

## Attention when using JAIST International Seminar House

JAIST International Seminar House (hereafter "Seminar House") is not a hotel so that we hardly offer goods or services that are provided in a hotel. The Seminar House is a self-service type accommodation. Please understand that staff are not able to assist with room cleaning or linen exchange during a stay.

### 1\_ Precautions for use of the Room

- Bed and bath linens are available. There is no further amenities such as shampoo, body soap and Toothbrush but those goods are available to purchase in a convenience store on Campus.
- Smoking is NOT permitted in this facility.  
Smoking is prohibited in all area on JAIST campus. Since this Seminar House are located on campus, all area of the this buildings are designated to the smoking prohibited area. It includes balconies of each room and external area of the building.
- Use bedding correctly. Lay down bed sheets when you sleep on the bed.
- Do NOT dye hair in the bathroom or washroom.  
(The color will stick to the washbasin, bathtub and the floor and will not come off)
- The rooms are to be cleaned as needed and used neatly. Garbage should be thrown in the trash. Take care to prevent fires and other disasters.
- The following actions are prohibited.
  - Renting whole or part of the room to anyone other than the applicant and family members who have been granted permission to use the room.
  - Using the room for any purpose other than staying or living.
  - Making any renovations to the facility.

### 2\_ Points to note when moving out

- Before checking out, clean the room and dispose of trash before leaving.
- If furniture is moved, return it to its original position before checking out.

### 3\_ In the case you have any problems or need assistance during your stay

- Please consult with your host faculty / staff member who is the applicant for use of the room.

### 4\_ In the case of violation during your staying

- The manager or administrative staff will contact your host faculty / staff and ask them to clean up and return the room to its original state. If the violation is egregious, the host faculty / staff will be charged for the restoration costs, and might not be able to accept requests for room rental from the faculty / staff in question in the future.