

UNIVERSITY REGULATION ON UNIVERSITY OF AIZU FACILITIES MANAGEMENT

Article One

(Objective)

1.1 This regulation - for the purpose of planning the preservation of the facilities and the maintenance of order at the University of Aizu (for the purpose of this regulation, hereinafter referred to as "UNIVERSITY") School of Computer Science and Engineering and other than excluded situations of separate decisions - provides necessary matters with respect to the management and use of facilities.

Article Two

(Individual Responsible For Facilities Management)

2.1 For the purpose of properly enforcing this regulation, the position of individual responsible for facilities management shall be established.

2.2 The position of individual responsible for facilities management as provided for in Paragraph 2.1 above shall be served by the Director General of the UNIVERSITY Administrative Office.

Article Three

(Individual Responsible For Room Facilities Management, Etc.)

3.1 The individual responsible for facilities management shall decide on individuals responsible for room facilities management for individual rooms for the purpose of assisting the individual responsible for facilities management and ensuring the preservation and clean maintenance, etc. of each room at the UNIVERSITY.

3.2 The individual responsible for room facilities management shall decide on individuals responsible for theft prevention for each room, for the purpose of assisting the individual responsible for room facilities management, and ensuring that theft is prevented.

3.3 When the individual responsible for room facilities management shall decide on individuals responsible for theft prevention as provided for in Paragraph 3.2 above, these decisions must be reported to the individual responsible for facilities management.

Article Four

(Keys, Etc.)

4.1 ID cards shall be issued, for use of facilities of the UNIVERSITY, to faculty, administrative personnel, students and individuals recognized as being especially necessary by the individual responsible for facilities management.

4.2 Matters regarding use and set-up, etc. for ID cards shall be separately provided by the individual responsible for facilities management.

4.3 Keys and ID cards, other than those issued to faculty, administrative personnel, students and individuals designated as being especially necessary by the individual responsible for facilities management, shall be stored by the Director of the General Affairs and Budget Division of the Administrative Office.

Article Five

(Measures In Situations Of Damage, Etc. To Facilities)

5.1 The individual discovering damage to or a breakdown of UNIVERSITY facilities must immediately contact the individual responsible for facilities management with respect to that matter.

5.2 Individuals having damaged UNIVERSITY facilities by reasons for which they should take responsibility, must restore the relevant facilities to their original conditions or must pay compensation for the losses.

Article Six

(Use Of Facilities)

6.1 Individuals planning to use UNIVERSITY facilities must initially obtain approval of the individual responsible for the facilities management. However, this provision shall not apply to UNIVERSITY academic personnel in situations recognized as everyday use and in situations of use, the purpose of which is for the facilities' original education and research, etc. use or objective.

6.2 Use of facilities shall not be permitted for situations which correspond to one of the following:

- (1) When there is interference with education and research or with an event
- (2) When there is a fear of damage to or the soiling of facilities
- (3) Situations regarding active participation in political activities for which, the purpose of the activities is to support a specific political party or oppose a specific political party
- (4) Situations regarding active participation in religious activities, for which the purpose of the activities is to support a specific religion
- (5) Situations of slander of a specific individual, group, etc. or damage to the honor thereof
- (6) Other situations in which there is a recognized fear that the use or objective of the facility as an administrative asset may be prevented.

6.3 Matters necessary regarding approval provided in Paragraph 6.1 above, shall be separately provided by the individual responsible for facilities management.

Article Seven

(Limits, Etc. On The Establishment, Etc. Of Structures)

7.1 When planning to establish a structure or other facility within the UNIVERSITY, one must obtain the approval of the individual responsible for facilities management.

7.2 With respect to the provisions of Paragraph 7.1 above, the provisions of Paragraph 8.2 herein shall apply correspondingly.

7.3 Matters necessary regarding approval provided in Paragraph 7.1 above, shall be separately provided by the individual responsible for the facilities management.

Article Eight

(Collection Of Use Fees)

8.1 Individuals planning to use UNIVERSITY facilities and/or establish a structure or other facility within the UNIVERSITY must pay use fees.

8.2 Matters necessary for charge of use fees shall be separately provided by the individual responsible for the facilities management.

Article Nine

(Matters Which Must Be Observed Regarding Use Of Facilities)

9.1 Individuals using facilities within the UNIVERSITY must observe the following rules:

- (1) Arranging, cleaning, and returning facilities to their original conditions following use
- (2) Notifying the individual responsible for facilities management when use is stopped or when completed
- (3) Observing other instructions of the individual responsible for facilities management.

Article Ten

(Prohibited Acts)

10.1 The following acts are prohibited within the UNIVERSITY:

- (1) Smoking at a location without smoking equipment
- (2) Consuming alcohol on UNIVERSITY premises without having received the permission of the individual responsible for facilities management
- (3) Using machinery that incorporates fire without having received the permission of the individual responsible for facilities management
- (4) Using machinery which uses electricity without having received the permission of the individual responsible for facilities management
- (5) Disposing of soiled, etc. refuse and harmful refuse, etc. outside of the prescribed location or in a receptacle other than the prescribed receptacle
- (6) Leaving an automobile, bicycle, etc. at a location other than the prescribed location
- (7) Other acts prohibited by the individual responsible for facilities management and for which it is recognized that there is a fear of soiling facilities, the destruction thereof, or the disruption of UNIVERSITY order.

10.2 The individual responsible for facilities management, with respect to individuals whose actions within the UNIVERSITY are recognized as interfering with facilities management, can

restrict relevant individuals' access to the facilities or have those individuals removed from the facilities.

Article Eleven

(Limits Regarding Posting, Distribution Etc. Of Documents)

11.1 Individuals planning to post a bill, poster, etc. or planning to erect a bulletin board, notice board, standing signboard, flag, banner, etc. within the UNIVERSITY must initially receive approval from the individual responsible for facilities management.

11.2 Individuals planning to distribute handbills or other non official documents, drawings, etc. or conduct advertising activities (including signature campaigns and fund raising campaign activities) through some other method within the UNIVERSITY, must initially receive the approval of the individual responsible for facilities management.

11.3 Approval for posting or erecting shall not be granted for situations which correspond to one of the following:

(1) Situations of the conduct of political activity, the purpose of which is to support a specific political party or oppose a specific political party

(2) Situations of the conduct of religious activity, the purpose of which is to support a specific religion

(3) Situations of the slander of a specific individual, group, etc. or the injury of the honor thereof

(4) Situations of other contents and shapes lacking in dignity which the individual responsible for facilities management recognizes as not proper.

11.4 The individual responsible for facilities management shall remove items posted, distributed or erected without the receipt of approval therefrom.

Article Twelve

(Limits. Etc On Profit-making Activities)

12.1 Besides activities provided for in Article Eleven above, individuals planning profit-making activities within the UNIVERSITY must initially obtain approval from the individual responsible for facilities management.

Article Thirteen

(Traffic Restrictions)

13.1 Individuals passing through the UNIVERSITY must observe the University traffic signs established by the individual responsible for facilities management.

13.2 The individual responsible for facilities management, for the purpose of planning for the safety and smoothness of traffic within the UNIVERSITY, can prohibit or limit pedestrian or vehicle traffic.

Article Fourteen

(Parking Limits)

14.1 Faculty, administrative personnel, students and individuals commissioned by the UNIVERSITY and specially recognized by the individual responsible for facilities management can use parking lots within the UNIVERSITY.

14.2 Procedures for use of parking lots within the UNIVERSITY shall be provided for in the relevant outline.

14.3 The individual responsible for facilities management, when he/she recognizes as necessary with respect to internal UNIVERSITY management or with respect to individuals who do not observe his/her instructions, can cancel, temporarily suspend, or place parking limits on parking permits.

Article Fifteen

(Parking Responsibilities)

15.1 Individuals parking within the UNIVERSITY must obey the following matters:

- (1) Parking in order in the designated location and not hindering the parking of others
- (2) Posting the parking permit in the designated location while parked
- (3) When there are changes in the application contents, notice thereof in writing shall be promptly reported to the individual responsible for facilities management
- (4) Not loaning or ceding the parking the permit to another individual.

Article Sixteen

(Loss Compensation Responsibility)

16.1 The individual responsible for facilities management, with respect to loses due to theft of or damage to an automobile occurring at the UNIVERSITY, shall not be responsible for compensation.

Article Seventeen

(Supplemental Provisions)

17.1 Other than provided for by this regulation, necessary matters with respect to the management or use of UNIVERSITY facilities shall be separately determined by the individual responsible for facilities management.

ADDITIONAL PROVISIONS

This regulation shall be enforced as of April 1, 2006.

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This regulation shall be enforced as of April 1, 2009