

May, 2023

International Education Promotion Group

Regarding the Use of Center for Global Education (GlobE) Space

(Purpose)

1. The following space located at Center for Global Education (GlobE) (hereinafter referred to as "GlobE Space") are designated for the purpose of holding international events and activities to promote deeper international awareness. The space is designated for use by students, faculty and staff of the University of Tokyo (hereinafter referred to as "the university") in order to promote international awareness and understanding.

(1) Student Plaza

(2) Multipurpose Room

(Rules for Use)

2. The rules for use are as follows:

(1) General Use

Student Plaza will be open on weekdays from 9:30 a.m. - 5:00 p.m. (Closed on Saturday, Sunday, national holidays, New Year holidays, and school holidays).

Members of the university shall have the right to freely use the GlobE Space if it is in line with the abovementioned purpose, and does not interfere with the use of other members.

(2) Exclusive Use

For those who meet the following criteria and conditions, about half or less of the area of the Student Plaza or Multipurpose Room may generally be used exclusively for up to four hours from 9:30 a.m. - 5:00 p.m., in principle (with the exception of Saturday, Sunday, national holidays, New Year holidays, and school holidays).

(Qualification for Exclusive Use)

3. Those who can apply for use of the GlobE Space are as follows:

(1) University of Tokyo Registered Student Groups and have received approval from the Director of Center for Global Education.

(2) Those who have been approved by the Director of Center for Global Education.

(Requirements for Application of Exclusive Use)

4. The following conditions apply:

- (1) The activity of the students and/or the members of the university contribute to international exchange activities and to promote deeper awareness and understanding of international relations.
- (2) Out of the total number of participants on the day of the activity, more than half of the members are University of Tokyo students or members.
- (3) Activities should not violate laws and regulations, school regulations, public order and morals.
- (4) Activities should not be for profit of groups or individuals outside of the university, or should the activities be carried out under the supervision of groups or individuals outside of the university.
- (5) Activities should not be for propagation, solicitation, or promotion of political and/or religious affiliated groups.
- (6) Users should not collect fees other than basic necessary expense.
- (7) Activities should not involve alcohol beverage consumption.
- (8) Activities should not cause disturbance to the surrounding area.
- (9) Activities should not cause damage to the public image and interest or credibility of the university.
- (10) Users should respect conditions and/or instructions given in regard to using the space.
- (11) Users should comply with other administrative instructions from the university.

(How to Apply for Exclusive Use)

5. Fill in the application form and send it to the International Education Promotion Group by email. Please use the UTokyo email account upon application. Applications can be made from one month prior to the requested date of use.

(Application Approval/Disapproval)

6. After receiving the application, the Director of Center for Global Education will determine whether the application is to be accepted. Consumption of food or beverages will be

permitted based on whether the particular activity is in line with the purpose of use of GlobE Space.

(Prohibition of Transferring/Subletting the Reservation Right of Exclusive Use)

7. The applicant may not transfer or sublet the right to use the space to a third party.

(Rules on the Use of the Space)

8. The following rules must be observed when using the space:

- (1) The applicant must have his/her student ID or faculty/staff ID card, and the applicant must be present during use.
- (2) Restore the room to the original layout. When activities involve food or beverage consumption the room must be cleaned after use.
- (3) Ensure adequate space for entry and exit of the Student Plaza and from the Multipurpose Room and Administration Office.
- (4) The activities held in the Student Plaza should not involve any loud noise or dimming of lights during the business hours of GlobE.
- (5) Do not hang PR items such as posters or signboards on the walls and windows inside the space or distribute flyers within the space without permission.
- (6) When permission is granted to hang items such as posters and signboards on the walls and windows inside the space, do not use materials such as sticky adhesive tape, duct tape, and thumbtacks that may leave marks on the walls or windows. Only use materials that will not damage the windows or walls such as non-residue adhesive tape.
- (7) The applicant/users of the room must not leave trash and any other items brought into the space.
- (8) Do not bring dangerous items to the space such as high-pressured gas, kerosene, or any items that may be easily lit or ignited, items that produce loud noise, vibration, high heat, odor, or soot.
- (9) Smoking is strictly prohibited.
- (10) Use the space and equipment in the room carefully. When damaged or lost, you must reimburse the actual cost of repair.
- (11) Faculty/staff may enter the room. Follow instructions when given.

(Other)

9. Individuals who have made false applications or did not follow the rules outlined will, in principle, not be permitted to use the space in the future.
10. When an exceptional circumstance arises, the application may not be accepted regardless of this rule.
11. If activities to be held in GlobE Space will be publicized outside of the university or to the larger public, inform the staff at the time of application.
12. If an unavoidable circumstance occurs at the university, the applicant may be contacted by the university and the reservation may be cancelled.
13. If the university finds that the application of use for the space is not appropriate, the reservation may be cancelled or restricted. In such a case use of the space maybe terminated, even during use.
14. If there is any discrepancy within any translated version of the conditions outlined, the Japanese version shall prevail.
15. Rules for use of the space after 5 p.m. on a weekday and/or on a Saturday, Sunday or a national holiday will be set separately.