

## GraSPP Room Use Guidelines

Followings are to set general rules for students' use of GraSPP facilities in Akamon General Research Building and International Academic Research Building.

### I Akamon General Research Building

#### 1. Rooms open to students / How to enter

4 <sup>th</sup> floor, Akamon General Research Building			
Name	Seats	Equipment	How to enter
Student Study Room N	54		Locked all the time.
Student Study Room W	30		To enter, touch your student ID card onto the card reader near the door.
Computer Lab	24	24 computers 2 copiers	Locked all the time. To enter, touch your student ID card onto the card reader near the door.
Discussion Space 1	6		Unlocked all the time.
Discussion Space 2	6		
Discussion Space 3	6		
Discussion Space 4	6		
Discussion Space 5	6		
Student Locker Room			Unlocked all the time.
Student Lounge		1 copier	Unlocked all the time.

#### 2. Available days for students

1) In principle, students are able to use the rooms listed above except for the designated close off dates such as New Year's holidays and days for entrance exams. Unavailable dates will be announced to students in advance.

#### 3. Important notes for using Student Study Rooms and Computer Lab

- 1) Keep quiet and refrain from disturbing others in the room. Set your cell phone and smartphone to silent mode and refrain from talking on the phone.
- 2) Eating and drinking are not allowed in the room except for plastic bottles, in principle.
- 3) Do not occupy desks with your personal belongings.
- 4) Use the room and its equipment with care. Do not damage them.

5) In order to save energy, turn off all the lights, air conditioners, and computers when you do not use them or leave the room. Be sure to close the windows after use.

6) GraSPP may delegate the use of the rooms to its students as long as they take good care of using the rooms in an autonomous way following the room use guidelines.

In case they do not follow the guidelines and inappropriate use is found, GraSPP will limit its students' room use.

#### 4. How to use Discussion Spaces

1) Items 2)-6) of the above "Important notes for using Student Study Rooms and Computer Lab" are applied.

#### 5. Important notes for using Student Locker Room and Student Lounge

1) Use and take good care of an approved locker with your own responsibility.

2) Eating and drinking are allowed in the Student Lounge. Use Lounge and its equipment with care, do not damage them. In order to save energy, turn off all the lights and air conditioners when you leave.

## II International Academic Research Building

### 1. Rooms open to students / How to use

12 <sup>th</sup> Floor, International Academic Research Building		
Name	Seats	How to use
Seminar Room A	36	Reservation required at Graduate School Office
Seminar Room B	24	
Seminar Room C	24	
Seminar Room D	24	
Seminar Room E	36	
Seminar Room F	12	

### 2. Available days & time for students

1) In principle, students are able to use the rooms listed above except for the designated close off dates such as New Year's holidays and days for entrance exams. Unavailable dates will be announced to students in advance.

2) Rooms can be used from 9:00 am to 10:30 pm.

### 3. How to use Seminar Rooms

1) Seminar Rooms can only be booked for students' study group.

2) Room reservation is required at Graduate School Office.

- 3) A student can book a room for 2 hours in principle. If the room is still available after his/her use on the day, he/she can extend the time of use.
- 4) GraSPP's courses and events have priorities of using the Seminar Rooms. Even if the room was booked by a student in advance, his/her reservation might be re-arranged by GraSPP when needed.

#### 4. Important notes for using Seminar Rooms

- 1) Eating and drinking are not allowed in the room except for plastic bottles, in principle.
- 2) Use the room and equipment with care. Do not damage them.
- 3) In order to save energy, turn off all the lights and air conditioners when you do not use them or leave the room. Be sure to close the windows after use.
- 4) In case students do not follow the room use guidelines and inappropriate use is found, GraSPP will limit its students' room use.