

## **Guidelines on the Use of University of Aizu Global Lounge**

(Purpose)

### **Article 1**

1.1 These guidelines provide for the necessary matters regarding use of the University of Aizu Global Lounge (Hereinafter referred to as “the GL”).

(Person responsible for authorizing use)

### **Article 2**

2.1 The Director of the Office for Strategy of International Programs (Hereinafter referred to as “DIRECTOR”) shall have the authority to grant approval to requests for use of the GL and the equipment contained therein.

(Purpose and Scope of Use)

### **Article 3**

3.1 The DIRECTOR permits use of the GL when any of the following apply:

- (1) An international exchange activity is being conducted by a student, faculty member, or administrative staff of the University;
- (2) A major event of the University is being conducted;
- (3) The DIRECTOR deems that a request to use the GL is appropriate.

3.2 The scope of use of the GL shall be limited to students, faculty members, or administrative staff of this University. However, this shall not apply to any person who has received permission from the DIRECTOR.

(Hours of Use, Etc.)

### **Article 4**

4.1 The GL shall be available for use from 9:00 a.m. to 5:00 p.m. on weekdays.

4.2 The above clause notwithstanding, the GL shall be made available for use as needed when the DIRECTOR deems doing so as necessary for managerial reasons.

(Application for the Use of the GL)

### **Article 5**

5.1 Those who wish to use the GL must obtain the approval for the use by submitting an application for use of the GL (Form No. 1) to the DIRECTOR no later than seven days before the intended date of use.

5.2 Those who wish to organize events, etc. at the GL must attach a document describing the details of the event, etc., to the application form specified in the above clause.

(Permission for Use)

### **Article 6**

6.1 The DIRECTOR shall permit the use of the GL when the request form prescribed in the provision provided for Article 5.1 is submitted, except in any of the following cases.

- (1) The use of the GL is likely to interfere with classes, extracurricular activities, or events of the University.
- (2) The use of the GL is likely to lead to result in the damage or loss of the GL and its facilities.
- (3) The user is likely to fail to observe these regulations or the rules for users of the GL established by the University President, and is likely to fail to follow the advice or instructions of the faculty member or administrative staff in charge.
- (4) The DIRECTOR otherwise regards the purpose of use, etc. as inappropriate.

6.2 The DIRECTOR may, when granting permission for use as described in the previous paragraph, add conditions for use (hereinafter referred to as “CONDITIONS FOR PERMISSION.”) as needed.

(Cancellation of Approval, Etc.)

#### **Article 7**

7.1 If a person who has obtained approval for use according to paragraph 1 of the previous article (hereinafter referred to as "USER") violates these guidelines or the CONDITIONS FOR PERMISSION, the DIRECTOR may rescind permission and prohibit the USER from using the GL.

(Prohibition of Subletting)

#### **Article 8**

8.1 The USER must not sublet the GL to a third party.

(USER's Obligation to Preserve Facilities)

#### **Article 9**

9.1 The USER must observe the rules for users of the GL described separately and always strive to maintain the GL and its equipment in good condition.

9.2 The last USER to make use of the GL in a given day must check to ensure that nothing is out of order when the USER has completed his or her activities at the GL. If the USER finds anything out of order, he or she must promptly report this fact to the DIRECTOR.

9.3 If the USER damages or loses any item or equipment at the GL, either accidentally or on purpose, the USER must provide restore said item to its original state or pay compensation for damages.

(Supplementary Provisions)

#### **Article 10**

10.1 Other necessary matters regarding the use of the GL besides those provided for in these guidelines shall be separately determined by the DIRECTOR.

#### **Additional Provisions**

This regulation shall be enforced as of October 1, 2017.

### **Aizu Geek GL User Rules**

In addition to the provisions provided for the University of Aizu Global Lounge (Hereinafter referred to as "GL"), users of the GL must observe the following rules.

- 1 Users must follow the approved purpose, date, and time of use.
- 2 Users must clean and organize the GL, restoring it to its original state.  
Before leaving the GL, users must confirm that the air-conditioner, lights, devices, etc. have been turned off and activate the security system and lock the door.
- 3 Make sure not to damage or result in a loss to the GL or its equipment.  
If the user finds anything out of order, it must be reported promptly to the DIRECTOR.
- 4 The User must not take any devices, implements, items, etc. furnished in the GL out of the facility.
- 5 Do not smoke, eat, or drink in the GL without permission. If you do so, clean up the space before leaving.
- 6 Do not bring ignition sources (unless otherwise approved by the DIRECTOR), hazardous objects, or any other things inappropriate from a management perspective.
- 7 When using the GL, follow all instructions given by Office for Strategy of International Programs faculty and administrative staff members, or any other individuals who is otherwise responsible for the management of the GL.
- 8 Exceptional cases not provided for in these guidelines shall be handled on a case-by-case basis.