

# House Regulations

All guests are requested to observe and comply with the following Regulations established by the corporation known as the International House of Japan, to maintain the dignity of the International House of Japan (the“House”) and to ensure that House guests have a pleasant and safe stay, in accordance with Article 10 of the Conditions Governing Accommodation Contracts. If a guest does not comply with the House Regulations, IHJ may forbid further use by the guest of the guest’s House room and other House facilities pursuant to Articles 7 and 18 of said Conditions. IHJ will not be liable to any guest or other person for any damage caused by his/her failure to comply with the House Regulations.

## **For Your Safety and Security**

1. Please refrain from using any electrical appliances such as heaters, cooking appliances or irons that are likely to cause a fire.
2. Smoking is prohibited in guest rooms, including on balconies.
3. Please refrain from any other acts which may cause a fire in your room or anywhere in the house.
4. Please review the emergency exit instructions posted on the inside of the guest room door and locate the emergency exits on your floor promptly upon your arrival.
5. Please make sure your door is locked when leaving your room. All room doors lock automatically and cannot be opened without the key.
6. Please be sure to use the door bar whenever you stay in the guest room, particularly at night. Please identify any visitor through the peephole or by keeping the door half open without undoing the door bar.
7. Please refrain from having unregistered guests visit or stay in your guest room.
8. Please refrain from inviting outside visitors to the House after 11:00 p.m.

## **Regarding Personal Possessions and Valuables**

1. A safe is available in all guest rooms. However, the International House of Japan will not be liable for the loss or theft of valuables left in guest room safes.
2. The International House of Japan shall keep articles left on the premises of the House for seven (7) days including the date such items are found. Thereafter, such items shall be surrendered to the appropriate authorities in accordance with the Lost Goods Act.

## **Regarding Payment for Services**

1. Payment for all house services may be made in cash, traveler’s checks or credit cards accepted by the House. Please pay your bills whenever requested by the Front Cashier while staying at the House. All bills are due upon demand.
2. When charging any house restaurant or lounge bill or other charges to your room, please show your room key or the key card presented to you when checking in.
3. You may be required by the House to pay a portion of the room charges as a guarantee of payment when you check in.
4. The House cannot cash any checks or coupons other than traveler’s checks issued by banks or other recognized financial institutions.
5. Airline, train and bus tickets, taxi coupons cannot be added to your House bill.
6. A 10% service charge and taxes at the rate prescribed by applicable laws shall be added to your bills. You are cordially requested not to give tips to employees of the House.

## **Your Cooperation is Requested**

1. Please do not bring onto the premises of the House any of the following:
  - a. animals or birds of any kind;
  - b. gunpowder, oils or other explosives or inflammables;
  - c. objects omitting a foul odor;
  - d. unregistered firearms or swords;
  - e. objects of unusually large size or in unusually large quantities;
  - f. illegal drugs or other articles, the possession of which is prohibited by the laws of Japan.
2. Gambling or other acts which are contrary to good morals or which cause an annoyance are strictly prohibited.
3. Neither guest rooms nor the lobby shall be utilized for business purposes.
4. Please do not place in or let hang from the windows of the House or guest rooms any items or objects whatsoever.
5. The distribution or display of advertisements and the sale of goods on the premises of the House are prohibited.
6. Please refrain from using equipment and fixtures for purposes other than those intended. Please do not take equipment or fixtures out of the House. Please do not remove or alter any equipment or fixtures of the House.
7. You are reminded that unauthorized publication for business purposes of photographs taken on the premises of the House may be subject to legal action.
8. Please do not place any personal or House belongings in the lobby or passageways of the House.
9. Ordering meals and drinks to be delivered from outside the House is not permitted.
10. A bathrobe and slippers have been provided for your use in your guest room. Please refrain from leaving your room in bathrobe or slippers.
11. Except in emergency situations, please refrain from using the emergency staircases, going up to the roof, entering areas where there is machinery, areas where House property is stored or other areas where guests and visitors are not permitted.
12. Minors may not stay in the House unless accompanied by parents, relatives or other legal guardians, or unless written permission is received from parents or guardians permitting such stays.
13. You will be charged for any damage to the House’s property caused by you or by your guests.
14. Please smoke in a designated smoking area.