

Gymnasium of Japan Advanced Institute of Science and Technology Use/Rental Guidelines

December 11, 2018

Ruled by President

1. The Gymnasium of Japan Advanced Institute of Science and Technology (hereinafter referred to as “JAIST”) is available to use the following activities.
 - (1) Events hosted by JAIST or JAIST education and research activities.
 - (2) Extracurricular activities of JAIST student clubs authorized by JAIST.
 - (3) Activities of organizations comprising JAIST students or JAIST faculty and staff members.
 - (4) Activities by JAIST students or JAIST faculty and staff members.
 - (5) Those approved by the President other than the above.
2. Hours of Use/Rental
 - (1) Gymnasium is available for use/rental from 9:00 a.m. to 9:00 p.m.; however, that from December 29th to January 3rd is closed.
3. A person or an organization that wishes to use or rent the gymnasium should apply by submitting “Gymnasium Use/Rental Application” to the following section and get a permit according to “Gymnasium Reservation Procedures” (appended document). In addition, when users cancel the gymnasium use/rental, the users should report that immediately.
 - (1) If users are JAIST students, please contact Student Welfare Section, Student Affairs Department.
 - (2) If users are JAIST faculty or staff members, please contact Labor Management Section, Human Resource Department.
 - (3) If users are other than the above, please contact General Service Section, General Affairs Department.

*However, in case the gymnasium is used for JAIST education and research activities or events hosted by JAIST, the person who wishes to use the gymnasium should reserve directly via Cybozu.
4. To the gymnasium users, the permit of gymnasium use/rental may be cancelled or terminated only in the following cases.
 - (1) When it becomes necessary to use the gymnasium for events hosted by JAIST after giving a permit of gymnasium use/rental to an applicant.
 - (2) When there is a false declaration on the application.
 - (3) When users breach the condition of gymnasium use/rental period or hours.

- (4) When maintenance or repair, etc. of the gymnasium is deemed necessary.
 - (5) When the gymnasium is used as a shelter at disaster occurrence.
5. Gymnasium users should use or rent the gymnasium only for the purpose mentioned in application and observe the following list; however, that failure to follow the list below will result in cancellation of Gymnasium Use/Rental Permit even in use.
- (1) Unauthorized gymnasium use and sublease is prohibited.
 - (2) Users should strictly observe the hours of gymnasium use/rental.
 - (3) Users should clean up and tidy up the gymnasium after use
 - (4) Users should turn off the lights and lock all windows and doors at the end of activity.
 - (5) Users should take all garbage home and should not leave them in or outside the gymnasium.
 - (6) Use of fire (including electric heaters) is strictly prohibited.
 - (7) Users should wear indoor shoes in the gymnasium.
 - (8) Eating and drinking including alcoholic beverages and eating are prohibited, except drinking for hydration.
 - (9) Keep the gymnasium clean all the time.
 - (10) Gymnasium Use/Rental Permit should be on site and valid and observe the hours of use/rental. (Overtime use is prohibited.)
 - (11) In case of any damage or loss of facilities and equipment of the gymnasium should be reported to the designated section. In case of intentional or gross negligence, users should indemnify the damage or loss of facilities and equipment of the gymnasium.
 - (12) Cancellation should be reported to the designated section immediately.
 - (13) Valuables should be kept with users with their responsibilities. JAIST is not responsible for any loss, theft, etc. in the gymnasium or gymnasium parking lot.
 - (14) Taking any facilities and equipment of gymnasium outside or bringing chairs, tables, etc. from outside is prohibited. In addition, bringing and setting of any heavy objects is prohibited.
 - (15) It is prohibited to paste, tack, glue or post any sign, placard, advertisement, etc. in or outside the gymnasium without a permit.
 - (16) Users should use the gymnasium with good sense and manners.
 - (17) Users should follow instructions given by a staff at the designated section.
6. As a general, gymnasium parking lot should be locked and prohibited to use by JAIST students, faculty, and staff members.
7. Users should not cause any troubles to residents of Student Housing Buildings or neighbors.