

TERMS OF USE

TSUSHIMA LODGINGS

Tsushima Lodgings is an accommodation for people who visit Okayama University for education, research and so on. 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.

Guests who stay for over one week can pay by installments. You may apply to the Financial General Planning and Policy Division in advance, if you wish.

(No refund is available.)

(Rates per person per day)

Room Type	Charge	Remarks
Western-Style Room A	2,800 yen	With bath and toilet
Western-Style Room B	2,600 yen	With bath and toilet
Japanese-Style Room	2,200 yen	No bath and toilet

2. Check in is from 16:00 to 20:00.
Two keys (room key and front door key) 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 is not available 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.**
4. The front door at Tsushima Lodgings is locked between 13:00 and 16:00, and between 20:00 and 8:00 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 you swipe the card key next to the front door, the door will unlock.)
※Please keep magnetic items away from the card key.
5. The manager of Tsushima Lodgings is available between 8:00 and 13:00, 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 sheets to change yourself. (Please request this in advance.)

7. There is no meal service.
8. 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 入浴中 (Occupied) and lock the door from the inside. When you finish, turn the card to read 空 き (Free).
9. When you leave your room, please do not leave valuables behind. We will not be responsible for any valuables which are stolen.
10. Smoking is not allowed anywhere on the premises.
11. 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.
12. Please use the facilities with care. If you should break or lose anything, call the manager and follow their instructions.
13. 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.
14. The conference room is available from 16:00 to 20:00.
Please keep noise to a minimum and respect other guests.
15. There is a car park for guests during their stay.
16. If you need verification of accommodation, please make a request with the Financial General Planning and Policy Division of the Financial General Affairs (Zaimu kikaku-ka zaimu soumu tanto) through the person responsible for the Tsushima Lodgings guest.
17. For any other queries, please contact the manager.

【 Tsushima Lodgings Reservation Guidelines】

- You must call in advance to make a reservation. Please call between 8:30a.m. and 12:00p.m., or between 1:00p.m. and 5:15p.m. on weekdays. The number is Extension 7071 (Tsushima), and ask for the person in charge of the Financial General Planning and Policy Division of the Financial General Affairs (Zaimu kikaku-ka zaimu soumu tanto).
(※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 1st of the month is on a weekend or holiday, then from the next available weekday).
(Example: To reserve a room for November 10th, you can make the reservation from September 1st.)
- After placing the reservation by phone, you must fill out a separate request form which must be received by the Financial General Planning and Policy Division of the Financial General Affairs section at the latest three days before the reserved date(s). The person who will be staying at Tsushima Lodgings must be either a staff or faculty member of Okayama University or a person introduced by a staff or faculty member of Okayama University. If sending the request form by email, be sure to fill in the appropriate information and send to: 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 15:00 hours of the reserved date (in case the reserved date is a holiday or weekend, it will be one working day before) by contacting the Financial General Planning and Policy Division of the Financial General Affairs section (Extension 7071). 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.)

(Emergency telephone numbers)

Police 110

In case of fire 119

Emergency at night (regarding water, electric, or gas trouble) 0120-9696-38

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

(Shops at Okayama University, Tsushima campus)

- Peach Union
 - 1st floor Convenience store
 - 2nd/3rd floors Cafeteria
 - 4th floor Restaurant
- Muscat Union
 - 1st floor Bookstore
 - 2nd/3rd floors Cafeteria
- Peone Union
 - 1st 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
- Toothbrush
- Razor
- Drier
- Yukata (Informal Cotton Kimono)
- Two-in-one Shampoo
- Body Soap
- TV
- Air-conditioning
- Free Wi-Fi service and Wired Ethernet Service
- Refrigerator
- Electric kettle
- In-room Safe
- Light stand
- Microwave (in the 2nd 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.