

RULES AND REGULATIONS

Restrictions

- 1) The acts below are **strictly prohibited to prevent fire.**
 - (a) Smoking anywhere in JICA Tokyo except two smoking rooms on the 4th floor of the accommodation building and on the 1st floor of the main building.
 - (b) Bringing cooking equipment (e.g. gas cookers, rice cookers, toasters) to your room.
 - (c) Bringing electric appliances which may cause a fire in rooms (e.g. irons*, heaters, stoves)
***Ironing is permitted only in the Laundry Rooms.**
- 2) Medical wastes (needles, shiringes, amples etc.) should be disposed only at the **clinic**.
- 3) Please do not bring anything like birds, animals, offensively smelling items, weapons, explosives and inflammables.
- 4) The main entrance closes at 23:30.
(JICA Tokyo Residents) If you stay outside after 23:30, please submit a stay-out form to the Front Desk in advance.
(Visitors and Guests) **All the visitors coming from outside are requested to leave the center by 22:30.**
- 5) None of your family members or acquaintances shall be permitted to stay in the Center. *Except for family members of long-term participants under certain conditions.

Instructions and Regulations

Public area

- 1) Accommodation building is only for the **JICA** residents. Please meet **your** visitors at the public area (Lobby, Lounge or Dining Hall).
- 2) Please leave your room key at the Front Desk when you go out.
- 3) **Please show your ID card to pick up your room key when you returned.**
- 4) Please keep the public area clean and separate rubbish according to its type.
- 5) Please refrain from drinking and talking after 23:30 in the public area.
- 6) Please do not put a poster or any kind of notice privately on the information board or any other places in the Center without a prior permission.

In your room

- 1) Please refrain from moving furniture or taking out room equipment.
- 2) Housekeeper or mechanic may go inside of your room for their daily work without your permission. If you do not like it, please inform the Front Desk.
- 3) Keep your valuables with you or in the safe box in your room. JICA Tokyo is not liable for any loss of your items. When you check out, please leave the safe box door OPEN.
- 4) In the washroom, do not flush anything other than toilet paper. The pipe will be clogged.
- 5) Please help us save electricity: Recommended temperature for air conditioner is 28°C in summer and 20°C in winter.

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In case of a fire or an earthquake

Stay calm and follow the instructions from the Front Desk.
JICA Tokyo building is earthquake-proof.

Maintenance of Order and Security

Director General of JICA Tokyo is responsible for the safety and security of all the participants, he always reserves the right to take whatever measures are required to maintain order and security at the Center.

Compensation for Damage and Loss

In case of causing damage to JICA Tokyo facilities or of the loss of its equipment, the actual damaged amount shall be charged to you.
If you lose your room key, you will be charged ¥1,000 .

Check out

Check-out time is 10:00 **a.m.**. When you check out, please be sure to tell the Front Desk about your check-out and return your room key and JICA Tokyo ID card.

Other General Instructions

- 1) Please pay attention to the portrait rights when you take photos of people in general.
- 2) Since JICA Tokyo is located in a residential area, please pay attention to the neighboring living environment of residents, especially early in the morning or around midnight.
- 3) In accordance with Japan's law, you are required to carry your passport and Residence card* with you whenever you are outside JICA Tokyo.

*All foreign residents who stay in Japan more than 3 months must be registered at the municipal office of the city where they are staying.
Details will be explained during the program orientation by your JICA program officer.