

# Request and Permission to Use Rikkyo University Kamiosaki Tachikawa Memorial International Hall

## 1. Application group

Group name			Number of people At least five	people (men:      • women:      )	Confirm ation by <input type="checkbox"/>
Representative for the application  ※※The same person as the director of faculty and staff is acceptable.	Name		Belonging		<input type="checkbox"/>
	Student ID number (only student)		act inform	TEL	
			E-mail		
The director of faculty and staff  ※※The director of faculty and staff must be present and lead all use.	Name		Belonging		<input type="checkbox"/>
			act inform	TEL	
			E-mail		

## 2. Contents of application

Date of use	Year      Month      Day      From      to	<input type="checkbox"/>
Purpose of use		<input type="checkbox"/>
Use of parking space	Yes      •      No      (Only one car can be parked.)	<input type="checkbox"/>
How to apply for use and borrow and lend keys	1. Application   ⇒  Rikkyo University Ikebukuro Campus, General Affairs Division, General Affairs Office   E-mail: s ※Applications can start to be received from three months prior to the scheduled date of use. <u>The deadline for applications will be until 16:00 on the day one week prior to the scheduled date of use.</u> (If General Affairs Office is closed, the deadline will be the day before.)	<input type="checkbox"/>
	2. How to borrow and lend keys   ⇒  Rikkyo University Ikebukuro Campus, General Affairs Division, General Affairs Office ※Please come to General Affairs Office to get a key by the day prior to use. Please return the key while General Affairs Office is open on the day of use or the following day (if it is a holiday, the following day.)	<input type="checkbox"/>

<Overview of facility>  
Study program room (ten seats) / exchange room (capacity of about ten people) / multi-purpose room of a different building (capacity of about ten people)

<Use/purpose of use>  
People who can use the hall must be Rikkyo University students, students, pupils, employees, alumni, their parents, guarantors of Rikkyo Gakuin schools and other people approved by supervisors. The hall must be used for educational and research activities and events for users to have exchanges that are organized by Rikkyo University, Rikkyo Gakuin schools or the persons mentioned above.  
※Use for university students’ extracurricular activities must be limited to groups recognized by the university. The director of faculty and staff must be present and lead all use.  
※Because the hall is a facility for exchange, it must be used by at least five people.

<Date of use/usage fee>  
The hall can be used all year around except for the holidays designated by the university according to the Rikkyo Gakuin Service Regulations. Hours of use must be between 10:00 to 20:00. Usage fee is free.

<Application and contact information/ change and cancellation of contents of application>  
Rikkyo University Ikebukuro Campus, General Affairs Division, General Affairs Office  
TEL: 81-3-3985-2253, E-mail: syomu@rikkyo.ac.jp  
Please download the designated application form from the website of General Affairs Office of the General Affairs Division, and submit it to General Affairs Office by e-mail. Applications will start to be received from the day three months prior to the scheduled day of use. The deadline for applications will be until 16:00 on the day one week prior to the scheduled day of use. (If General Affairs Office is closed, the deadline will be the day before.)

<Other>  
1. Nobody must be present at facilities for management and no manager must be stationed.  
2. Users must unlock or lock the hall. Please come to General Affairs Office to get a key by the day prior to use.  
Please return the key while General Affairs Office is open on the day of use or the following day (if it is a holiday, the following day.) General Affairs Office will explain how to open the hall by key.  
3. Users can eat and drink in the hall, but users must prepare for and arrange for it by themselves. Users can use cooking tools and dishes in the cafeteria for cooking. Please wash the dishes and other tools after you use them and return them to where they were placed.  
4. Users must take back garbage and dispose of it by themselves. Please wash plastic trash, used cans and bottles in water, put them in the installed plastic bag and leave them there.  
5. All of the spaces within the grounds (and the building) are non-smoking spaces.  
6. Users cannot use the hall as accommodations.

<Equipment within the facility>  
1. There is no public telephone in the hall. There is a room telephone, but it can only be used in an emergency.  
2. Users can only park one car. Because the parking space needs to be unlocked, apply beforehand.  
3. Study program room: ten chairs with note-taking stands, 1,800 × 1,800 screen, white board, television  
Exchange room: white board  
Cafeteria: sink, refrigerator, microwave oven, gas stove, dishes and cups, etc.  
Fire must not be used except in the cafeteria and gas stove.  
4. The hall is not equipped with LAN (including wireless), a PC and projector, etc.

If your case does not meet the requirements for the use of the facility, your request may be declined.

Received by General Affairs	
General Affairs Office will explain	
Permission for	

\* 上記の個人情報は会館の利用についての問合せや利用時の緊急時対応の目的で使します。それ以外の用途では一切使用いたしません。  
複写配布先： □申込代表者    □立教ファシリティマネジメント