Yasumachi, Kameoka City, 621-0805

Office Hours Index

Office / Staff	Hours
Dorm A & B Caretaker's Office	8:00 AM - 5:00 PM (4:30 PM on weekends)
Dorm C & D Caretaker's Office	9:00 AM - 5:00 PM
Emergency Call Center	24 hours a day, year-round
Housing Office	8:30 AM - 5:00 PM (Closed on weekends and holidays)
Nurse's Office	8:30 AM - 5:00 PM (Closed on weekends and holidays)
Tutors	9:00 PM - 6:00 AM

Glossary of Common Acronyms

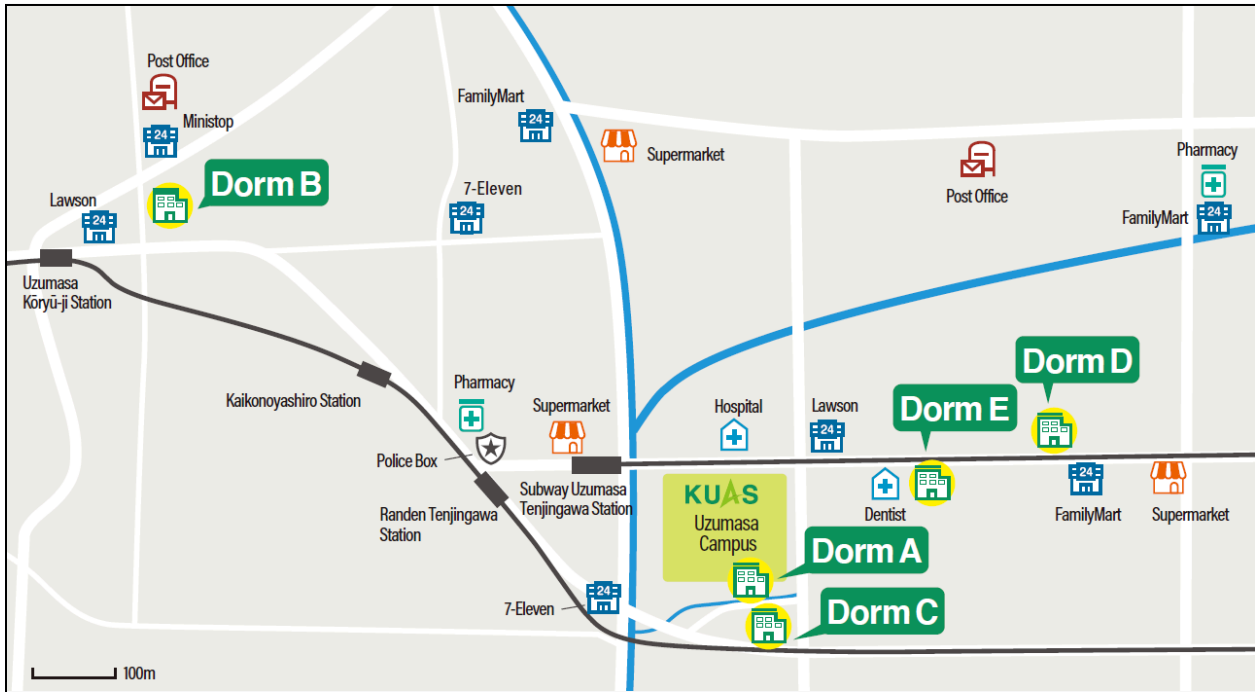
Acronym	Definition
CL	Community Leader
ESA	Emotional Support Animal
HO	Housing Office
RA	Resident Assistant

Fire / Earthquake Evacuation Areas & Severe Weather Procedures

Building	Fire/Earthquake Evacuation Area	Severe Weather Procedure
Dormitory A	KUAS Uzumasa Campus Courtyard	Remain in the building in the interior hallways away from windows. Keep room doors closed.
Dormitory B	Uzumasa Elementary School	Remain in the building in the interior hallways away from windows. Keep room doors closed.
Dormitory C	KUAS Uzumasa Campus Courtyard	Remain in the building in an interior room with no windows, such as the bathroom. Keep the room door closed.

Dormitory D	KUAS Uzumasa Campus Courtyard	Remain in the building in the interior hallways away from windows. Keep room doors closed.
Dormitory E	KUAS Uzumasa Campus Courtyard	Remain in the building in the interior hallways away from windows. Keep room doors closed.
Dormitory K	Kameoka City Hall Parking Area	Remain in the building in an interior room with no windows, such as the bathroom. Keep the room door closed.

Uzumasa Area Map



Useful Places around Uzumasa Campus

