

(Appended form)

JAIST Gymnasium Use/Rental Application

Date: \_\_\_\_\_

To the President of Japan Advanced Institute of Science and Technology

(Applicant)

Affiliation (Address if an applicant does not belong to JAIST)

\_\_\_\_\_

Name: \_\_\_\_\_

(Student Number) \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Please confirm following gymnasium use/rental request.

Organization name	
Date & time (include set-up & clean-up)	<u>Date:</u> _____, <u>Time:</u> _____ *if you need to apply for several days use, please attach a separate document.
Number of people	student: _____ faculty: _____ others: _____
Purpose / event	
Facility requested (refer to the next page)	Full gym   •   Half gym(A)   •   Half gym(B) Choose one and put a circle
Parking use (outsider only)	Yes   •   No
Purpose of parking use	
Remarks	

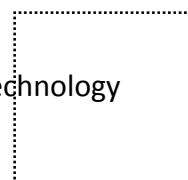
\* In case JAIST Extracurricular Organization uses the gymnasium with non-members,  
Extracurricular Organization Off-Campus Activity Application must be submitted as well.

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The gymnasium use of above activity is approved.

In case of disaster occurrence, the gymnasium use permit may be cancelled by JAIST.

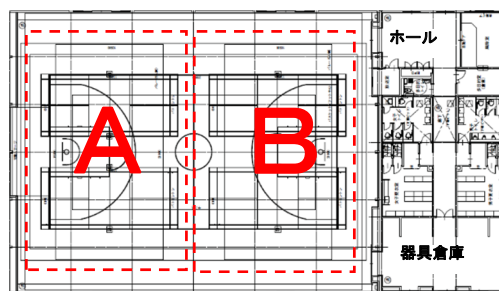
\_\_\_\_\_, 20\_\_\_\_

President of Japan Advanced Institute of Science and Technology



#### (How to fill out the form)

- For Affiliation, a student need to fill in his/her “program and year” and a faculty or a staff member need to fill in his/her “School or Department, etc.”
  - If an applicant does not belong to JAIST, please write the address of the person.
  - If an applicant is a JAIST student, please write his/her student number.
  - In case of emergency or for the safety confirmation at times of disaster, JAIST contact the person in charge. In order to contact smoothly, please arrange emergency contact network in the group with a responsibility.
  - Please bring a first-aid kits on site.
  - If the gymnasium use is over a few days and the purpose or members, etc. are the same, please submit a document (voluntary form) as well.
  - For Date & Time should include amount of time needed for activity, including set-up and clean-up.
  - For facility requested, please choose full or half use and put a circle.
- \*Basketball, futsal and tennis are full gym use only.
- A JAIST member is prohibited to use a gymnasium parking lot.
  - A personal data on this application is not used for any purpose other than the gymnasium use.



#### (How to enter the gymnasium)

- A JAIST member needs his/her ID card to access to the gymnasium as an entrance key.
- For local residents and those who do not belong to JAIST, please contact Disasters Prevention Center(extension: 1000) by intercom at the entrance and inform the name of the person in charge or the organization name.

(Appended form/ example)

JAIST Gymnasium Use/Rental Application

Date: October 15, 2018

To the President of Japan Advanced Institute of Science and Technology

(Applicant)

Affiliation (Address if an applicant does not belong to JAIST) 1<sup>st</sup> year Master's program

Name: Ichiro Sentan

(Student ID) 1800000

Contact phone number: 090-0000-0000

Contact e-mail: jaist@jaist.ac.jp

Please confirm following gymnasium use/rental request.

Organization name	Basketball Circle
Date & time (include set-up & clean-up)	<u>Date: December 1, 2019 (Sat.)</u> ,Time: <u>9 : 00 ~ 12 : 00</u> *if you need to apply for several days use, please attach a separate document.
Number of people	student: 15          faculty:          others:
Purpose / event	Practice and game of basketball
Facility requested (refer to the next page)	<input checked="" type="radio"/> Full gym   • <input type="radio"/> Half gym(A)   • <input type="radio"/> Half gym(B) Choose one and put a circle
Parking use (outsider only)	Yes          •          No
Purpose of parking use	
Remarks	

\* In case JAIST Extracurricular Organization uses the gymnasium with non-members,  
Extracurricular Organization Off-Campus Activity Application must be submitted as well.

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The gymnasium use of above activity is approved.

In case of disaster occurrence, the gymnasium use permit may be cancelled by JAIST.

\_\_\_\_\_,20

President of Japan Advanced Institute of Science and Technology

