

Terms of Use of Facilities of the National
Graduate Institute for Policy Studies

October 1, 2019

1. Concerning these Terms of Use

Upon submitting an Application for Use of Facility in order to use facilities of the National Graduate Institute for Policy Studies (hereinafter referred to as the "Institute"), we request that project organizers and parties related to projects confirm the content of these Terms of Use (hereinafter referred to as the "Terms of Use") and agree to use the Institute's facilities in accordance with the Terms of Use and following the Institute's instructions.

2. Scope of users

Any entity that falls under any of the following may use the Institute's facilities:

- (1) international organizations;
- (2) national institutions;
- (3) local governmental organizations;
- (4) educational and research institutions;
- (5) cooperative academic research organizations of the Science Council of Japan;
- (6) public interest corporations or any other similar organizations (excluding religious corporations, political parties and political organizations); and
- (7) any other organization, including a private business entity, deemed appropriate as an Organizer, etc. of the project by the President.

3. Projects for which the Institute's facilities may be used

The Institute's facilities may be used for the following projects:

- (1) a project co-organized or sponsored by the Institute;
- (2) a lecture, academic meeting, etc.; or
- (3) any other project specifically determined necessary by the President.

4. Facilities available

Please refer to the "List of Facilities Available" attached hereto.

Project organizers may not demand a reduction of the facility use fees even when they do not use part of the facilities for which they have filed applications for use.

5. Tentative reservation

An applicant for use of the Institute's facility is required to make a tentative reservation by entering the outline of the project in the Facility Reservation System.

We will examine the reservation and inform you of whether we approve the use by e-mail.

We may refuse your application for use of facility depending on the content or schedule of the planned project. We would appreciate your understanding that priority should be placed on classes and events of the Institute.

Please note that, during the period of tentative reservation until the day of starting accepting Applications for Use of Facility (two months before the scheduled date of use), a tentative reservation may be subject to cancellation because classes and events of the Institute take precedence in terms of the use of the Institute's facilities during that period.

6. Preliminary meeting and visit

After receiving inquiries about the use of the facility, we hold a preliminary meeting with the project organizer about the scheduled date and time of the project, the expected number of participants, the details of the project, the security arrangements on the scheduled date of use, and other particulars.

If you wish to visit the facility beforehand, please contact the division in charge. We hold a facility tour twice each month in principle (on the dates designated by the Institute). Please note that you will

participate in the tour with other project organizers on the same date and time.

Suppliers related to the project other than the project organizer (e.g. event promoter, catering service provider, etc.) can apply for a preliminary visit only via the project organizer. In principle, we do not accept any inquiries from suppliers about the use of the facilities or devices. We request that the project organizer gather questions from the suppliers related to the project and ask those questions to the division in charge.

7. How to apply for the use of a facility

(1) Submission of an Application for Use of Facility

A project organizer who obtained approval of use of facility from the Institute is required to submit an Application for Use of Facility after the day two months before the scheduled date of use, but no later than 14 days before the scheduled date of use, to the address indicated below by post or email.

Your tentative reservation will be cancelled if you do not submit an Application for Use of Facility 14 days before the scheduled date of use.

[Where to submit an Application for Use of Facility]

7-22-1 Roppongi, Minato-ku, Tokyo 106-8677

Facility Management Section, Facility Management Office

Budget and Accounting Division

National Graduate Institute for Policy Studies

E-mail:sisetu@grips.ac.jp

(2) Other necessary submissions

(i) Application for Use of Goods

If you wish to use goods such as information boards and laser pointers, please submit an Application for Use of Goods seven days before the scheduled date of use.

(ii) Application for Registration of Vehicle

If vehicles (including those used by suppliers related to the project other than the project organizer) are expected to enter the Institute premises on the scheduled date of use, please submit an Application for Registration of Vehicle seven days before the scheduled date of use.

(iii) List of Staff Members and Participants

Please fill in a List of Staff Members and Participants with the information of the project organizer's staff members, related suppliers, speakers, and participants who are expected to visit the Institute building on the scheduled date of use, and submit it three days before the scheduled date of use.

* The submitted list will be used only for the management of visitors; however, please note that we may use the personal information contained in the list for the following purposes.

- Confirmation of the return of a temporary admission card

- Investigation and identity verification in the event of a criminal incident within the Institute premises

(3) Date and hours of use of facility

The Institute's facilities are available on a day excluding the period from December 29 to January 3 of the subsequent year.

The hours of use of facility must be within the period from 8:00 am to 9:00 pm. The project organizer is permitted to occupy the facility during the hours of use of facility, which is counted from the time when the project organizer unlocks the facility and begins making preparations for the event to be held at the facility, until the time when the project organizer restores the facility to its original state after finishing the

event and locks the facility and leaves. If any supplier related to the event other than the project organizer enters the facility for reasons not attributable to the Institute, the period from the time when the supplier enters the facility until the time when it leaves is included in the hours of use of facility.

8. Issuance of a Notice of Approval for Use of Facility and an Invoice

After the project organizer submits an Application for Use of Facility to the Institute, the Institute issues a Notice of Approval for Use of Facility and an Invoice to the project organizer.

It takes about one week to issue an Invoice after the Institute receives an Application for Use of Facility. Please allow plenty of time when submitting an Application for Use of Facility.

9. Facility use fees

(1) Facility use fees

Please refer to the "List of Facility Use Fees" attached hereto.
Please note that the facility use fees may be subject to revision without notice.

(2) Use fees for supplies and incidental equipment

The use fees for supplies (e.g. sign holder stands, etc.) and incidental equipment (e.g. a waiting room annexed to the hall, a simultaneous interpretation room, a projection room, etc.) to be leased by the Institute are included in the facility use fees.

(3) Payment of fees

In principle, we request that the facility use fees be paid by the day before the scheduled date of use. Please make payment by transfer to the designated financial institution by the due date, as specified in an Invoice issued by the Institute to the project organizer. The entire amount of transfer fee is imposed on the project organizer (the same applies to the remittance from a foreign financial institution).

(4) Cleaning fees

If the project organizer allows visitors to eat and drink in the following facilities, the Institute charges the project organizer cleaning fees in addition to the facility use fees. The Institute may charge cleaning fees for the use of other facilities separately if the facility after use is found to be considerably dirty.

[Facilities where eating and drinking are permitted]
Cafeteria, Meeting Rooms 1A, 1B, 1C, Research Meeting Room 4A, 4B, 4C, 4D, 4E, 4F

10. Refund of facility use fees

In principle, the facility use fees once paid are not refunded; however, the fees may be refunded in full or in part for the following reasons.

Reasons	Amount to be returned
The facility was not used due to any reason not attributable to the user.	100% refund
The user made a request to cancel the use of the facility at least seven days before the scheduled date of use.	100% refund
The Institute considers the refund to be reasonable.	50% refund

11. Revocation of a Notice of Approval for Use of Facility

Even after the submission of an Application for Use of Facility or during the period of use, the Institute may order the project organizer to suspend the use of the facility or may revoke the approval for use in the following cases; the Institute is not liable for any damage suffered by the project organizer in these cases:

(1) the Institutes finds that the project organizer violates any of the Terms of Use;

- (2) the facility use fees have not been paid by the day before the scheduled date of use;
- (3) the project organizer has used the facility for any purpose other than the approved purpose;
- (4) the project organizer has obtained approval for use by any improper means such as deceit;
- (5) the use by the project organizer is likely to disturb the public order or good morals;
- (6) the use by the project organizer is likely to cause trouble to other users of the facility;
- (7) the use by the project organizer is likely to damage the facility or equipment; or
- (8) the use by the project organizer causes any other inconvenience in terms of facility management and operation.

12. Exemption from liability; compensation for damage

- (1) The project organizer is liable to compensate for any damage arising from an accident that may occur during the period of use (including the time for making preparations for the event and the time for cleaning up the event site), even when the accident is caused due to an act of a related party or visitor. The project organizer must take all possible measures to prevent accidents. The project organizer is responsible for placing security guards, directing traffic at the parking space, guiding visitors within the facility, and taking measures to prevent theft, fire, or any other accidents.
- (2) The Institute is not liable for any of the following accidents, regardless of the cause: loss or damage to goods received before the event; theft or damage of goods that may occur while setting up or using the event site at the facility; or an injury or death of a visitor, etc.
- (3) The project organizer is liable to compensate for any damage suffered by the Institute as a result of the defacement, damage or destruction of the facility or any equipment, devices and supplies incidental to the facility. The Institute is not liable for any damage suffered by a third party caused by the project organizer.
- (4) The Institute is not liable for any damage arising from the impossibility to use any leased equipment, etc. damaged or lost due to the conditions of use on the previous day.
- (5) If the project organizer suffers any damage due to reasons attributable to the Institute and claims compensation from the Institute, the Institute compensates for the damage within the extent of the facility use fees that it has received. However, the Institute is not liable for any lost profits or opportunities that may be claimed by the user as part of the damage it suffers.
- (6) The Terms of Use and the use of the Institute's facilities are governed by laws and regulations effective in Japan, and any disputes arising in connection with the use of the Institute's facilities are subject to the agreed exclusive jurisdiction of the Tokyo District Court as the court of first instance.
- (7) The Institute may claim compensation for any damage that it suffers from the violation of the Terms of Use.

13. Procedural steps on the date of the event and instructions

(1) Delivery and receipt of the key

The Institute allows its facilities to be unlocked or locked only at the request of a project organizer or related supplier (hereinafter referred to as the "person in charge of unlocking"). Please notify the Institute of the person in charge of unlocking beforehand. The key of the facility is delivered at the Facilities Management Center on the first floor of the Institute building on the date of use. Please bring with you a Notice of Approval for Use of Facility (only the original is accepted).

Please return the key to the Facilities Management Center immediately after finishing the use of the facility.

(2) Checking on restitution

After the event is finished, the staff of the Facilities Management Center checks whether the facility used has been restored into its original state. Please note that the project organizer is liable to compensate for any new damage to the facility that is found upon checking.

(3) Strict observance of the hours of use

The hours of use as specified in a Notice of Approval for Use of Facility must be strictly observed.

We do not permit any person to enter the facility or make preparations for the event at the facility before the start time of use.

If you have brought any equipment into the facility, please take it out by the end of the hours of use.

(4) Delivery and receipt of leased goods

In order to use equipment for which you have filed an Application for Use of Goods, please visit the Facilities Management Center before and after use and receive confirmation upon lease or return.

The project organizer is responsible for bringing the leased equipment into the facility and returning it to its original location after use.

(5) Change of the layout in the meeting room

If the layout of the desks, chairs and partitions in the meeting room needs to be changed, the project organizer by itself must change the layout and restore it to its original state within the hours of use.

Please return the equipment and supplies to their original locations and restore them into their original states (by turning them off) after use. Please make sure that the facility you have used is restored to its original state for the benefit of subsequent users.

(6) Reception of visitors

For both internal and external events, we request in principle that the project organizer set up reception desks at the entrances on the first and third floors of the Institute building in order to ensure security within the Institute premises. However, a project organizer who satisfies all of the following conditions may use the facility by setting up the desk on only one of these floors.

- (i) In an invitation letter to visitors, clearly show the entrance where the desk is located;
- (ii) Set up a signboard or assign a guiding person at the entrance where the desk is not set up; and
- (iii) Make an arrangement to allocate a sufficient number of capable guiding persons for the hours during which many visitors are expected to come.

The Institute's security guards do not engage in the reception of visitors of events.

Please distribute admission cards such as names cards to visitors upon their reception at the entrances on the first and third floors, and have them wear these cards within the facility so that they can be identified as event participants at a glance. The project organizer is responsible for preparing for such name cards.

On Sundays, the entrance on the third floor is closed. Please set up a reception desk only at the entrance on the first floor.

(7) Special security guards

If you are planning to deploy any special security guards, please notify the Institute beforehand so as to ensure coordination with the Institute's security guards. All costs for special security guards are imposed on the project organizer.

(8) Use of the projection room, simultaneous interpretation room, audiovisual systems, etc.

Upon the use of the Soukairou Hall, the professional service providers hired by the Institute will attend the event in order to cope with any malfunction of audiovisual or lighting equipment (the fees for the professional service providers are included in the facility use fees).

If you wish to operate the audiovisual or lighting equipment in the Soukairou Hall using the console in the projection room instead of the one in the hall, or if you wish to use the simultaneous interpretation

system, you need to receive services from the professional service providers designated by the Institute (the fees for the professional service providers to be paid for the use of the projection room or the simultaneous interpretation system are not included in the facility use fees; when using the simultaneous interpretation system, you need to rent receivers from a professional service provider).

The project organizer is responsible for operating equipment at each facility, referring to the operating manual. Please be sure to check beforehand how to use equipment in order to avoid confusion on the date of the event.

(9) Eating and drinking, smoking, and use of fire

Eating and drinking are permitted only at the facilities indicated in 9. (4).

Drinking water may be brought into the facilities only in plastic bottles or any other containers with lids. We do not permit the use of coffee machines.

Eating and drinking are prohibited in the area from the entrance on the first floor to the foyer in front of the Soukairou Hall, and the area around the entrance on the third floor because the floor surfaces in these areas are hard to clean once stained.

Smoking is completely banned within the Institute premises.

The use of cooking devices such as electric cooking plates is permitted only in the cafeteria and meeting rooms.

The use of fire is permitted only for the purpose of keeping dishes warm using solid fuels at the cafeteria and meeting rooms, or when the fire is under control of catering service providers, etc. The use of combustion-type cooking equipment such as gas cookers is not permitted.

(10) Cleaning and treatment of trash

If you get the floor or wall surfaces dirty, please inform the Facilities Management Center immediately.

The Institute takes charge of disposing of trash. We request that the project organizer make provision of trash bags and ensure sorting of trash into combustible and non-combustible (cans/glass bottles/plastic bottles).

Please do not leave pamphlets or similar materials behind within the Institute premises.

(11) Parking lots, and vehicles for bringing equipment in and out of the Institute building

There is a limit to the number of parking lots. We request that visitors use public transportation to come to the Institute. We have parking lots dedicated for people with disabilities. If you wish to use these parking lots, please inform us beforehand. The project organizer must make sure that visitors will not park their cars in the areas around the Institute where parking is illegal.

Vehicles for bringing equipment in and out of the Institute building may be parked temporarily in front of the entrance on the first floor. After the operation, these vehicles must be parked in the parking lots.

These vehicles must use the south gate (side gate) to enter the Institute premises.

The project organizer is liable to compensate for damage arising from any accident that may occur during the period of use (including the time for making preparations for the event and the time for cleaning up the event site), even when the accident is caused due to an act of a related party. We request that the project organizer take all possible measures to prevent accidents, such as deploying security guards, when using the parking lots.

(12) Others

Please cover the floor and wall surfaces to avoid damage, when necessary.

The Institute's copying machines are not available on the date of the event.

Please inform us beforehand of any plan to use equipment with large power consumption.

We do not permit any publicity activities about events to be carried out within the Institute premises or

on the Institute website.

14. Prohibited acts

- (1) Bringing dangerous goods including combustible or inflammable goods into the Institute building
- (2) Using a naked fire
- (3) Transferring or leasing the right to use the facility in whole or in part
- (4) Moving the equipment attached to the facility to a place other than the designated place
- (5) Posting signboards and posters in and outside the facility by a method other than the designated method
 - * Do not tape guiding information and other paper materials onto the building walls or chairs, which could cause the wall surfaces to fall off. Please be sure to use sign holder stands or information boards.
- (6) Selling goods or carrying out any other for-profit activities without permission in and outside the facility
 - * The sale of books, etc. is permitted only on condition that the content of the books, etc. is in line with the purpose of the event. We do not permit the for-profit sale of any books beyond the scope of the approved purpose of use of the facility or goods irrelevant to the event.
- (7) Other activities that the Institute considers inappropriate

National Graduate Institute for Policy Studies List of Facilities Available to Project Organizers

* Wi-Fi is available in the Institute building as a whole.

Name of facility		Capacity	Floor area	Use fees	Notes
Soukairou Hall		300 persons	425m ²	77,000 yen/hour	<p>* Eating and drinking is prohibited in the Hall.</p> 2 waiting rooms Simultaneous interpretation system, BOSCH DCN 2 interpretation booths, 4 operating machines, 4 microphones for interpreters <p>* Request the service provider designated by the Institute to operate the system when using the</p> <p>* Rent the receivers for simultaneous interpreters directly from the service provider designated</p>
Waiting Room A		1 person	15m ²		
Waiting Room B		1 person	13m ²		
				1,001,000 yen/day	Main screen (200 inch wide; default aspect ratio 16:9) Sub-screen (150 inch wide; default aspect ratio 4:3) Main projector (SONY VPL-FHZ700L) *HDML/VGA input Sub-projector (EPSON EB-G5950) *HDML/VGA input Iron pipe for stage art work W13000mm 8 wireless handy microphones (TOA WM-1220) and 4 pin microphones (TOA WM-1320) 6 wired microphones (TOA DM-1330) Folding chairs for reception staff and speakers (9 units)
Meeting Rooms (3 rooms, 1F)	1A-1C	Approx. 40 persons seated (Approx. 180 persons standing)	1A 98m ² 1B 95m ² 1C 91m ²	13,000 yen per room/hour	[Common to all rooms] 1 projector (EPSON EB-G6070) *HDMI/VGA input Speaker system (2 connecting ports for wired microphones), Blu-ray player 1 desk microphone stand, 1 white board, 100-inch screen (16:10) [1A] 2 wireless microphones, 2 pin microphones (Victor WM-P760/P860), 1 MC stand [1B] 2 wireless microphones (SONY WRT-804) [1C] 2 wireless microphones (Victor WM-P760) * With the movable partitions opened, the three rooms can be connected to accommodate 120 * The sounds and images played in Meeting Room 1 A can be sent to Meeting Rooms 1B and 1C. <p>* Cleaning fees are charged separately if the meeting room is used for a party.</p>
	Meeting Rooms (1 room, 3F)	3G	20 persons	61m ²	
Research Meeting Rooms (6 rooms, 4F)	4A	40 persons	123m ²	20,000 yen per hour	1 projector (EPSON EB-G6070) *HDML/VGA input, 120-inch screen (16:10) Speaker system (2 connecting ports for wired microphones), 4 desk microphone stands, Blu-ray player 1 wired microphone (TOA DM-1300), 2 wireless microphones (Victor, WM-P760)
	4B	28 persons	103m ²	17,000 yen per hour	1 projector (EPSON EB-G6070) *HDML/VGA input, 100-inch screen (16:10) Speaker system (2 connecting ports for wired microphones), 4 desk microphone stands, Blu-ray player 1 wired microphone (TOA DM-1300), 2 wireless microphones (Victor, WM-P760)
	4C-4E	12 person per room	4C 32m ² 4D 31m ² 4E 31m ²	6,000 yen per room/hour	1 white board per room
	4F	24 persons	65m ²	11,000 yen per hour	<u>* No speaker system and projector.</u>
Cafeteria (1F)		80 persons seated (Approx. 120 persons standing)	239m ²	12,000 yen per hour	<p>* Not available on Monday to Friday, until 15:00, for priority to student use.</p> The cafeteria may be used for a party after a meeting. <u>*No speaker system and projector.</u> Tables: 12 small tables (85cmx85cm), 8 large tables (75cmx150cm); 80 chairs

Application for Use of Goods

(2019/10/1)

Date of use	From (YY/MM/DD) () to (YY/MM/DD) ()	
Place to use <small>* Encircle the applicable place.</small>	Soukairou Hall, 1A, 1B, 1C, 3G,4A, 4B, 4C, 4D, 4E, 4F Cafeteria, Lecture Room (), Other ()	
Person holding reservation	Name of group	
Person in charge of use	Affiliation	
	Name	Email
	Contact information	(Ext.)

[Goods for lease]

Name of item		No. of items available	No. of items requested	Date and time of lease		Date and time of return		Check column	Notes
				/	:	/	:		
Microphone stand	Desk type	5		/	:	/	:		[Goods installed in the facilities] Soukairou: Microphone stands (5 desk type; 14 floor type) 1A/B/C: 1 desk microphone stand each * <u>No application required for use at the installation locations</u>
	Floor type	14		/	:	/	:		
Laser pointer		2		/	:	/	:		Kept at the Facilities Management Center
Sign holder stand (insertion type)	A4	15		/	:	/	:		
	B4	8		/	:	/	:		
Information board (large)	W90cmH153cm (w/ casters)	2		/	:	/	:		An information board, weight base, and weight tank in one set Up to A0-size (841×1189mm) paper
Information board (middle)	W60cmH140cm (w/o casters)	3		/	:	/	:		Magnets or pushpins are necessary. Up to A1-size paper
Partition rope		6		/	:	/	:		Use two ropes as a pair.
Reception table L150cmW60cmH70cm		11		/	:	/	:		* To set up a reception desk on the 1st and 3rd floors, use the tables installed in the cafeteria (1F) and in the entrance hall (3F). * No application required. *7 tables in the pantry in front of ABC Meeting Rooms.
Folding tubular chair		30		/	:	/	:		Kept in the warehouse at the rear of 1C * Do not use these chairs to accommodate persons far beyond the capacity of each room.
Wall handlebar for the meeting rooms on the 1st floor		2		/	:	/	:		Kept at the Facilities Management Center
Door stopper		15		/	:	/	:		Kept at the Facilities Management Center (5 wooden, 10 rubber)

[Goods installed in the facilities]

Name of item	No. of items available	Whether to use	Check column	Notes
Clothes hangers and racks in the cloakroom	300			
Number plates in the cloakroom	300			
Soukairou Hall information board	1 (W80H180)			* Magnets are necessary.

[Instructions]

- * **Fill in the thick-frame columns with the necessary information and submit this form to the Facility Management Office of the Budget and Accounting Division one week before the scheduled date of use.**
- * **Before borrowing the goods, receive confirmation at the Facilities Management Center in front of the south gate on the first floor.**
- * **Goods not specified herein are kept in the storage space for goods for lease (MR Room) beside the Soukairou Hall.**
- * **Return the goods to the places from where they are borrowed and report to the Disaster Control Center.**
- * **If the goods are not used on consecutive days, fill out this form for each date of use.**

Facility Management Office	Facilities Management Center

Application for Registration of Vehicle

Name of meeting		
Name of user		
Person in charge of use	Affiliation	
	Name	
	Contact	

No.	Name of supplier (affiliation)	Type of vehicle	Vehicle ID number	Contact information	Date of entry	Whether to use parking lot
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List of Staff Members and Participants

Name of user _____

[Staff members of the project organizer]

No.	Affiliation	Name
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[Suppliers (simultaneous interpretation, catering service, etc.)]

No.	Affiliation	Name
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[Speakers]

No.	Affiliation	Name
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[Participants (including the press, etc.)]

No.	Affiliation	Name
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