

## IPU Guest House Guidelines

### 《Application Procedure》

Please submit the IPU Guest House Application Form up to 5 days (excluding Saturdays, Sundays and holidays) before the day you wish to use the guest house. With the applicants with outside the university, the application should be made through our faculty/staff members.

Application Period	Application accepted from two months before the month you wish to use the guest house.
How to Apply	<p>Application should be made by any of the following methods. (Application by telephone is not accepted.)</p> <p>1) By visiting at office: Student Center, Central Administration Building, 1F Office hours: 8:30 a.m. to 5:15 p.m. (weekdays only)</p> <p>2) By E-mail: ipu-eduint@ml.iwate-pu.ac.jp</p> <p>3) By post: Education Support Division, Iwate Prefectural University 152-52 Sugo, Takizawa, Iwate 020-0693, Japan</p> <p>4) By Fax: +81-19-694-2011</p>
Vacancies	<p>Vacancies can be checked by the following methods.</p> <p>1) By visiting at office: Student Center, Central Administration Building, 1F Office hours: 8:30 a.m. to 5:30 p.m. (weekdays only)</p> <p>2) By E-mail: ipu-eduint@ml.iwate-pu.ac.jp</p> <p>3) By telephone: +81-19-694-2016</p> <p>Office hours: 8:30 a.m. to 5:15 p.m. (weekdays only)</p>
Period of Residence	A period of residence is less than six months.
Closed	<p>1) From August 13 to 15</p> <p>2) From December 29 to January 3 (of the following year)</p> <p>If the day before or day after these periods falls on a Saturday, Sunday, or holiday, it will be closed on that day. In addition, the guest house may close temporarily due to the university's convenience.</p>

### 《Rental》

Room type	Rental (per night)
Single	2,000 yen/person
Twin	4,000 yen/room

### 《Payment》

Payment should be made either by cash or bank transfer. Please choose a suitable method when applying.

By cash	<p>Payment should be made when checking in at the Guardroom located on the first floor of the Central Administration Building. (Please prepare the exact amount of money.)</p> <p>Please show the guard your IPU Guest House User Permit.</p>
By bank transfer	Necessary documentation for bank transfer will be forwarded to you together with a User

	<p>Permit. Payment should be made to the designated bank account up to three days before the first day of your booking.</p> <p>All the banking charges should be borne by the payer.</p>
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If you stay more than a month, monthly payment is also possible. In that case, please let us know when applying for accommodation. Please be aware that if any payment delay occurs, you may not be allowed to continue to use this facility.

《Prohibition of Transfer of User's Right》

It is prohibited to transfer or sublease any right regarding the guest house including the User Permit.

《Cancellation and Changes》

Please submit the following documents up to five days (excluding Saturdays, Sundays and holidays) before the first day of your booking when you need to cancel or change your booking.

• Documents to be submitted

- 1) IPU Guest House Application Form
- 2) IPU Guest House User Permit

• How to submit

- 1) By visiting at office: Student Center, Central Administration Building, 1F

Office hours: 8:30 a.m. to 5:15 p.m. (weekdays only)

- 2) By E-mail: [ipu-eduint@ml.iwate-pu.ac.jp](mailto:ipu-eduint@ml.iwate-pu.ac.jp)

- 3) By post: Education Support Division, Iwate Prefectural University

152-52 Sugo, Takizawa, Iwate 020-0693, Japan

- 4) By Fax: +81-19-694-2011

Please note that the fee already paid is not refundable. However, it may be refundable in case of natural disaster or other unavoidable circumstances. Please inquire to the Education Support Division.

- 1) By visiting at office: Student Center, Central Administration Building, 1F

Office hours: 8:30 a.m. to 5:15 p.m. (weekdays only)

- 2) By E-mail: [ipu-eduint@ml.iwate-pu.ac.jp](mailto:ipu-eduint@ml.iwate-pu.ac.jp)

- 3) By telephone: +81-19-694-2016

Office hours: 8:30 a.m. to 5:15 p.m. (weekdays only)

《Check-in / Check-out》

- Check-in time starts at 4:00 p.m.

You can check in at the Guardroom on the first floor of the Central Administration Building. Please show your User Permit to the guard and receive the front door key card. Please inform to the Education Support Division as soon as possible if you would like to check in after 10:00 p.m.

- Check-out time is by 10:00 a.m.

Before leaving the guest house, please make sure your door is locked and return the front door key card to the Guardroom on the first floor of the Central Administration Building.

### 《Parking》

If you wish to use a parking of the guest house, please indicate so on the application form. When the parking is full or you need a space for a large vehicle such as a minibus, IPU's parking is also available.

### 《Important notices》

1. There is no cafeteria in the guest house. You will need to bring in your own meals. Self-catering is also available since the rooms are equipped with a kitchen facility. Please refrain from dining in places other than the Common Room and your room.
2. Smoking is prohibited on and around the premises of the guest house.
3. Pets are not allowed in the guest house.
4. Please refrain from committing acts likely to cause annoyance to other guests such as making loud noise or drunkenness.
5. Please cooperate in saving energy.
6. Please use the facility and room equipment with care. The use of adhesive tape or pushpins is not allowed on the walls.
7. If the facility, fixtures or equipment are damaged, the occupant could be liable for the damage.
8. Please make sure to close the window and lock the room door whenever you go out.
9. Please use emergency exits only in emergencies.

### 《Keys》

A key card is provided for the front door and a cylinder key for the room.

Please take your keys with you at all times, and be careful not to lose them. In case of lost your keys, you may be asked for compensation.

### 《Room Equipment》

Rooms are equipped with the following items. Please use them carefully. After using cookware and dishware, please wash and put them back in the same places to keep the area tidy and clean.

Electric apparatus	Common space for single room users	Refrigerator, microwave oven, rice cooker, electric kettle, dryer, toaster
	Single room	TV, air purifier with humidifier, desk light
	Twin room	Refrigerator, microwave oven, rice cooker, electric kettle, dryer, TV, air purifier with humidifier, desk light, toaster
Cookware	Common space for single room users / Twin room	Saucepot, saucepan, pan, kettle, cutting board, cooking knife, fruit knife, ladle, turner, tea strainer, can opener, corkscrew, rice paddle, bamboo chopsticks, bowl, strainer, vat, basket, drainer tray, chopstick stand, corner strainer for sink
Dishware	Common space for single room users / Twin room	Rice bowls, shallow bowls, multiple purpose bowls, noodle bowls, plates, small plates, tea cups, mugs, square plates, soup cups, glasses, bamboo chopsticks, cutlery (including for dessert and soup)
Toiletry	Common space for single room users / Twin room	Shampoo+conditioner, body soap, bath towel, face towel

#### 《Entry to the guest house by staff》

IPU staff or security guards may enter the guest house for maintenance or emergency purposes.

#### 《Room Cleaning》

Room cleaning (including sheet exchange) will be conducted from 10:00 a.m. to 4:00 p.m. every day. If you do not want it, please place the “No cleaning” card outside of your door by 10:00 a.m.

#### 《Garbage Disposal》

Garbage should be disposed of in the trash bin in the room. Garbage is collected by the room cleaners.

If you want garbage collection but do not want room cleaning, place the trash bin in the corridor by 10:00 a.m.

#### 《Bathroom》

Close the bathroom door at all times to prevent humidity from spreading into the room.

After using the bath, drain the water from the bathtub and rinse the bathtub with the shower head to keep it tidy and clean.

#### 《Parcels and Mails》

It is not available to receive parcels or mails at the guest house.

#### 《Internet》

Wireless Internet (Wi-Fi) is available free of charge.

#### 《Common room》

The common room is equipped with a TV set, a PC and a printer. Please make sure to turn the power off after use.

The room is open from 6:00 a.m. to 11:00 p.m. Please switch off the lights before leaving the room.

#### 《Washing Machine》

A washer and dryer located in front of the stock room are available for use from 8:00 a.m. to 8:00 p.m. Please bring your own detergent.

#### 《Other》

If you have any questions, please contact us at the following.

- Weekdays, 8:30 a.m. to 5:15 p.m.

Education Support Division

Tel: +81-19-694-2016

E-mail: [ipu-eduint@ml.iwate-pu.ac.jp](mailto:ipu-eduint@ml.iwate-pu.ac.jp)

- Outside the hours mentioned above

Guardroom (Central Administration Building, 1F)

Tel: +81-19-694-2050