

Use of the APU Seminar House

1. Features of APU Seminar House

The APU Seminar House as a guest house also seeks to provide students a place to study, research and have cultural activities either independently or as a group. Adjacent to the main campus it forms a part of AP House and provides in principle meeting rooms and guest rooms as well as providing an appropriate environment for study and exchange events.

【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 the covid-19, and with the cooperation of AP House residents, we have been successful in controlling infectious diseases.

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

1. The users of the Seminar House and the office in charge are responsible for infection control and health maintenance of the user.
2. In case of emergency, arrange for an additional spare room (one for each gender) in the required number of rooms so that seminar house users can recuperate away from other users in the case of a designated infectious disease or ill health.
3. The users of the Seminar House and the office in charge should prepare in advance for the case that a user becomes ill, and should consider in advance how to get treatment at a hospital and how to respond immediately, even on holidays and during the nighttime. In the case that a user becomes ill, the results must be reported to the Security Office and AP House Office.

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 Ritsumeikan Trust. Personal use of the facilities are not permitted.
- (b) The AP House Director authorizes the use of the facilities.

4. About the facilities

(1) Guest Room

For Students (each room has a capacity of 8) : 14 rooms

AP House 1 → 2 rooms (Central Hall 2F)

AP House 2 → 12 rooms (Middle Hall 2F/3F)

For Faculty (each room has a capacity of 1) : 2 rooms

AP House 2 → 2 rooms (Middle Hall 3F)

(2) Common facilities

● Meeting rooms

AP House 2: Meeting Room (2F) capacity 50 people

<Time of use> 9:00 – 22:00

<Equipment> Table, Chair, Whiteboard

<Equipment on loan> Projector, portable projector screen

● AP Hall (AP House 2 – 1F) Capacity 80 people

AP Hall is a multipurpose hall. Lectures and conferences can be held in this hall.

<Time of use> 9:00 – 22:00

<Equipment> Table, Chair, Whiteboard

<Equipment on loan> Sound equipment, projector and portable projector screen

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

< Time of use > 9:00-22:00 <Equipment> Utilities for cooking can be borrowed.

You must follow these rules when using the facilities.

- Submit a 'Request for Using Facilities' in advance at AP House 1 Security Office. Also, use the facilities according to the purpose of using the seminar house.
- After use, clean and restore the room to its former state.
- Do NOT cause any inconvenience to other residents.
- Do NOT use any fire in the venue for meetings.
- Meeting room can be used to hold parties that involve the consumption of drinks and food. Residents 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 out equipment from AP kitchen.**

(3) Shower corner / Communal Bathrooms

Seminar House guests can use the exclusive shower corner. The communal baths are reserved for AP House residents only and cannot be used by Seminar House guests.

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

You must follow these rules when using the facilities.

- Practice water conservation.
- Do not cut or dye your hair in the shower.

(4) Laundry room

Coin operated washing machines and dryers are available. (Usage fee: ¥100 / use)

<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. Guest Wi-Fi is not available.

(6) Meals / Refrigerator

Meals are NOT provided and the kitchen of each floor cannot be used. If you wish to use the kitchen, please reserve AP Kitchen in advance. You can bring your own meals. There are vending machines selling bread, 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. **All articles left behind in the refrigerator after moving out of APU Seminar House will be disposed.**

(7) Trash

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

(8) Bedding

Overnight visitors are required to set up their beds using the bed sheets. Please pick up sheets for each group at the AP House Security Office and return them when they leave the building after use. *When picking up sheets, please only pick up sheets for the number of people staying overnight. The usage fee will be charged based on the number of sheets lent.

(9) AP House entrances

All entrances and exits are automatically locked 24 hours a day. A card key is loaned to guests at AP House Security Office, which can be used to open the doors. 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 of AP House residents is prohibited.

(10) Relaxation facility (Table tennis, Piano)

- Relaxation facilities are available when equipment is not in use.
- No advanced reservation is required but as it is a multipurpose facility if there are several individuals or groups using the area please do not cause a disturbance to others while using the areas.

(11) Copy Machine

AP House 2 M Hall: 1F (Near the Security Office) Coin operated machine

Floor	AP House 1		AP House 2		
	Bldg. C : 1F	Bldg. C : 2F	Bldg. M : 1F	Bldg. M : 2F	Bldg. M : 3F
Students rooms (capacity 8 people)	-	2 rooms (C201,C202)	-	4 rooms (MS201-MS204)	8 rooms (MS303-MS310)
Faculty & Staff rooms	-	-	-	-	2rooms (MS301,MS302)
Multi-purpose space	-	-	AP Hall (80 people)	Meeting room (50 people)	-
Shower	-	Female : 4 Male : 4	-	Female : 3 Male : 3	-
Washing machine	-	-	-	1	1
Kitchen	-	-	AP Kitchen (20 people)	-	-

Please inquire at AP House 1 Security Office to use equipment or facilities.

5. Procedures for use of the Seminar House

(1) Reservation

Please make reservations for the Seminar House one month but no less than ten business days in advance by submitting the following application forms to the Creotech. Forms are available for download from the Student Office website. Reservation CANNOT be made by telephone.

(a) APU Seminar House Application Form (Form seminar 01)

*Continuous use more than three days cannot be performed.

(b) APU Seminar House Guest List (Form seminar 02)

*When students organization use Seminar House, Only students on the circle member list submitted to the Student Office are permitted to stay at the APU Seminar House. Please update the list without fail.

*If faculty member stays in Seminar House, it is offered to inform the Creotech at the time of booking.

(c) APU Seminar House Guest House Proposal (Form seminar 03)

(2) Changes and cancellations

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

(3) On the day of use of the Seminar House

Please visit the appropriate AP House Security Office on the day you plan to use the Seminar House with copy of your "APU Seminar House Application form" and show your student ID card to pick up a guest card (Seminar card), Seminar House key and follow the instructions of Security officer.

*Please pick up the room key at the AP House Security Office **between 5pm and 10pm**.

(4) Checking out

Please clean the rooms yourselves and return the sheets and guest room key and Seminar card to the Security Office **between 8am and 10am** on the last day of your stay. You can leave after the AP House Security Office has checked the room.

6. Accommodation fees

Accommodation fees will be written on the copy of 'Use of APU Seminar House Request Form' by the Security officer when checking out. Please pay fees by purchasing a certificate stamp from the Automatic Certificate Dispenser.

Curricular Activities	Free
Non-curricular activities	APU & RU Students : ¥500/person/night
	Non-APU Students: Faculty and Staff Guest Rooms: ¥4,000/person/night : ¥2,000/night after the second night
	Student Guest Rooms: ¥2,000/person/night

7. Points to keep in mind when using the Seminar House

<Manners>

- When using the Seminar House, respect the manners of others and be right-minded when staying overnight.
- To avoid being a nuisance to AP House residents please keep loud voices down to a minimum

at night and when checking in and out.

<Prohibited Matters>

- 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 in alcoholic beverages are prohibited.
- You cannot park on nearby roads if you drive to AP House. Only registered motorbikes can be parked in AP House parking areas.

<Emergencies>

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

<Duties>

- If equipment is damaged in each room or in common areas or if you have lost your key, please report it to the AP House Security Office. Actual expenses to recover the item will be billed to you at a later date.