

APU Seminar House User Guide

1. Features of APU Seminar House

APU Seminar House aims to facilitate students' voluntary and collaborative learning, research, as well as academic and cultural activities. Located near campus within AP House, it provides a conducive environment for learning and interaction, enhancing the overall educational experience for students.

【Requests Regarding Infectious Disease Control Measures】

AP House is a place where a large number of dormitory students live together, and we have made various efforts to prevent the spread of various infectious diseases. With the cooperation of AP House residents, we have been successful in doing so.

In order to continue our efforts to prevent the spread of infection and to ensure the health and safety of residents, we request that all users of the Seminar House do the following:

1. The users of the Seminar House and the office in charge are responsible for infection control and health maintenance of the user.
2. The users of the Seminar House and the office in charge should prepare in advance for the case that a user becomes ill, considering how to get treatment at a hospital so they can respond immediately, even on holidays and during the nighttime. Also, if a user becomes ill, it must be reported to the Security Office and AP House Team.

Floor	AP House 1		AP House 2		
	Bldg. C : 1F	Bldg. C : 2F	Bldg. M : 1F	Bldg. M : 2F	Bldg. M : 3F
Seminar House (A Type)	-	2 rooms (C201, C202)	-	4 rooms (MS201-MS204)	8 rooms (MS303-MS310)
Seminar House (B Type)	-	-	-	-	2 rooms (MS301, MS302)
Multi-purpose space			*AP Hall (50 people)	*Meeting Room 2 (40 people)	-
Shower	-	Female: 4 Male: 4	-	Female: 3 Male: 3	-
Washing machine	-	-	-	3	3
Kitchen	-	-	AP Kitchen (20 people)	-	-

*Please inquire at AP House 1 Security Office for use of equipment or facilities. (Class days 10:00-16:30)

2. Location

Ritsumeikan Asia Pacific University AP House 1・2
1-2 Jumonjibaru, Beppu, OITA 874-8577

3. Eligible Users

- (a) Eligible users of the Seminar House are students, faculty and staff of the Ritsumeikan Trust.
(Personal usage of the facilities is not permitted.)
- (b) Individuals specially authorized by the Dean of Student Affairs.

4. About the facilities

(1) Facility

A type (capacity of 8)	: 14 rooms	AP House 1	⇒	2 rooms	(Central Hall, 2F)
		AP House 2	⇒	12 rooms	(Middle Hall, 2・3F)
B type (capacity of 1)	: 2 rooms	AP House 2	⇒	2 rooms	(Middle Hall, 3F)

(2) Internet

Each room in the Seminar House is equipped with a high-speed fiber-optic internet connection. The SSID and password are written on the ONU, so please configure your device accordingly. The equipment is very fragile, so do not touch or handle it under any circumstances. If any damage occurs due to user negligence, you may be responsible for the repair costs.

(3) Shower corner / Communal Bath

Seminar House guests can use the exclusive shower corner.

<Location> AP House 1 Central Hall 2F ・ AP House 2 Middle Hall 2F

The communal bath is reserved for AP House residents only and so, **in principle**, is not available for use by Seminar House guests.

Please follow these rules when using the facilities.

- Practice water conservation.
- Do not cut or dye your hair in the shower.
- No amenities provided (toothbrush, towel, nightclothes, shampoo, conditioner, body soap, etc.)

(4) Laundry room

Coin operated washing machines and dryers are available. (Usage fee: ¥100 / use, Laundry detergent: available (free of charge).)

<Location> AP House 2 Middle Hall 2F and 3F

(5) Study room

Study room is reserved for AP House residents only and cannot be used by Seminar House guests.

(6) Meals / Refrigerator

Meals are NOT provided and the dormitory floor kitchens cannot be used. If you wish to use a kitchen, please reserve AP Kitchen in advance.

You can bring your own meals. There are vending machines selling drinks and other amenities located in AP House. The campus cafeteria can also be used.

The refrigerator in the Seminar room may be used, but please be sure to empty it when you leave. **If items are left behind, they will be disposed of.**

(7) Garbage

When you arrive at the AP House, please pick up a "Beppu city designated garbage bag (burnable/recyclable)" for your garbage at AP House Security Office. Please dispose of your garbage in the designated area or take all your garbage with you when you leave.

(8) AP House entrances and exits

All entrances and exits are automatically locked 24 hours a day. A card key is loaned to guests. **Seminar House users can stay only in AP House 1, Building C (common area on 1F and 2F) and AP House 2, Building M (common area on 1F and seminar room side on 2F and 3F).**

Entry into the residential areas for AP House residents is prohibited.

(9) Relaxation facilities (Piano)

No advanced reservation is required, but if multiple individuals or groups wish to use it simultaneously, please coordinate to avoid inconvenience to each other.

(10) Common facilities

● Meeting rooms

AP House 2: Meeting Room 2 (2F) Capacity: 40 people

<Usage hours> 9:00 – 22:00

<Equipment> Table, Chair, Whiteboard

<Equipment available for loan> Projector, portable projector screen

● AP Hall (AP House 2 – 1F) Capacity: 50 people

Multi-purpose hall. Lectures and conferences can be held in this hall.

<Usage hours> 9:00 – 22:00

<Equipment> Table, Chair, Whiteboard

<Equipment available for loan> Projector and projector screen

● AP Kitchen (AP House 2 -1F) Capacity 20 people

< Usage hours> 9:00-22:00 <Equipment> Cooking utensils can be borrowed.

*If you need to use the AP Kitchen in the early morning, please let us know when you apply to use the APU Seminar House.

Please follow these rules when using the shared facilities.

- Submit a 'Request for Using Facilities' in advance at AP House 1 Security Office. Also, use the facilities in accordance with the purpose of Seminar House usage.
- After use, clean and restore the room to its former state.
- Do NOT cause any inconvenience to other residents.
- Do NOT use any open flames.
- The Meeting room can be used to hold parties that involve the consumption of soft drinks and food. Those who wish to use the Meeting Room are required to submit a pledge to AP House 1 Security Office in advance.
- Eating / Drinking is not permitted inside AP Hall.
- Do NOT leave ingredients in the refrigerator after finishing your activity. **Also, do NOT take equipment out of AP Kitchen.**

5. Procedures for use of the Seminar House

(1) Checking room availability

Please check the availability by contacting the Creotech counter on the 1st floor of Building A, either through email or phone, from one month before the desired date of use until one week before.

*If you wish to use the room for extracurricular activities, you must separately apply for and receive permission from the Outreach and Research Office (person in charge of extracurricular activities).

(2) Reservation

Please make reservations for the Seminar House **between one month and one week in advance** by submitting the following application forms to Creotech. Forms are available for download from the Student Service website. Reservation CANNOT be made by telephone. **Room allocation and the number of rooms cannot be specified.**

① APU Seminar House Reservation Request (Form 1)

② Use of APU Seminar House Request Form (Form 2)

③ Guest List for the APU Seminar House (Form 3)

*When student organizations use Seminar House, only the students on the circle member list submitted to the Outreach and Research Office are permitted to use the APU Seminar House. Please be sure to provide an up-to-date list.

*If the usage includes faculty, staff, or external individuals, please convey this at the time of booking.

(3) Changes and cancellations

Please be sure to contact Creotech at least one day prior to changing or canceling the reservation.

(4) Day of Use

Upon entering on the date of use, present a copy of the 'Use of APU Seminar House Request Form (Form 2)' and identification (student ID, staff ID) at the relevant AP House Security Office. Receive the visitor-exclusive card (Seminar Card) and the key to the Seminar House, then follow the instructions of the Security Office.

(5) Exit

Please clean the rooms and return the guest room key, Seminar card, and any loaned equipment to the Security Office. **Any items left behind will be disposed of one week after the exit date.**

6. Facility usage fees

① Ritsumeikan Asia Pacific University students

After you have completed your reservation, you will receive a message from Creotech regarding the facility usage fees. Please purchase a certificate stamp for the facility fees from the automatic certificate/stamp issuing machine and complete the payment at the Creotech counter on the 1st floor of Building A one week before the usage date.

Please note that no refunds are available even if you cancel or change your reservation after submitting the certificate stamp.

② Use by programs or other than the above

We will issue an invoice addressed to the person in charge.

For use within the Ritsumeikan Trust, please process the payment via bank transfer.

If you wish to make the payment by a method other than bank transfer, please consult us individually.

7. Important Usage Information

< Manners >

- Please make an effort to uphold good manners and ensure a pleasant experience for all Seminar House users.
- In order to avoid being a nuisance to AP House residents, please keep loud voices down to a minimum when entering/exiting and at night.

< Prohibited Actions >

- **AP House is a non-smoking facility. The designated smoking area is reserved for AP House residents only and cannot be used by Seminar House guests.**
- **Bringing alcoholic beverages is prohibited.**
- Parking bicycles or cars on the surrounding roads is not allowed. Only motorbikes registered with the university are permitted to be parked in the AP House parking areas. ※Consult with us in advance if vehicles will be entering the premises to bring in luggage or other items.

< Emergencies >

- Please contact the Security Office should anyone fall ill or suffer an injury.
- Please be aware that APU does not accept any responsibility for theft or accidents in the Seminar House. Please inform the Security Office of any thefts or accidents.

< Obligations >

- In case of damage to room fixtures or shared facilities, or if keys are lost, please report it to the AP House Security Office. Restoration expenses will be billed at a later date.
- If members of your group have different arrival and departure times, the representative of your group must contact the Security Office regarding each person's arrival and departure times.
- The university will make the room allocations. Please do not change the room allocations within the group without permission. Please make sure that there are no discrepancies between the guest list submitted to the security office and the actual users.

< Electricity Usage within Seminar House >

- 15A (1500w)
- Using two or more dryers at the same time will cause the circuit breaker to trip. Please try to conserve power.

< Rental equipment >

- Irons and ironing board can be borrowed from the AP House Security Office.
- No other equipment is available for rent.

< Health Clinic >

- The university Health Clinic provides only emergency first aid to off-campus visitors. Medication cannot be prescribed.
Hours: Monday-Friday 10:00-17:00.