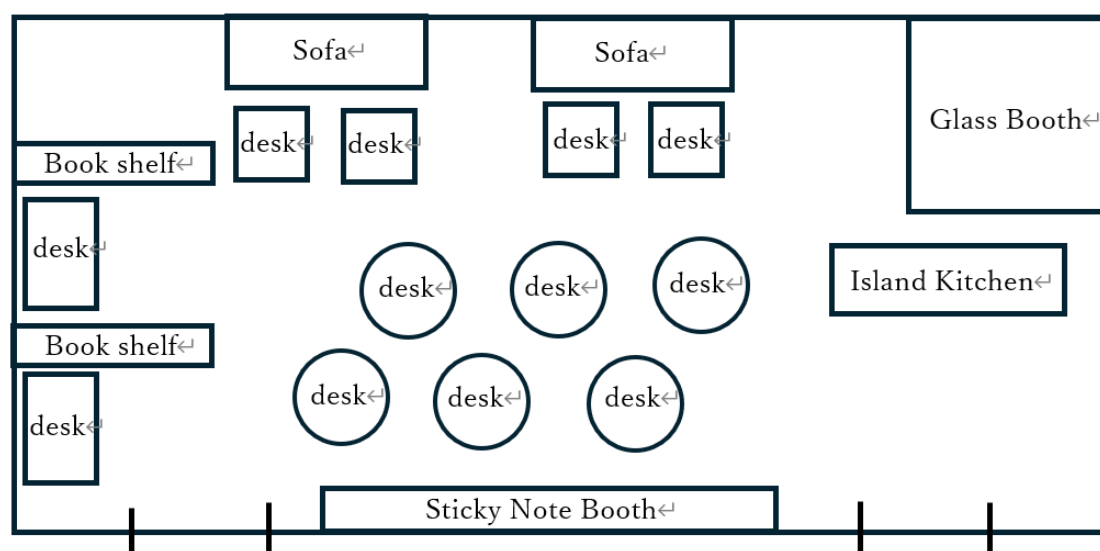


BasE Usage Rules

This rules designates Rooms 204 on the second floor of Center Zone 6 in Kyushu University's Ito Campus the "BasE", and provides for the rules for their usage. However, this does not apply if behavioral restrictions are issued at Kyushu University regarding facility use and extracurricular activities of students due to infectious diseases. The rules will be reviewed as appropriate in accordance with the guidelines of Kyushu University.

For their usage, the Robert T. Huang Entrepreneurship Center of Kyushu University (QREC) will be accountable.

1. BasE Layout



* Capacity: about 50

* On-campus LANs kitenet and eduroam available for access

*The following equipment are available:

1 TV monitors (with remote controller); 1 PC connector cables; 2 microphones (1 wireless, 1 pin types)

2. Eligibility

Those who may use the BasE are defined as follows:

- ① QREC faculty and staff
- ② Students, student groups and other registered personnel selected for such projects as Change & Creation (C&C), Idea Challenge (I.C), Jump Out (J.O), Jump Out Global (J.O.G), Kyushu University Festival entrepreneurship experience program (QSHOP), "entrepreneurship career design" student committee, Kyuusoukai Fund, Tech Bootcamp)
- ③ Student Groups selected as QREC Premium Members, and student groups approved as QREC Projects

- ④ Students and student groups approved by the QREC Director General (approval to be granted following submission of application)

3. Types of application

Usage requiring submission of application consists of regular.

Regular usage (requiring individual ID submission)
<ul style="list-style-type: none"> • Eligible users that fall under 2. (2), (3) and (4), are required to submit a QREC Facilities Entry Registration Application for individual approval. • Rooms may be used for 24 hours • Applicants are required to open and lock up the door. <p>These rules will not apply to regular usage on the closed days as designated by the University or QREC.</p>

4. Provisions for usage: Usage prioritization and security

The BasE is to be locked at all times from the security standpoint and accessed by student and faculty or staff ID cards.

(1) Notification (QREC Facilities Entry Registration Application (for Individual Approval))

- All individuals who wish to use BasE must complete “QREC Facilities Entry Registration Application (for Individual Approval)” in advance via QREC website or the link below and obtain approval.
[QREC Facilities Entry Registration Application \(for Individual Approval\)](#)
- Upon receipt of Registration Application, the QREC office will register relevant IDs for access at the Center Zone 6 entrance and the BasE access control system. Approved users will then be able to enter Center Zone 6 and the BasE by swiping their ID card at entry points. (Center Zone 6 is open 8:00-20:00 on weekdays).
- The usage period is up to the end of March in each academic year. Registrations will be reviewed at the end of every academic year.

(2) On usage

- 1) QREC classes and events as well as QREC faculty and staff usage will be given top priority. QREC faculty and staff are not required to submit advance bookings.

(3) Private room within the Facility BasE Hatch

- 1) This is a private room space designed for activities such as online meetings, small-group discussions, and rehearsals involving speech, allowing users to work in an environment with minimal disturbance from surrounding noise and voices.

Use of this room is by reservation only. The terms of use and reservation procedures will be specified separately.

5. Hours

Regular users, who fall under 4. (1) and have submitted a Registration Application, may use the Rooms at

any time on any day when the campus is open.]

6. Compensation for damages

The user shall be liable for damages and must compensate for any loss, damage, or defacement of the facilities, equipment, fixtures or any items incidental thereto caused by reasons attributable to the user.

7. Restrictions

Users of the BasE are expected to abide by the principle of public decency. Please note well that users who commit any of the following violations may have existing reservations cancelled, be imposed restrictions, or be denied access to the Rooms:

- Violations of usage rules for the BasE
- Drinking alcoholic beverages and smoking in the BasE
- Using fire hazards in the BasE
- Occupying the Rooms for long hours
- Unplanned bookings of the BasE and failure to use the facilities as per bookings
- Loss, destruction, removal or incorrect usage of equipment and/or expendables (such as sticky notes)
- Failure to uphold minimum standards in public decency
- Using as accommodation in Center Zone 6 Bldg.

8. Correct usage

After using, please be sure to do the following before leaving the room. If you do not follow the rule, you may be prohibited to use facility.

- Return desks and chairs to its original place
- Clean and sterilize whiteboards and used desks
- Lock doors and windows
- Check that lights are off, and power is off
- Tidy up and dispose of waste in the BasE

Users of the BasE must do so appropriately, in accordance with the purpose of the QREC.

The Manager of the BasE may cancel or suspend usage approval if users are found to have violated the usage and approval criteria or remove users from the Rooms.

Contact us



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