Permit Application Form for Use of IIRC (Ito International Research Center)

Date of Application:
Year: _____ Month: _____ Day: _____

To:
Executive Vice President, The University of Tokyo

Applicant Information
Organization Name:
Address:
Phone:
Organization Website (URL):
Representative Name (Signature / Name stamp):

Person Responsible for Use
Affiliation (of On-site Contact Person):
Position:
Phone:
Email:
Name (Signature / Name stamp):

University Referrer
Affiliation:
Position:
Phone:
Email:
Name(Name stamp):

We hereby submit this application for permission to use the Ito International Research Center as a foundational facility for promoting societal collaboration and advancing international exchanges, education, and research activities at the University of Tokyo, with the aim of strengthening the relationship between the university and society further.

Details
Name of Meeting/Event:

Purpose of Use:

(Please check all that apply and provide details)
☐ Academic Conference
☐ Internal Meeting
☐ Public Lecture
☐ Ceremony
☐ Business Meeting
☐ Other (Please specify): _____

Date(s) of Use:
From: _____ Month: _____ Day: _____
To: _____ Month: _____ Day: _____

Expected Number of Participants: _____ persons
(Breakdown)
UTokyo Faculty/Staff: _____
UTokyo Students: _____
Alumni: _____
External Researchers/Others: _____

Additional Requests:

Food and Beverages	☐ Yes	☐ No
Use of Wired LAN	☐ Yes	☐ No
Media Coverage / Filming and photography	☐ Yes	☐ No

For Internal Use (If using university budget for inter-departmental transfer)

Budget Source: (Please check one)

☐ University Management Expense Grant
☐ Indirect Costs
☐ Donations
☐ Commissioned Research Funds
☐ Commissioned Project Funds
☐ Grants-in-Aid for Scientific Research
☐ Other (Specify): _____

Department Code (10 digits):
Department Name:
Budget Item Code:
Account Item Name:
Project Code:
Accounting Contact:

Reservable facilities	B2F	Ito Hall (incl. Foyer)	B1F	Gallery 1	2F	Meeting Room 1	3F	Conference Room
		Event Space		Gallery 2		Meeting Room 2		Seminar Room
						Faculty Club		

Facility Usage Schedule: (Include date, time, and room name for each session)

Room Name	Date and Time of Use
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :

Pledge: (Please check)

☐ As external users, we agree to make payment by the due date based on the invoice issued by the designated contractor.
☐ The user agrees to comply with the "Terms of Use - IIRC (Ito International Research Center)"
☐ The facility will not be used for profit-making, promotional, political, or religious activities.
☐ The applicant affirms that neither the organization nor any of its members are affiliated with organized crime groups or other antisocial forces as defined by the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991).
☐ As non-public technical information is expected to be shared and university-affiliated individuals are involved, the necessary export control classification procedures have been completed.

			新・改定	通・特	請・振
For the Administrative Office Contact: 03-5841-0779					

(2026.11.1 改)