

## **Guidelines on the Use of the University of Aizu Geek Dojo**

### **Article 1**

(Purpose)

1.1 These guidelines provide for the necessary matters regarding use of the University of Aizu Aizu Geek Dojo (hereinafter, the AGD).

### **Article 2**

(Person responsible for authorizing use)

2.1 The Director of the Top Global University Promotion Office (hereinafter, DIRECTOR) shall have the authority to grant approval to requests for use of the AGD and the equipment contained therein.

### **Article 3**

(Purpose and Scope of Use)

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

- (1) A research activity is being conducted by a student, faculty member, or administrative staff of this University;
- (2) A student of this University is undertaking extracurricular activities;
- (3) A major event of the University is being conducted;
- (4) The DIRECTOR deems that a request to use the AGD is appropriate.

3.2 The scope of use of the AGD 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.

### **Article 4**

(Hours of Use, Etc.)

4.1 The AGD shall be available for use from 8:30 a.m. to 7:00 p.m. on weekdays.

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

4.3 The key to the AGD's entrance shall be kept by the DIRECTOR or security guards.

### **Article 5**

(Application for the Use of the AGD)

5.1 Those who wish to use the AGD and do not have an ID card must obtain approval for the use by submitting an application for use of the AGD (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 AGD must attach a document describing the details of the event, etc., to the application form specified in the above clause.

### **Article 6**

(Permission for Use)

6.1 The DIRECTOR shall permit the use of the AGD 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 AGD is likely to interfere with classes, extracurricular activities, or events of the University.
- (2) The use of the AGD is likely to lead to result in the damage or loss of the AGD and its facilities.
- (3) The user is likely to fail to observe these guidelines or the Aizu Geek Dojo User Rules for determined by the DIRECTOR, 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 preceding paragraph, add conditions for use (hereinafter, CONDITIONS FOR PERMISSION) as needed.

### **Article 7**

(Cancellation of Approval, Etc.)

7.1 If a person who has obtained approval for use according to Paragraph 1 of the preceding article (hereinafter, USER) violates these

guidelines or the CONDITIONS FOR PERMISSION, the DIRECTOR may rescind permission and prohibit the USER from using the AGD.

#### **Article 8**

(Prohibition of Subletting)

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

#### **Article 9**

(USER's Obligation to Preserve Facilities)

9.1 The USER must observe the Aizu Geek Dojo User Rules determined separately and always strive to maintain the AGD and its equipment in good condition.

9.2 The last USER to make use of the AGD 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 AGD. 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 AGD, either accidentally or on purpose, the USER must provide restore said item to its original state or pay compensation for damages.

#### **Article 10**

(Supplementary Provisions)

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

#### **Additional Provisions**

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

#### **Additional Provisions**

This regulation shall be enforced as of September 21, 2022.

#### **Aizu Geek Dojo User Rules**

In addition to the provisions provided for the University of Aizu Geek Dojo (hereinafter, AGD) USERS must:

1 If you want to use the devices, first attend one of the seminars on the use of the AGD's devices organized by the Top Global University Promotion Office (hereinafter, PROMOTION OFFICE) in advance.

2 Follow the approved purpose, date, and time of use.

3 Clean and organize the AGD, restoring it to its original state.

Before leaving the AGD, confirm that the lights, devices, etc. have been turned off and lock the door.

4 Make sure not to damage or lose AGD property.

If the user finds anything out of order, it must be reported promptly to the PROMOTION OFFICE.

5 Do not take any devices, equipment, items, etc. provided in the AGD out of the facility.

6 When using the AGD, please observe the following rules.

a Use the facility and its devices in an appropriate manner following instructions for use and relevant rules.

b Check the devices' condition before using them and report to the PROMOTION OFFICE in case of malfunction or anything out of order.

c Keep safety in mind and make sure to avoid accidents.

d Check the location and use of fire extinguisher equipment.

e Prepare materials, consumables, parts, etc. on your own. In the case of using the materials, etc. in the AGD, make sure to replenish them.

7 Do not smoke or drink alcohol in the AGD.

8 Do not bring ignition sources (unless otherwise approved by the DIRECTOR), hazardous objects, or any other things inappropriate from the perspective of the management of the AGD.

9 When using the AGD, follow all instructions given by PROMOTION OFFICE faculty and administrative staff, or any other individuals who are otherwise responsible for the management of the AGD.

10 Do not go to the locker room area (including shower rooms and restrooms).

11 Do not connect to the wired LAN without permission.

12 Do not turn off the 24-hour ventilation.