

TriR (New Classroom Facility Reservation System)

Please access the following URL:

<https://apu-frs.apu.ac.jp/ss/login>

## Ritsumeikan Asia Pacific University

施設予約システム/Facility Reservation System

User ID

Password

User ID: Please log in with your organization's user ID you use at the following site to reserve a room at the Student Union.

<https://reservation.apu.ac.jp/>

※The password is the same as your user ID.

※If the User ID is "clubaabb," the password is also "clubaabb."

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## APU施設予約システム / APU Facility Reservation System

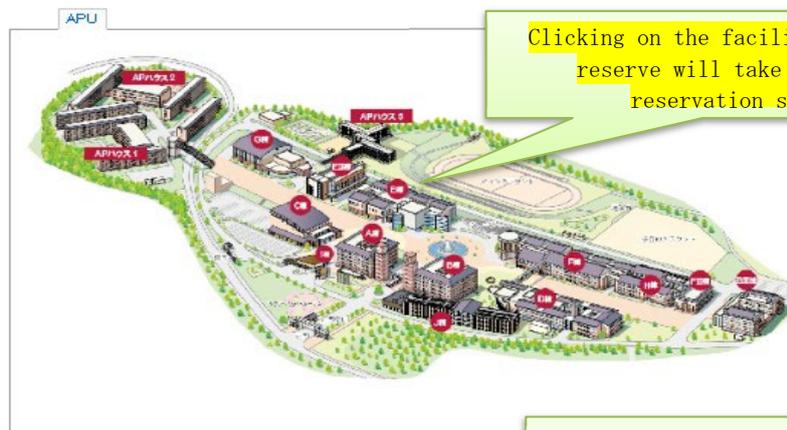
施設予約/Facility Reservation

TOP

TOP

> 施設一覧  
> 予約検索

TOP



Clicking on the facility you wish to reserve will take you to the reservation screen.

### 空き施設を探す Start searching vacant facilities

#### 期間/Time period

日付を指定/Specify a date 2023 / 3 / 20

期間を指定/Specify a period 2023 / 3 / 20 ~

#### キャンパス/Campus

APU キャンパス

#### 曜日・時限・時間/Day・Period・Time

空き室のみ表示/Show only vacant facilities

曜日/Day  Mon  Tue  Wed  Thu  Fri  Sat  Sun

時限/Period 早朝 ~ 早朝

時間/Time 8 : 0 ~ 8 : 0

#### 建物/Building

E棟(研究棟)  D棟(メディアセンター)  F II棟(教室棟 II)  F棟(教室棟)  H棟(大学院棟)  
 J棟(グリーンcommons)

#### フロア/Floor

1階  2階  3階  4階  5階

#### 施設種類/Facility type

一般教室  AL教室  情報教室  その他

#### 施設グループ/Facility Group

#### 施設/Facility

RMR3  
RMR4  
RMR5  
RMR6

You can do a search to check the reservation status of a facility or search only for vacant facilities by narrowing down the reservation date, day of the week, time period, facility, etc.

You can narrow down your search for available facilities as follows.

期間/Time period

日付を指定/Specify a date 2023 / 4 / 30   
 期間を指定/Specify a period 2023 / 4 / 30 ~ 2023 / 4 / 30

Specify the reservation date or period of use.

キャンパス/Campus

APU キャンパス

Narrow down searches by showing only vacant facilities or facilities available during specific periods or days.

曜日・時限・時間/Day・Period・Time

空き室のみ表示/Show only vacant facilities  
曜日/Day  Mon  Tue  Wed  Thu  Fri  Sat  Sun  
 時限/Period 早朝 ~ 早朝  
 時間/Time 8 : 0 ~ 8 : 0

Narrow down searches by building/facility.

建物/Building

A棟(本部棟)  D棟(メディアセンター)  E II 棟(スチューデント・ユニオン II)  
 E棟(スチューデント・ユニオン)  F II 棟(教室棟 II)  F棟(教室棟)  G棟(体育館)  
 J棟(グリーンcommons)  多目的グラウンド  メイングラウンド  APH1(APハウス1)  APH2(APハウス2)  
 テニスコート

フロア/Floor

1階  2階  3階  屋外

施設種類/Facility type

一般教室  体育施設  ホール  課外活動施設  会議室  その他

施設グループ/Facility Group

Narrow down searches by room or equipment.

施設/Facility

ドラムコード/Extension Cord 3  
ドラムコード/Extension Cord 5  
ビデオコード/Video Cord 5M  
CDカセットテープレコーダー/  
ストップウォッチ/Stopwatch  
名札/Name Badge (20pcs)  
ビデオカメラ/Digital Video Cam  
ビデオカメラ三脚/Digital Video  
プロジェクター/Projector  
ディスプレイケーブル/Display

You can narrow down searches in classroom buildings by checking the equipment you need.  
※You cannot narrow down searches by equipment for buildings E, E2, G, and sports grounds.

収容人数/Maximum capacity

通常時/For Regular classes  テスト時/During final examination period

備品/Classroom equipment

Bigpad  Projector/screen  Monitor  Meetup  集音マイク   DVD player  
 VHS player  Blu-ray Player  Wireless LAN  教卓PC  学生PC  OHC  HDMI  RGB  
 プログラミング用ソフトウェア   画像動画編集用ソフトウェア   
 統計解析用ソフトウェア

Search

You will be able to check the classroom/equipment availability once you've narrowed down your search.

Search

キャンパス / Campus

APU キャンパス

施設種類から探す / Start searching from facility type

一般教室 AL教室 情報教室 体育施設 セミナーハウス ホール 課外活動施設 会議室 グループ学習室 その他

収容人数から探す / Start searching from maximum capacity

通常時 / For Regular classes  テスト時 / During final examination period

1人～30人 31人～100人 101人～200人 201人～

備品から探す / Start searching from classroom equipment

Bigpad Projector/screen Monitor Meetup 集音マイク DVD player VHS player Blu-ray Player Wireless LAN

教卓PC 学生PC OHC HDMI RGB プログラミング用ソフトウェア 画像動画編集用ソフトウェア

統計解析用ソフトウェア

You can find a list that shows your organization's reservation status underneath the search button.

SO管理者Aさんの予約状況

336 件中 1 ~ 20 件表示

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日付 Date	利用時間 Time	施設 Facility	利用内容 Detail of use	承認 Approval
2023/06/01 (Thu)	5限/5period	アリーナ1/Arena1	個人開放 / Individual Use	済
2023/06/01 (Thu)	5限/5period	アリーナ2/Arena2	個人開放 / Individual Use	済
2023/06/01 (Thu)	5限/5period	多目的グラウンド/Multi Purpose Ground	個人開放/Individual Use	済
2023/06/02 (Fri)	5限/5period	アリーナ1/Arena1	個人開放 / Individual Use	済
2023/06/02 (Fri)	5限/5period	アリーナ2/Arena2	個人開放 / Individual Use	済
2023/06/02 (Fri)	5限/5period	多目的グラウンド/Multi Purpose Ground	個人開放/Individual Use	済
2023/06/03 (Sat)	5限/5period ~ 6限/6period	アリーナ1/Arena1	個人開放/Individual Use	済
2023/06/03 (Sat)	5限/5period ~ 6限/6period	アリーナ2/Arena2	個人開放/Individual Use	済
2023/06/03 (Sat)	5限/5period ~ 6限/6period	多目的グラウンド/Multi Purpose Ground	個人開放/Individual Use	済

※All reservations made by special request, such as advance reservations for events, will be made in the name of the Student Office.

※Annual recurrent use for premier organizations will be made in the name of the Student Office.

The following screen will appear after you click the search button.

- Reservation screen for Building F (example)

< 2023/3/20 (Mon) >

(時限単位で予約できる施設/Facilities that can be reserved by period)

時間割/Timetable: 通常/Regular 補講・セッション/Makeup・Session

アイコン・色の説明/Description of Icons and Colors

授業/Class 専門演習/Seminar 会議/MTG イベント/Event サークル/Circle 個人利用/Private Use メンテナンス/Maintenance  
 その他/Other 申請中

	早朝	限/1period	限/2period	限/3period	限/4period	限/5period	限/6period	限/7period	深夜
	8:00 ~ 8:45	8:45 ~ 10:25	10:35 ~ 12:15	12:30 ~ 14:10	14:20 ~ 16:00	16:10 ~ 17:50	18:00 ~ 19:40	19:40 ~ 21:30	21:30 ~ 22:00
F101 Reserve									
F102 Reserve									
F103 Reserve									
F104 Reserve									
F105 Reserve									

Either press the "Reserve" button or press the desired time slot to go to the reservation request screen.

➤ Rooms that say "Reserve" beneath them means that they may be reserved for use. Please select a reservation date.

※If the "Reserve" button is not displayed, it means that the classroom is unable to be reserved.

- Reservations can be made for F Building, FII Building, D Building, and J Building classrooms, Student Union, Gymnasium, sports grounds, and rental equipment.

- Reservation screen for F Building (example):

時間割/Timetable: 通常/Regular 補講・セッション/Makeup・Session

アイコン・色の説明/Description of Icons and Colors

授業/Class 専門演習/Seminar 会議/MTG イベント/Event サークル/Circle 個人利用/Private Use メンテナンス/Maintenance  
 その他/Other 申請中

	早朝	限/1 period	限/2 period	限/3 period	限/4 period	限/5 period	限/6 period	限/7 period	深夜
	8:00 ~ 8:45	8:45 ~ 10:25	10:35 ~ 12:15	12:30 ~ 14:10	14:20 ~ 16:00	16:10 ~ 17:50	18:00 ~ 19:40	19:40 ~ 21:30	21:30 ~ 22:00
Reserve									
音楽練習室 2/Music Studio2 Reserve									
イベントスペース 1/Event Space1 Reserve									
イベントスペース 2/Event Space2 Reserve									
						練習 / Practice Student office			

Either press the "Reserve" button or press the desired time slot to go to the reservation request screen.

The type of use can be identified by the reservation

- If you do not see the facility you want to reserve, it is because the facility cannot be reserved directly by student groups.

- If the facility you want to reserve is not displayed, it is not available for use. Please check with the Student Office.

## Reservation Entry Screen

予約申込の入力/Enter apply to the reservation.

施設名 Facility name	イベントスペース1/Event Space1	Please confirm the facilities or equipment to be reserved.
利用日 Date	2023/04/30(Sun)	Please confirm the reservation date.
申請者 Name of applicant	SO管理者A	Please confirm the reservation time.
利用時間 Time	6限/6period ~ 7限/7period ※必須/*Required	
利用種別 Type of use	サークル/Circle ※必須/*Required	Please select the type of use.
授業CD Course code		No need to fill in the course code.
利用内容 Details of use	Practice ※必須/*Required	Please describe your activity.
所属名 Affiliation	Student Office ※必須/*Required	Please write "Student Office"
利用人数 Number of people	学生/Student: 10 人 教員/Faculty: 人 職員/Staff: 人 その他/Other: 人	
備考 Notes		

確認 (Next)

Please confirm your reservation by clicking the "Next" button

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### 予約申請/Reservation Apply

施設名 Facility name	イベントスペース1/Event Space1
利用日 Date	2023/04/30(Sun)
申請者 Name of applicant	SO管理者A
利用時間 Time	6限/6period ~ 7限/7period
利用種別 Type of use	サークル/Circle
授業CD Course code	
利用内容 Details of use	Practice
所属名 Affiliation	Student Office
利用人数 Number of people	学生/Student: 10 人 教員/Faculty: 人 職員/Staff: 人 その他/Other: 人
備考 Notes	

After you have confirmed that the information is correct, please click the "OK" button to complete your reservation.

登録(OK)

戻る(Back)

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## SO管理者Aさんの予約状況

337 件中 1 ~ 20 件表示

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日付 Date	利用時間 Time	施設 Facility	利用内容 Detail of use	承認 Approval
2023/04/30(Sun)	6限/6period ~ 7限/7period	イベントスペース1/Event Space1	<a href="#">Practice</a>	済

Be sure to confirm that the reservation has been made.

※All reservations made by special request, such as advance reservations for events, will be made in the name of the Student Office.

※Annual recurrent use for premier organizations will be made in the name of the Student Office.

The basic rules for classroom reservation are as follows

- (1) Classroom use is prioritized for classes.
- (2) Therefore, even if a student organization reserves a classroom, the reservation will be cancelled even on the day you intend to use the classroom if the classroom is needed for a class or maintenance.
- (3) An organization's classroom reservation will be cancelled if the classroom that you booked is needed for a class due to a sudden classroom change even on the day you intend to use the classroom.
- (4) Classroom reservations can be made from 5th period onward on Mondays, Tuesdays, Thursdays, and Fridays and from 4th period onward on Wednesdays. Excluding make-up class days, you can reserve classrooms all day on Saturdays and Sundays.
- (5) The Student Office will not make alternative classroom arrangements for you if your reservation is cancelled. Please make another reservation on your own if the system cancels your classroom reservation.
- (6) In the case of same-day reservations, there is the possibility that the classroom you reserved may not be unlocked and the air conditioning may not be turned on.

When TriR, the new classroom reservation system, is introduced, the above rules will apply for the time being but may change in the future.

Contact information :

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