WELCOME TO THE SJSU INTERNATIONAL HOUSE!

We hope your stay here will be enjoyable

Please note the following information:

1. Your address is:

   “Your Name”
   SJSU International House
   360 S. 11th Street
   San Jose, CA 95112
   USA [Include this for mail from abroad.]

2. Phones

   Your friends can call you on the lobby phone: (408) 279-4575. If you are expecting a call, please be in the lobby to answer it. If you are not in the lobby, we will leave a message in your mailbox.

3. Front Office & RA on Duty

   The office phone number is (408) 924-6570. The International House office is open from 10 a.m. to 2 p.m. and 4 p.m. to 6 p.m. Monday through Friday.

   When the office is closed, one of our Resident Advisors (RA) or office aides is on duty to assist you. RAs are student residents who are here to help you with anything you need (questions, concerns, computer room keys, spare room keys, to talk, etc.). The RA schedule is posted on the wall in the hallway near the office. To find an RA on duty, check the wheel in the 1st floor hallway near the TV room. It will tell you who is on duty and where you can find them.

   If you expect visitors after 11:00 p.m. or on the weekend, you should be in the lobby to open the door for them. For your own and other's safety, please do not prop doors or leave the front door unlocked. Always take your keys with you. Please do not allow others whom you do not know to enter the House and wander around unescorted.
4. **Computers**
   The key to the computer room is available for two hours at a time. Come to the Office to check out the key, and leave your Tower card (SJSU student identification) as deposit. If you are having problems with your computer, please contact the computer center on campus – they are happy to help with any and all problems. Their number is (408) 924-2377, and office hours are Monday to Friday, 8am to 5pm. If you are having problems with the I-House network, then please contact our computer aide.

5. **Fax Machine**
   The I-House fax number is (408) 924-6573. If a fax is sent to you, it will be put in your mailbox. To send a fax, domestic faxes cost $1 for up to three pages and $0.50 for each additional page and international faxes cost $3 for the first five pages and $1 for each additional page. For faxes received which are over ten pages, you will be charged $0.20 per page. You must pay in cash when you send or receive a fax.

6. **Cleaning**
   There is no maid service, so you are expected to keep your room clean. There are cleaning supplies in the office, and a vacuum cleaner for your use. Bring your Tower card to check out supplies.

7. **Laundry**
   Coin-operated laundry facilities are located in the basement and function solely on quarters ($0.25). The washer costs $1.25 per load and the dryer currently costs $1 per load. You need to provide your own detergent. If you do not know how to operate the machines, a staff person will help you.
   **Please use only a small amount of detergent; using too much soap causes the cycle to stop and the door to lock with your clothes inside.**

8. **Vending Machines**
   There is a candy/snack machine in the basement Study Room.

9. **Food and Drink**
   You may eat and drink at the back tables in the TV room on the ground floor, the Dining Room, and the basement kitchen. On the sofas and table near the TV in the TV room, you may eat snacks and have drinks in cups with lids. Please throw all your garbage in the trash cans.
   **Food and drinks are NOT allowed in the first floor formal living room.**

10. **Quiet Hours**
    Sunday night to Friday morning, 10 p.m. to 8 a.m.
    Friday night to Sunday morning, 12 a.m. (midnight) to 10 a.m.
11. Alcohol

For residents 21 years old and over, alcoholic beverages are allowed only in your bedroom. No parties are to be held in bedrooms. “Parties” consist of the presence of more than two people who do not live in that room. Abuse of alcohol may lead to curtailment of privileges, up to and including eviction. The drinking age in California is 21 years old. Non-residents may not consume alcohol at any time on the I-House premises.

12. Smoking

Smoking is not allowed inside the I-House. Please use the ash bins provided when smoking outside. SJSU prohibits smoking within 25 feet (7.6m) of any door or window of any campus building.

Smokers can smoke by the benches on the back patio and on the sidewalk in front of the building.
No smoking, lighting candles, incense or any open flame is permitted within the I-House.

13. Facilities

The various facilities located through the building are available to all I-House Residents. Please feel free to use them (i.e. student kitchen, TV room, pool table, ping-pong, piano, etc.). If you have guests, you must accompany them at all times. Bring your Tower card to check out equipment from the office during the day and from the RA on duty during the evening until 11 p.m. Please do not move TVs, VCRs, DVD players, kitchen, utensils or furniture for your personal use.

Except for the Flag Aide, residents are not permitted to be on the roof or the balcony in front of the 3rd floor rooms.

You are expected to clean up after yourself in the kitchen and wash your dishes. Ask the Kitchen Aides for instructions if you are not sure of procedures. You have a basket and cubby hole for storing dry goods in the kitchen. You may wish to use small plastic bins for storing food in the refrigerator. Please be considerate of others and store only small amounts. Please write your name on all your food items.

14. Guests

Each resident may have out-of-town guests stay in the I-House at no cost for a total of 10 nights during the semester (i.e. one guest for 10 nights or 10 guests for 1 night each, or some variation totaling no more than 10 nights). However, this policy holds true only if the roommate(s) are fully comfortable to have a guest in the room. Staff may determine at any time that guests may not stay overnight. The cost to stay over night after 10 nights is $20 per night (double room rate). For safety reasons, please inform office staff whenever you will have an overnight guest.
15. **Guest Room**

A guest may stay in the guest room rather than in your bedroom, provided it is available. You may only reserve the room for 5 nights in a row. After 5 nights, the room must be made available for 5 nights before you can reserve it again. Each night in the guest room counts as one of your 10 total nights. You may check the availability and reserve the guest room in the office.

16. **Traveling**

If you are leaving the I-House overnight, please let someone on the staff know where you are heading and when to expect you back. That way you can be reached in case of emergency or we know to worry if you do not return when expected.

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**Welcome! We hope you will enjoy your stay!**

**I-HOUSE OFFICE STAFF**

Kristen Pendleton (U.S.A.)
Community Operations Manager

Leann Cherkasky Makhni (U.S.A.)
Director

**HEAD RESIDENT**

Natasha Lamperti (U.S.A.)

**RESIDENT ADVISORS**

Alicia Bogart (U.S.A.)

Enrique Jose Padilla (U.S.A. \ Nicaragua)

Melvin McElrath (U.S.A.)

Momoko Iwagami (Japan)

**NETWORK ADMINISTRATOR**

Johnny Chia (Peru)

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