

○Ritsumeikan Asia Pacific University Seminar House Usage Regulations

December 10, 1999

Official Regulations No. 415

(Establishment)

Article 1 The Ritsumeikan Asia Pacific University Seminar House (hereinafter referred to as "Seminar House") is located in AP House

(Purpose)

Article 2 The Seminar House is a welfare facility for education, research, exchange, and voluntary activities for members of the Ritsumeikan Academy.

(Eligible Users)

Article 3 The following individuals are eligible to use the Seminar House.

- (1) All students under the Ristumeikan Academy (including graduate students)
- (2) Faculty and staff
- (3) Other students approved by the Dean of Student Affairs

(Usage Period)

Article 4 The Seminar House may not be used continuously for more than three days. However, this does not apply when the Dean of Student Affairs deems it necessary.

(Uses)

Article 5 Meeting rooms may be used for the following:

- (1) Curricular classes
- (2) Study groups, trainings, seminars, meetings, gatherings
- (3) Other uses deemed appropriate by the Dean of Student Affairs

(Usage Hours)

Article 6 The Seminar House may be used from 9:00 a.m. to 9:00 a.m. the following morning. Use of the Seminar House after 10:00 p.m. is permitted for those staying overnight. However, this does not apply when the Dean of Student Affairs deems that there are special circumstances and has given prior permission.

(Application procedures and changes to application details)

Article 7 Persons wishing to use the Seminar House must submit the designated 'Request for Use of Meeting Room' and 'Request for Use of Accommodation

Room • List of Guests' to the Dean of Student Affairs at least one week before the desired date of use and receive permission to use the facilities.

- (2) Any changes to the application details must be submitted to the Student Office at least one day before the desired date of use.

(Lodging fees)

Article 8 When using the Seminar House, students must pay the lodging fees specified in the appendix.

2 Notwithstanding the preceding paragraph, those who are specially authorized by the Dean of Student Affairs shall be admitted free of charge.

3 Lodging fees that have already been paid will not be refunded.

(Prohibited Activities)

Article 9 Persons using the Seminar House must not engage in any of the following:

- (1) Disturbances to AP House residents and Seminar House users.
- (2) Drinking alcohol in the Seminar House or engaging in any other conduct that causes a commotion.
- (3) Any other conduct unbecoming of a student.

(Compensation)

Article 10 The Dean of Student Affairs may demand reimbursement if a user intentionally or negligently damages or destroys the building or annexes and fixtures.

(Penalty)

Article 11 The Dean of Student Affairs may suspend Seminar House use for a certain period of time for any person or group that violates these regulations.

(Changes or Cancellations)

Article 12 The Dean of Student Affairs may make changes to or cancel Seminar House use in the case of exceptional circumstances.

Article 13 Omitted

(Regulations)

Article 14 Amendments and repeal of these regulations shall be made at the University Senate Meeting after a vote at the Student Affairs Committee Meeting and the Executive Board of Trustees Meeting.

Additional clauses:

These regulations will be enforced from April 1, 2000 and apply to students enrolled in AY2000.

- Supplementary provisions (July 4, 2007, partial amendments due to the establishment of primary schools)

These regulations will be enforced from July 4, 2007 and apply from April 1, 2006.

- Supplementary Provisions (Partially amended on April 22, 2009 due to changes in the method of stipulating the division of duties).

These regulations will be enforced from April 22, 2009.

- Supplementary Provisions (May 13, 2009, partial amendments due to the setting of Seminar House fees for non-affiliated users)

These regulations will be enforced from May 13, 2009.

Appendix

Room Type	Target	Price (Per person per night)	Outline
8-person room	Students of Ritsumeikan Asia Pacific University (including graduate students)	500 yen	Free of charge for use for curricular subjects
	Children, students and pupils (including graduate students) of schools established by the Ritsumeikan Trust other than Ritsumeikan Asia Pacific University, as well as students of high schools and junior high schools affiliated with the Ritsumeikan Trust	500 yen	—
	Students participating in programs conducted by Ritsumeikan Asia Pacific University	500 yen	—
	Teachers and staff of the Ritsumeikan Trust	Free of charge	—

	Children, pupils, students (including graduate students), teachers, and staff of schools other than those established by the Ritsumeikan Trust	2,000 yen	—
Single room	Students of Ritsumeikan Asia Pacific University (including graduate students)	2,000 yen	Free of charge for use for curricular subjects
	Children, pupils and students (including graduate students) of schools established by the Ritsumeikan Trust other than Ritsumeikan Asia Pacific University, as well as students of high schools and junior high schools affiliated with the Ritsumeikan Trust	2,000 yen	—
	Students participating in programs conducted by Ritsumeikan Asia Pacific University	2,000 yen	—
	Teachers and staff of the Ritsumeikan Trust	Free of charge	—
	Children, pupils, students (including graduate students), teachers, and staff of schools other than those established by the Ritsumeikan Trust	4,000 yen	One-night stay
		2,000 yen	2-13 night stay
1,800 yen		More than 14 consecutive night stay	