

KAMIOKA DORMITORY HANDBOOK

I. RESERVATIONS

- ✧ Only the following people can make a reservation:
 - a) SK collaborators
 - b) Researchers who have received permission from the Director of the Kamioka Observatory
 - c) Web account holders
- ✧ You can make and change your reservation yourself via our dormitory website:
<https://www-sk1.icrr.u-tokyo.ac.jp/index.html>

✧ RESERVATION / CANCELLATION DEADLINE

Rooms: Weekdays: by 6:00 am on the same day of reservation

Saturdays, Sundays and holidays: by 6:00 am on the nearest weekday

(E.g. if you would like to stay at the dormitory on Sunday, you would need to reserve a room by Friday 6:00 am)

Meals: 3:00 pm by the 2nd business day

- ✧ In case of an urgent reservation / cancellation, please contact **0578-85-9629** or **hotel@suketto.icrr.u-tokyo.ac.jp** (except weekends and holidays) and state your reason.

II. CHECK IN / CHECK OUT

Check in: **1:00 pm**

Check out: **10:00 am** ; cleaning starts at 9:00 am.

- ✧ There is no reception desk at this dormitory.
- ✧ The main entrance has an electric key pad lock. Please read the operating instructions on the door. If you have your own ID card, you can enter the dormitory simply by holding your card over the card reader.
- ✧ The monthly reservation table is posted in the lobby. Please check it regularly during your stay, especially if you are changing rooms during your stay.
- ✧ There is a card reader installed near each room door, please hold your ID card over it when you enter your reserved room.
- ✧ Please hang the “MAKE UP THE ROOM” sign on the door to your room when you check out.

- ✧ If you don't have an ID card, please come to the security guard office in the Kenkyu-to to get a room key before going to the dormitory. When you check out, please return the key to the security guard in the Kenkyu-to.
- ✧ **Please remember the door is self-locking. Please take your room key or your ID card with you when you leave the room.**

III. RETURNING ROOM KEYS

If you use a room key, please return it to the security guard office in the Kenkyu-to.

IV. ACCOMMODATION FEES

- ① ROOM CHARGE (per night) 2,300 yen
- ② BED SHEETS for the first seven days 530 yen
- ③ BED SHEETS for each additional week 130 yen
- ④ MEALS:

Breakfast	B	300 yen	midnight to 9:30am	at dormitory
Lunch	L	500 yen	12:00pm to 1:30pm	at dormitory
Dinner	D	600 yen	from 5:50pm	at dormitory
Lunch BENTO	LB	620yen	delivered by 12:00	delivered to the mine by the shop
		500yen	only Saturday delivered by 12:15	brought to the mine by the security guard
Dinner BENTO	DB	600 yen	ready by 15:45	pick up at dormitory

- ✧ You will be charged a one-time fee of 530 yen for the cleaning costs. The cleaning staff will change your linen every seven days. If you stay longer than one week, a cleaning cost charge of 130 yen per week will be added.

V. PAYMENT

- ✧ Please pay your fees at the 1st floor Administration Office in Kenkyu-to. Please bring your **statement of accounts** when you pay. We will give you a receipt for your payment. Thank you.
- ✧ As mentioned in the dormitory rules, there are no refunds for any reason once the room charges [i.e. (1) through (4)] are paid.

VI. ROOMS

Make sure that your name written on the white board at the reserved room door. Check the room whether it is cleaned or not. If there are any problems, please contact the Administrators; ext.320 (office manager) or ext.329 (secretary).

- ✧ Amenities; towels(bath towel & hand towel), toothbrush and toothpaste, plastic cup, two-in-one shampoo, body soap, alarm clock and bathmat
- ✧ Please use the door signs; “Do not disturb” and ”Make up the room”. If there is no door sign, the staff will change your towels and bathmat every morning.
- ✧ Please use the “MAKE UP THE ROOM” sign when you check out.
- ✧ If you are alone in room 109, the staff will prepare futon in the side of the room with refrigerator. Please use only that side of the room if possible. If more than 2 people reserve room 109, the room will be partitioned by sliding doors. You can use it as two rooms.
- ✧ If you stay in room 208 alone, please use only one bed. The other bed will be covered with a different color sheet. If you use both beds, you will need to pay 2,300yen × 2 (beds).

VII. BATHROOM

The bathroom is a prefabricated bath. Please use the shower and wash your body in the bathtub only.

VIII. WASTE

Use the garbage bin in your room for burnable garbage. For recyclable materials such as cans, bottles, plastic bottles etc, please use the designated recycling bins located in the dining room.

IX. SAVE ENERGY!

Make sure to turn off the lights, the air-conditioner, and the gas heater when you leave. Please use the gas heater to warm up the room instead of using the air-conditioner. Use the air-conditioner as a heater only if the gas heater does not work.

X. SHOE CABINET

Please put your shoes into the shoe cabinet. You can use any space that is not in use.

XI. SMOKING

No smoking is allowed on university campus. It is only allowed at the designated smoking area. (2F outside terrace)

XII. TELEPHONE

The telephone in each room is for internal extension only. Please see Exhibit 2 about important phone numbers.

✧ Set up “wake-up call”

1) Dial 71 for setting the time

(For example, if you would like to wake up at 7:30am, push 0730. 11:30 pm, push 2330)

2) Dial 72 for verifying your setting time

3) Dial 73 for cancellation

✧ When you call to another room, push 6 plus the room number.

(For example, to Room 205, dial 6205)

✧ To call a dormitory room from the outside;

1) Call 0578-85-9645 OR +81-578-85-9645 if it is an international call

2) Dial 6 after the beep sound.

3) Dial the room number after the beep sound.

※ All the extension numbers of the dormitory start with 6.

XIII. DINING ROOM and MEALS

In order to supply meals to users, plus for hygienic reasons, you are not allowed to personally cook at the kitchen nor use the refrigerator in the dining room. Please use the refrigerator in your own room.

You can only have meals in the dining room. Please check your name on the reservation list which is posted near the fridge. Please scratch your name out when you take the meal.

BREAKFAST: Self-service. You can eat anytime after midnight until 9:30am.

LUNCH: The cooking staff will be in the dining room and kitchen.

Lunch time is from 12:00 pm to 1:30 pm.

a) Tell the staff your name to get your meal.

b) Please dispose any leftovers into the garbage can and return dishes and the tray to the staff

DINNER: Self-service. Dinner time is from 5:50 pm. The cooking staff will be there until 5:30 pm. If you have dinner very late due to your work and you inform to the staff, they will set your meal aside for you with a bowl of rice, and label it with your name.

- ※ How to cleanup dishes if there is no staff;
 - a) Dispose if any leftovers in the garbage can
 - b) Put all dishes in the sink
 - c) Return the tray to the used tray place

XIV. CLEANLINESS...

The cleaning staff is not stationed at the dormitory all the time. Please keep your room clean. You can find cleaning utensils at each floor. Please clean these utensils after they are used and put them back in their place.

XV. IF YOU DAMAGED ANY DORMITORY EQUIPMENT...

If you damaged any equipment in this dormitory, please notify the Administration Manager (ext. 320) honestly. If left unreported, it can cause a serious accident or major damage.

XVI. PARKING

The dormitory staff members have designated parking spaces. Please park your car in the other spaces properly. Alternative parking places are shown on the map. (See Exhibit 3)

XVII. SECURITY

- ✧ There is no administration staff in this dormitory or a fire hydrant. Make sure that you know where the emergency staircases, exits and fire extinguishers are located. (see Exhibit 1 [B])
- ✧ This dormitory building stands out in the Mozumi village, so please be responsible for your belongings. If you have any problems or accidents, please contact the security guard immediately (ext. 300).

[Exhibit 1]

IN CASE OF AN EMERGENCY

[A] If you are locked out from your room

- 1) When the cleaning staff is there (Monday to Saturday, from 9 am to 1 pm; except Holidays and during the year change period)

→ Ask them to open the door.

- 2) When the cleaning staff is NOT there (other than those above)

→ Call ext.300 (security guard)

[B] IN CASE OF A FIRE

- 1) Ask someone for help
- 2) Extinguish a fire
- 3) Report

- a. Call (0) **119**

- b. Call the security guard (ext.300)

※ If possible, ask a Japanese speaker to call 119.

※ Tell the dormitory's address to the operator.

“Kaji desu. Kochirawa Higashi-Mozumi no Tokyo Daigaku desu.”

[Fire! This is Kamioka Observatory, at Higashi-Mozumi, Kamioka]

- 4) If it seems to be very dangerous, broadcast (47) to make an evacuation order and go outside.

“There is a fire around room xxx. Everyone get out of the dormitory through the emergency exits. The meeting place is in the seminar room of Kenkyu-to.”

- 5) Confirm the safety of all lodgers

[C] IN CASE OF THEFT

- 1) Inform the security guard (ext.300). (Do not disturb the scene of the crime. Write down the time)