

## **Sagamihara Campus International Guest House (Lodge) Usage Guidelines**

(Revised on October 1, 2017 by the Director of the Management and Integration Department of the Institute of Space and Astronautical Science)

### **Purpose**

#### Article 1

This manual establishes the usage details for the Sagamihara Campus International Guest House (hereinafter referred to as the “Facility”) of the Japan Aerospace Exploration Agency (hereinafter referred to as “JAXA”) in order for the Facility to be operated in an appropriate and smooth manner.

### **Scope of the User**

#### Article 2

##### Section 1

Usage of the Facility is limited to when it is deemed particularly necessary for the business of the following individuals:

##### Clause 1

Those who are engaged in research and/or cooperative research conducted at Sagamihara Campus, including students under supervision by JAXA.

##### Clause 2

Those who the director of the Management and Integration Department of the Institute of Space and Astronautical Science (hereinafter referred to as the “Director”) deems particularly necessary.

##### Clause 3

Members of the JAXA employees (regardless of the provisions of the terms of office)

##### Clause 4

Family members who live with the individual listed in Clauses 1 to 3, above.

##### Section 2

“Members of JAXA employees,” listed in Section 1, Clause 3 are not permitted to lodge in the Facility for non-business purposes. The use associated with an appointment is permitted up to a month from the official announcement.

##### Section 3

“Family members” indicated in Section 1, Clause 4 must be together with the individual listed in Section 1, Clauses 1 to 3 and are not accepted to lodge only for Family members.

However, individuals listed in Section 1, Clause 3 (i.e., “members of JAXA employees”) are permitted to use the Facility accompanied by their family members only for the appointment or in the case of their principal addresses are outside of Japan.

4. As a rule, the duration for using the Facility is limited to one month, excluding situations described in Section 2. Subsequently, according to necessity, usage can be extended twice, once each month, for a total duration of no longer than three months.

In the case a valid reason is submitted to explain why the objective cannot be achieved in three months and is permitted by the Director, the duration at the Facility may be extended up to one year.

## **Definitions**

### Article 3

The terms used in this guideline are defined as the following:

#### Section 1

“User” refers to the individual who seeks to use the Facility.

#### Section 2

“Usage date” refers to the days when the Facility is used.

#### Section 3

“Hi-zaikin staff” means person who is mainly working outside Sagamihara Campus.

#### Section 4

“Zaikin staff” means person who is mainly working on Sagamihara Campus.

#### Section 5

“Holidays” refer to Sundays, Saturdays, national holidays, year-end and New Year’s recess (December 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup> and January 2<sup>nd</sup>, and 3<sup>rd</sup>), as well as other dates determined by JAXA as necessary.

#### Section 6

“Suitohokantantosya” means a teller.

#### Section 7

The “User’s Office” refers to the reception counter administrated by the Management and Integration Department of the Institute of Space and Astronautical Science.

## **Application for Usage**

### Article 4

#### Section 1

The User is required to register his/her application no later than noon on the previous day (excluding holidays) by filling in required information in the Reservation Application Form via the Reservation System (hereinafter referred to as “the System”).

#### Section 2

As a rule, the User is required to apply for his/her reservations through the System.

### Section 3

General rules for “Hizaikin” or “Zaikin” are abbreviated.

#### **Permission for Usage**

### Article 5

The permission to use the Facility is given by the Director.

#### **Change or Cancellation of Usage**

### Article 6

Should the User wish to modify or cancel his/her request for usage of the Facility, he/she is required to do so through the System no less than three days (excluding holidays) before the date of modification or cancellation.

#### **Usage Hours**

### Article 7

As a rule, the Facility is available to the User from 4 p.m. on the check-in date until 10 a.m. on the check-out date.

#### **Usage Procedure**

### Article 8

#### Section 1

The User is required to pick up his/her key at the User’s Office. However, during hours that the User’s Office is closed, the User is required to pick up his/her key from the Guard Station.

#### Section 2

The User is required to return his/her key to the Key Return Box (located on the 1<sup>st</sup> floor of the Facility) or at the User’s Office on his/her check-out date.

#### **Compliance Requirements**

### Article 9

#### Section 1

The User is not permitted to use the Facility for purposes other than that which he/she applied or allow other individuals to use the Facility.

#### Section 2

The User is required to abide by the regulations stipulated in a separate document.

#### **Irregularities in the Facility**

### Article 10

The User is required to contact the Guard Station immediately if he/she witnesses or notices any irregularity at the Facility during his/her stay or before his/her departure.

## **Accommodation Charges**

### **Article 11**

The accommodation charges are as follows;

	Capacity	Accommodation charges per night
Single room		¥1,500
Twin room	2 people	¥2,400 /room
Family room	4 people	¥4,100 /room
Japanese-style (single use)		¥1,600
Japanese-style (shared)	3 people	¥1,100 /person

## **Days and Time to Pay Accommodation Charges**

### **Article 12**

All payments must be made during the User's Office business hours.

## **Accommodation Charge Payment**

### **Article 13**

#### **Section 1**

Upon conclusion of his/her usage period, the User is required to pay immediately the amount prescribed by the regulations set forth in Article 11 above, in cash, to the treasurer of the Management and Integration Department via the User's Office.

#### **Section 2**

The charge for March, during a usage period that extends to the following fiscal year, must be paid on the day designated by the Management and Integration Department.

## **Cancellation of Permission for Usage**

### **Article 14**

#### **Section 1**

The Director retains the right to cancel or modify a usage permission when it is deemed that a User has violated this guideline or has seriously compromised interfered with, or is likely to interfere with, the management of the Facility.

#### **Section 2**

The Director retains the right to cancel usage permissions upon determining that the Facility cannot be used due to natural disasters and/or catastrophes.

## **Facility Access by Third Parties**

#### Article 15

When deemed necessary for maintenance or other reasons, individuals instructed by the Director will be given access to rooms that are in use.

### **Compensation for Damage**

#### Article 16

##### Section 1

The User is required to immediately notify the User's Office when he/she damages equipment and/or fixtures at the Facility.

##### Section 2

The User is required to compensate when he/she deliberately or accidentally damages equipment and/or fixtures at the Facility.

### **Miscellaneous Regulations**

#### Article 17

Other necessary matters regarding usage of the Facility is stipulated by the Director in a separate provision, in addition to this guideline.