

## TERMS OF USE

### TSUSHIMA LODGINGS

Tsushima Lodgings is an accommodation for people who visit Okayama University for education, research and so on. Family members or other individuals who are not visiting the University for such purposes are not permitted to use the facility. All facilities are provided on a self-service basis. Please be aware of the following rules.

1. To check in, you need to meet the manager at reception, fill in the registration form, and pay the following charges.

Basically, please pay the accommodation fee in full in advance. (Cash payment only.)  
Guests who stay for over one week can pay by installments. If you wish to do so, please apply in advance.

(No refund is available.)

(Rates per person per day)

Room Type	Charge	Remarks
Western-Style Room A	3,700 yen	With bath and toilet
Western-Style Room B	3,500 yen	With bath and toilet
Japanese-Style Room	3,100 yen	No bath and toilet

2. Check in is from 16:00 to 20:00.  
Two keys (room key and card key of the front door) can be collected at reception desk.  
Please keep keys in your possession until check out.  
(If you should lose the keys, you will be expected to pay for new keys.)  
\*The manager at Tsushima Lodgings will be away after 20:00. (After 20:00, we are unable to meet any requests.)
3. Check out is by 10:00. (If you intend to stay in your room after 10:00, please pay an additional charge.) Please put keys in the return box at the reception counter.  
Please move your car immediately after check-out.
4. The front door at Tsushima Lodgings is locked between 13:00 and 16:00, and between 20:00 and 8:30 on weekdays. (Between 20:00 and 16:00 on weekends and public holidays.)  
During these times, please use your card key to open the front door.  
When going out of the building, please be sure to go out with the front door key(card key). If you forget to bring it out, you can't enter the building. Since the manager cannot respond during this time, so please be careful enough.  
(When you hold the card key next to the front door, the door will unlock.)

5. The manager of Tsushima Lodgings is available between 8:30 and 13:30, and between 16:00 and 20:00 on weekdays. (Between 16:00 and 20:00 on weekends and public holidays.) You may make any requests only during these times.
6. The staff is unable to clean your room and change your sheets on weekends and public holidays. If you stay more than 2 days, we will provide you with towels to change yourself. (Please request this in advance.)
7. If you stay more than 2 days (except holidays) and would like your room cleaned, please leave the room by 10:00. (If you do not leave the room, we may not be able to meet your request.)
8. There is no meal service.
9. The common bathroom on the 1st floor is open from 19:00 to 23:00. It is not for private use, and guests must share it. There is no water in the bathtub on weekends and public holidays. Please use the shower during these times.  
When you take a bath, change the card on the door of the bathroom to 使用中 (Occupied) and lock the door from the inside. When you finish, turn the card to read 空室 (Vacant).
10. When you leave your room, please do not leave valuables behind. We will not be responsible for any valuables which are stolen.
11. Smoking is not allowed anywhere on the premises.
12. Please be careful not to start a fire in your room. Also, look after your valuables. We appreciate your cooperation in keeping the facilities clean at all times. In addition, please keep noise to a minimum and respect other guests.
13. Please use the facilities with care. If you should break or lose anything, call the manager and follow their instructions.
14. Free Wi-Fi service is provided for guests during their stay in each room as well as in the 2nd floor lounge, however, you must have your own internet device to access it. There is also a LAN cable available for use in each room.  
Please be sure to read the "Internet use guide" for more details and instructions.
15. The conference room is available from 16:00 to 20:00.  
Please keep noise to a minimum and respect other guests.
16. There is a car park for guests during their stay.

17. If you need verification of accommodation, please make a request with the Office Support section of General Affairs Department through the person responsible for the Tsushima Lodgings guest.
18. Please do not send personal courier or postal items to Tsushima Lodgings.
19. For any other queries, please contact the manager.  
Please note that if you do not follow the instructions of the manager and the university, we may refuse to stay even.

### 【 Tsushima Lodgings Reservation Guidelines】

- You must call in advance to make a reservation. Please call between 9:00a.m. and 12:00p.m., or between 1:00p.m. and 5:00p.m. on weekdays. The number is Extension 8386 (Tsushima), and ask for the person in charge of the Office Support section of General Affairs Department (Jimu-Shienshitsu).  
(※Please note that you cannot reserve a room through the Tsushima Lodgings manager.)
- You may make a reservation from up to two months in advance (if the 1<sup>st</sup> of the month is on a weekend or holiday, then from the next available weekday).  
(Example: To reserve a room for November 10<sup>th</sup>, you can make the reservation from September 1<sup>st</sup>.)
- After placing the reservation by phone, you must fill in the appropriate information on the request form which must be received by the Office Support section of General Affairs Department at the latest three days before the reserved date(s). If placing the reservation on the day of your stay, please call and submit the request form by 10:00 (weekdays).  
Mail address: [bay7066@adm.okayama-u.ac.jp](mailto:bay7066@adm.okayama-u.ac.jp)
- The person responsible for the Tsushima Lodgings guest is limited to a faculty or staff member of this university (hereupon referred to as 'person-in-charge'). If you are not a staff or faculty member, please be sure to make the reservation through a 'person-in-charge'.
- The Tsushima Lodgings guest must understand the Guidelines and Terms of Use before making the reservation.
- If the Tsushima Lodgings guest cannot pay the lodge fees (this includes any cancellation charges or compensation for damages incurred), the person-in-charge must make payment in full.
- Cancellations may be made up to 17:00 hours of the day before the check-in date (in case the day before check-in date is a holiday or weekend, it will be one working day before) by contacting the Office Support section of General Affairs Department (Extension8386). If you do not call to cancel beforehand and you do not stay at the lodge, you still must pay in full.  
(You must pay the cancellation fee within three days.)  
※In case of cancellation due to facility's convenience (facility, equipment failure, etc.), no cancellation fee will be charged.
- If the faculty and staff of the university stay for more than half of the working day of the month, it may be necessary to adjust the commuting allowance and housing allowance, so please inform the general affairs department of your department.

**(Emergency telephone numbers)**

Police 110

In case of fire 119

Saiseikai Hospital (Located in Ifuku-cho) 086-252-2211

**(Shops at Okayama University, Tsushima campus)**

- Peach Union
  - 1<sup>st</sup> floor Convenience store
  - 2<sup>nd</sup>/3<sup>rd</sup> floors Cafeteria
  - 4<sup>th</sup> floor Restaurant
- Muscat Union
  - 1<sup>st</sup> floor Bookstore
  - 2<sup>nd</sup>/3<sup>rd</sup> floors Cafeteria
- Peone Union
  - 1<sup>st</sup> floor Convenience store/Cafeteria
- J terrace cafe

There are many restaurants and convenience stores along the street (about a 5-10 minute walk) near Tsushima Lodgings.

**(Amenities)**

- Face Towel
- Bath Towel
- Bath mat
- Toothbrush
- Razor
- Drier
- Yukata (Informal Cotton Kimono)
- Two-in-one Shampoo
- Body Soap
- Hand Soap
- TV
- Air-conditioning
- Free Wi-Fi service and Wired Ethernet Service
- Refrigerator
- Electric kettle
- In-room Safe
- Light stand
- Flashlight
- Microwave (in the 2<sup>nd</sup> floor lounge)

※Toothbrushes and razors can be picked up at the reception counter.

※There is no washing machine for guests. Please use the laundromat near Tsushima Lodgings.