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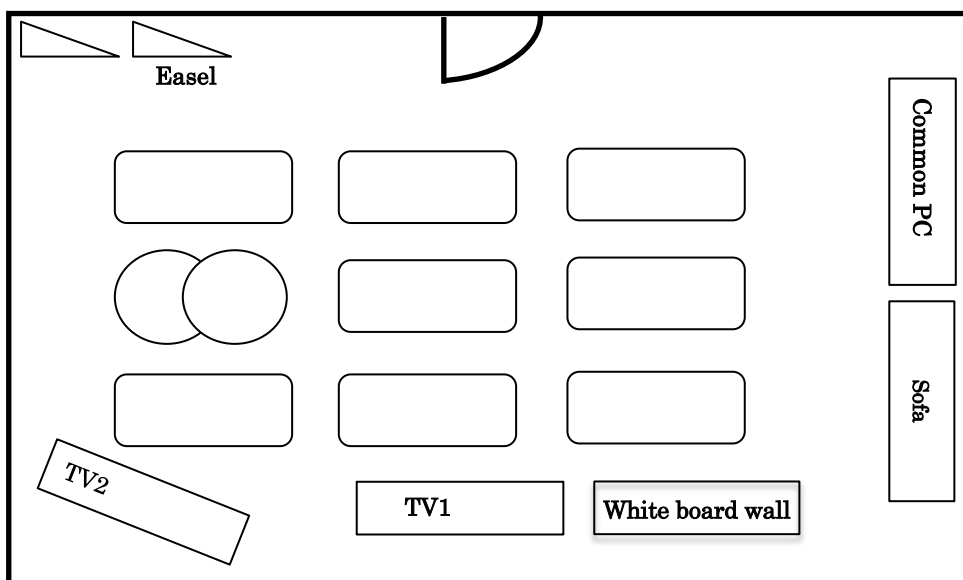
## ToP Usage Rules

This rules designates Rooms 5725 called as “ToP” on the seventh floor of Center Zone 5 in Kyushu University’s Ito Campus 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. ToP Layout

ToP (Room 5725)



- \* Capacity: about 50
- \* On-campus LANs kitenet and eduroam available for access
- \* The following equipment are available:
  - 2 TV monitors (with remote controller); 2 PC connector cables; 4 microphones (1 desktop, 2 wireless, 1 pin types); 3 white boards; 3 easels
  - Standard fixtures: 8 desks (including one fold-out desk), 34 chairs
  - Others: 20 chairs, 3 fold-out desks, freestanding screens, portable projectors, etc.

## 2. Eligibility

Those who may use the ToP are defined as follows:

- (1) QREC faculty and staff
- (2) 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 certified 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)
- (5) Non-QREC faculty and staff at Kyushu University

## 3. Usage application

- Eligible users falling under 2. (2),(3),(4), and (5) who wish to use the Room exclusively are required to submit a ToP Temporary Usage Request.
- The Room may be used from 9:00 to 20:00 on weekdays.
- ✕If users wish to use the Room on weekends, prior consultation is required to confirm the details of activities and availability.
- When using the Room, users are required to borrow a guest card from the QREC office. For weekend use, guest cards must be collected in advance on the preceding weekday.
- The unlocking procedure for the entrance of Center Zone 5 will be handled by QREC, as the entrance is locked on weekends and holidays.

## 4. Provisions for usage: Usage prioritization and security

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

### (1) Application submission (Usage Request)

- Those who wish to use the ToP (or the representative in the case of a group) must submit in advance “QREC Facilities Temporary Usage Request ( Exclusive Use) to the QREC Office and obtain approval.  
[QREC Facilities temporary Usage Request \(Exclusive Use\)](#)
- The Usage Request must be submitted either by email (email: challengeinfo@qrec.kyushu-u.ac.jp) or in person to QREC Office.

### (2) On usage

- Exclusive usage of the ToP will require advance bookings. Bookings will be approved in principle on first-come-first-served basis, in accordance with the following rules of prioritization:
  - 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.
  - 2) Eligible users, such as 2. (2) those selected for student projects (C&C, I.C, J.O, J.O.G, QSHOP, “entrepreneurship career design” student committee, Kyusoukai Fund, Tech Bootcamp), 2. (3) those approved by QREC faculty and 2. (4) individually approved students, will be allowed to submit two months in advance to the day of usage.

- Non-QREC faculty at KU (5) may apply on the day of usage if the Rooms are available.
- Those who wish to apply more than two months in advance may discuss with QREC.
- Upon submission of applications, would-be users will indicate if their bookings are firm or tentative. Tentative bookings may be confirmed as firm bookings within one week of approval or they may be voided. Please note well that, if firm bookings are cancelled without valid reasons, applicants may be restricted in future usage.

Advance booking restrictions for the ToP

	ToP
(1) QREC faculty	No restrictions on advance bookings
(2) Student project members	Two months prior to the day of usage
(3) Anyone approved by QREC faculty	Tentative bookings will be voided in one week unless confirmed
(4) Students approved individually	* For exclusive usage only
(5) Non-QREC faculty at KU	On the day (if available)

**5. 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.

**6. Restrictions**

Users of the ToP 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 ToP
- Drinking alcoholic beverages and smoking in the ToP
- Using fire hazards in the ToP
- Occupying the Rooms for long hours
- Unplanned bookings of the ToP 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 5 Bldg.

**7. 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 ToP

Users must use facility appropriately, in accordance with the purpose of the QREC.

The Manager of the ToP 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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