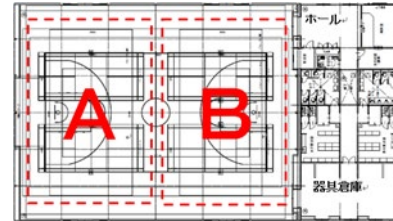


## Gymnasium Reservation Procedures

### 〈Prenote〉

1. For users' safety, the gymnasium is available to rent by full gym or half gym.
2. To avoid troubles between users and for security, users must make a reservation to use beforehand.
3. Users must have Gymnasium Use/Rental Permit on site for each and every rental date.  
(With an expired permit use is strictly prohibited.)



Facility requested	Rental rate
Full gym	2,200 yen／hr.
Half gym	1,100 yen／hr.

(JAIST students, faculty, staff members, and Nomi city residents are free of charge.)

### 〈Reservation〉

#### 【Priority Reservation】

To make a Priority Reservation, submit a "JAIST Gymnasium Use/Rental Application" to following Sections at their counter or by an e-mail from 10th to 25th of two months prior to the rental date.

(If the date of 25 is Saturday, Sunday or a holiday, the deadline is 5:00 p.m. of the prior business day. Contact by telephone is NOT available.)

For students	: Student Welfare Section (stud_gym@ml.jaist.ac.jp)
For faculty and staff members	: Labor Management Section (staf_gym@ml.jaist.ac.jp)
For others or local residents	: General Service Section (soci_gym@ml.jaist.ac.jp)

Notification of approval or denial will be sent by e-mail at the end of two months prior to the rental date, and a letter of Gymnasium Use/Rental Permit will be given.

(If the reservation dates and times of Priority Reservation overlap, priority will be given in the order listed in "Gymnasium of JAIST Use/Rental Guidelines 1".)

#### 【First-come-first-served Reservation】 \*Reservation other than Priority Reservation.

If the gymnasium is available, you can make a First-come-First-served Reservation from a month to two days prior to the rental date. Please check the availability at the counter of Sections listed above or by e-mail, and submit a "JAIST Gymnasium Use/Rental Application".

For local residents (excluding Nomi city residents) and those who do not belong to JAIST

- ✓ Please submit “JAIST Gymnasium Use/Rental Application” to the General Service Section, General Affairs Department by 5:00 p.m. of 10 days prior to rental date (excluding closed days).
- ✓ You will receive invoice from the Accounting Section, Accounting Department by mail in principle.
  - If you pay the rental fee by cash, please come to the Accounting Department by 5:00 p.m. of the day before rental date (excluding closed days).
  - If you pay the rental fee by the bank transfer, please complete the transfer by 3 days before rental date.
- ✓ Please come and get a permit at the General Service Section, General Affairs Department after you paid rental fee.

#### 〈How to enter the gymnasium〉

- A JAIST member needs his/her ID card to access to the gymnasium as an entrance key.
- For local residents and those who do not belong to JAIST, please contact Disasters Prevention Center (extension: 1000) by intercom at the entrance and inform the name of the person in charge or the organization name.

#### 〈Clean-up〉

1. Users should return all used equipment back to where it was in the storage room.
2. Users should mop the floor after use.
3. Users should turn off the lights and lock doors and windows.
4. Users should complete above three clean-up, and all members should exit the gymnasium by 9:00 p.m.