

University Guesthouse

Guestroom Rules & Regulations

Check in/Payment

1. You must show your reservation slip when you check in.
2. Payment must be made in cash when checking in and once a week for long stays. Sorry, no credit cards accepted.
3. A refund is possible if you leave before planned, but only if you notify the manager 3 days in advance.

Keys

1. Keep room key with you until checkout.
2. You will have a card key to use at the side door when the front entrance is locked. The manager will show you how to use the card key.
3. If you leave when the front entrance is locked, please leave your key at the manager's counter and leave by the side door.
4. The room should not be used by anyone other than for whom the reservation was made.
5. Please keep your room door locked when you are not there.

Hours

1. The front entrance opens at 9:00am and is locked by 10:00pm.
2. The manager is generally in between 10:00am and 10:00pm.

Room Cleaning

1. If you want the room cleaned do not leave anything on the door handle outside your room door.
2. Don't leave things on the bed if you want the room cleaned. The housekeeper is not expected to handle your personal belongings.
3. If you do not want your room cleaned, or if you do not want to be disturbed, leave the medallion that hangs on the door handle on the handle outside of

the door.

Washing Machine

1. There is a washing machine on the 1st floor that can be used free of charge.
Feel free to use any laundry soap that is there, but if there is none, you need to provide your own.

Internet

Each room has WiFi internet access. The user name is 'kaikanvisitor'. The 1st floor site is 001601EFB540_G and the 2nd floor is 001D7364DCA2_G

Liability

1. Please take care when using the facilities, you may be required to pay for any loss or damage.
2. The university can not take responsibility for any loss or damage to your property while staying at the Guesthouse.

The manager does not speak English.

Ehime University Guesthouse

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