Terms of Use – IIRC (Ito International Research Center)

As of November 1, 2026

Introduction

The University of Tokyo Ito International Research Center was established to serve as a hub for social collaboration between the university and society, as well as a foundation for international exchange and educational research activities. Use of the center is governed by university regulations.

Application Procedures

- The person responsible for use (hereinafter referred to as the "Person in Charge") must complete the "IIRC Use Permit Application Form" and submit it to the Administrative Office. Please refer to the sample form and ensure all fields are correctly filled out.

- If the Person in Charge is from outside the university, a university faculty or staff member must be listed as a university Referrer. In addition to the application form, a "Program Overview" must be submitted.

  The Referrer should, in principle, be a member of a faculty council (for faculty) or a senior member of staff (for administrative personnel).

- The Administrative Office will notify you of approval following a review. Please note that approval is not guaranteed.

  The review process may take approximately two weeks, so please apply well in advance.

- If non-public technical information is expected to be shared and university-affiliated individuals are involved, please complete the necessary export control classification procedures before submitting the Permit Application Form for Use of IIRC.

- The center is closed on Sundays and public holidays. For multi-day events such as academic conferences, please consult with the Administrative Office.

- The application periods are as follows:

Eligible Applicant/Event Category	**Application Period**
Events and meetings organized by the University	At any time
Events and meetings organized by University departments, and international conferences organized by University faculty members	From two (2) years prior to the intended date of use until the day before the intended date of use

Academic meetings organized by academic societies or equivalent organizations with which University faculty or staff members are involved	From two (2) years prior to the intended date of use until the day before the intended date of use
Meetings organized by the University's alumni associations and student organizations	From one year and six months prior to the intended date of use until the day before the intended date of use
Meetings other than those listed above	From six (6) months prior to the intended date of use until the day before the intended date of use

Usage Fees, Payment Methods, and Deadlines

- Payment of usage fees must be made via bank transfer based on the invoice that will be sent separately.
- Please pay the full amount by the deadline specified by the center when making payments.
- For details, please contact the Administrative Office.

Cancellations

- If you wish to cancel your reservation, please contact the Administrative Office.
- Cancellation fees vary depending on the room reserved and will begin to apply from 90 days before the scheduled usage date.

  For details, please refer to the facility reservation fee table on the website.

Precautions

- The following activities are prohibited within the center:

  - Political activities

  - Religious activities

  - Commercial activities for profit

  - Activities that may cause inconvenience to the area surrounding the university

  - Activities that may harm the public nature or public interest of the university

  - Activities that may damage the university's reputation

- Activities that may lead to misunderstanding that the university is the host or co-host of the event, or that misuse the university's name, are not allowed.

- You may not transfer your usage rights to a third party or use the facilities for purposes other than those approved.
- Smoking is prohibited inside the facility and on campus.
- Eating and drinking inside the Ito Hall is generally prohibited.
- The University may revoke permission for use, order the user to vacate the premises, or take other necessary measures in any of the following cases. The University shall not be liable for any loss or damage arising from such measures:

  - False information in the application form

  - Engaging in prohibited activities listed above

  - Failure to pay the usage fees by the specified deadline

  - Natural disasters or other unavoidable circumstances

Responsibilities of the Person in Charge

- Do not move equipment or install special equipment without permission.

- Return borrowed equipment and furnishings to their original state promptly after use.

- If any damage occurs to facilities, equipment, or furnishings, report it immediately to the Administrative Office and restore it to its original state. If restoration is deemed difficult, compensation for the damage is required.

- Strictly adhere to the usage time (including setup and cleanup).

- Restore the room to its original state and undergo inspection by the Administrative Office.

- Do not engage in activities that may disturb other users of the center.

- Take all items brought from outside back with you.

- As a general rule, take your trash with you.

- Do not post notices inside the center.

- Follow instructions from the Administrative Office.

- Confirm evacuation routes.

Prior Notification Required

In the following cases, the Person in Charge must notify the Administrative Office in advance and follow its instructions, including submitting any required application form(s):

- Installing easily removable signs inside or outside the center for guidance

- Selling books or related materials during symposiums held at the center

- Taking photographs or videos inside the center

- Media coverage

- Using the center outside the designated hours

- Providing food and beverages from vendors not under contract with the center

- Using the facility's wired LAN network

Contact Information

Administrative Office – The University of Tokyo Ito International Research Center

TEL: 03-5841-0779 (Weekdays 9:00 AM – 5:30 PM)

FAX: 03-5841-0932

Email: itocenter.adm@gs.mail.u-tokyo.ac.jp

Website: https://www.u-tokyo.ac.jp/adm/iirc/ja/index.html