

3-9. Facilities

Entry to the GRIPS building

- GRIPS students can enter the GRIPS building 24 hours a day.
- The entrances are locked between 20:30 and 8:00 on weekdays, between 18:00 and 8:00 on Saturdays, and all day on Sundays and national holidays. However, you can enter the building by swiping your student ID card on the card reader at any entrance.

Study rooms (4th/5th/6th floors), Lecture rooms (5th floor), Seminar rooms (6th floor)

- The study rooms are left unlocked so that students can use them at any time. Please make sure not to leave your valuables unattended there.
- It is each student's responsibility to keep the study rooms clean and tidy. For that purpose, vacuum cleaners are stored in all study rooms on the 5th and 6th floors.
- It is forbidden to place stickers on the walls of the study rooms.
- Please keep quiet in the study rooms, and either turn off your phone or set it to silent mode.
- To request replacement light bulbs or whiteboard markers for the study/lecture/seminar rooms, please ask the Academic Support Team (AST). Replacement bulbs for desk lamps are available at the Student Office.
- Eating and drinking in the study/lecture/seminar rooms are generally prohibited, but you may bring water or other beverages in plastic bottles or containers with lids for hydration purposes. Eating and drinking are permitted in the student lounges, common spaces and the Lounge.
- To save power, turn off the lights and the air conditioner in study/lecture/seminar rooms after use. Please clean the whiteboards before you leave.
- If you wish to use a lecture/seminar room for study, please email AST to request a reservation.
- Every lecture room is equipped with a laptop computer, a projector, and a DVD player.
- Every seminar room is equipped with a projector.
- Microphone & speaker systems and web cameras are available at AST. If you wish to borrow any such devices, contact AST well in advance.

Printers (2nd/4th/5th/6th floors)

- Printers for photocopying and printing are located in the copier rooms on the 5th and 6th floors, in Study Room 4A on the 4th floor, and in the library on the 2nd floor.
- The printers on the 4th, 5th and 6th floors have network connections with the laptops in Lecture Room A.
- To use a printer, you will need your ID card, an IC card (e.g., Suica or PASMO), or a shared copy card. Photocopying/printing fees are:
 - black & white copies: 5 points (5 yen) per page
 - color copies: 25points (25 yen) per page
- Please make double-sided black and white copies and prints whenever possible.

Mailboxes (3rd /6th floors)

- Each student will be given an individual mailbox in the Academic and Student Affairs Division. Announcements, class materials, handouts, and/or requested documents may be placed in your mailbox, so be sure to check your box when you come to GRIPS.

3. Campus Life

Bulletin boards (4th/5th/6th floors)

- Be sure to check one of the bulletin boards on the 4th, 5th, and 6th floors.
- Some notices are posted on the GRIPS Student Portal.
- To share information with other students, please use the Students' Notice Board on the 5th floor.

Common Room (3rd floor)

- Opening Hours: 9:00 – 17:00, Monday – Friday (except national holidays and year-end and New Year holidays).
- The Common Room is a lounge for faculty use.
- Each GRIPS faculty member has a mailbox in the Common Room. You can put your messages in the mailbox.

Student lounges (5th/6th floors)

- The lounges provide a place where students can take breaks and talk to each other.
- There are lockers in the student lounges on the 5th and 6th floors. Locker keys can be borrowed from the Student Office with a refundable 4,000 yen security deposit.
- The Student Council Room in the lounge on the 5th floor provides a venue for activities of the international and Japanese student councils.
- It is each student's responsibility to keep the student lounges clean.

Pantries (4th/5th/6th floors)

- There are a microwave oven and a hot water tap in each pantry.
- It is each student's responsibility to keep the appliances (including the refrigerators on the 5th and 6th floors) and the pantry area clean and tidy.

Common spaces (4th/5th floors)

- Eating and drinking are permitted in the common spaces.

Lounge (1st floor)

- Hours: 9:00 – 23:00 (every day)
- Eating and drinking are permitted in the Lounge.
- Vending machines for food and beverages, a water dispenser, and microwaves are available in the Lounge.
- Parties organized by the student councils are to be held in the Lounge. Application must be made in advance at the Student Office.

Smoke-free campus

- Smoking is prohibited everywhere on campus.

3. Campus Life

Bicycle and motorbike parking

- If you come to GRIPS by bicycle or motorbike, please park in one of the designated parking areas at the front and south gates.
- Students may not come to GRIPS by car.

Gym (1st floor)

- Hours: 10:00 – 20:00, Monday – Friday (except national holidays and year-end and New Year holidays)
- Before using the Gym, you must participate in a training session where a professional instructor will explain the use of the Gym equipment. Dates and times of training sessions will be announced by the General Affairs Division.
- Please do not leave your personal sports gear or belongings in the Gym.

Facilities Management Center (1st floor)

- The Facilities Management Center is in charge of lost-and-found items.

Health Services Center (3rd floor)

<https://www.grips.ac.jp/en/education/health/center/>

Evacuation Route Map

- Evacuation route maps are posted on/near bulletin boards of each floor. Please do check it in advance.
- In case of emergency, please do not use an elevator (it will stop the operation automatically, so you could be locked up.), and evacuate along the nearest evacuation route from your current location.
- Never use the stairs located above the atrium for evacuation! (Please use stairs leading to a door which connects to the outside directly.)

AED

- There are AEDs (Automated external defibrillator) on the 1st, 3rd, and 5th floor.

Others

- There is a phone-card pay phone (no coins accepted) on the 1st floor, and beverage and food vending machines on the 1st and 5th floors.
- GRIPS does not provide any office supplies; please purchase them at your own expense.
- Please cooperate in separating garbage into the various categories: burnable garbage, non-burnable garbage, cans, glass bottles, PET bottles, and paper.