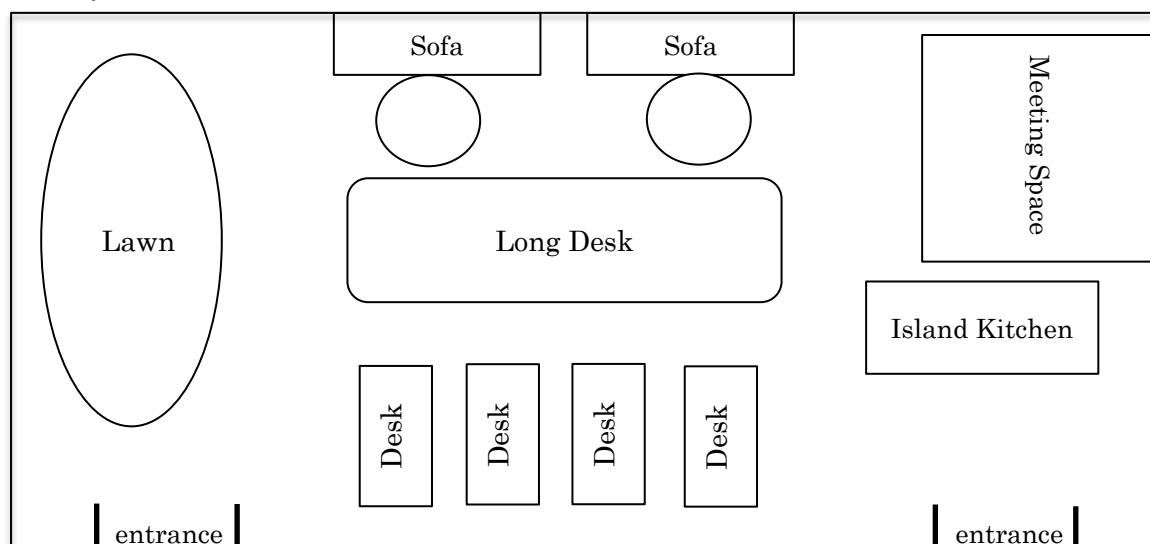


## **BasE Usage Rule**

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)

\*If you wish to use the video conference system, please state so when you make your booking.

### **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 Challenge & Creation (C&C), Academic Challenge (AC), Idea Battle, Global Challenge & Creation (G.C&C), Jump Out Challenge (J.O.C)
- ③ Student Groups selected as QREC Premium Members
- ④ Students and student groups participating in QREC-related lectures and programs (e.g. QSHOP) and approved by QREC faculty

- ⑤ 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 and one-time usage.

Regular usage (requiring individual ID submission)	One-time exclusive usage
<ul style="list-style-type: none"> <li>• Eligible users that fall under 2. (2), (3) and (4), are required to submit a <b>QREC Facilities Entry Registration Application</b> for individual approval.</li> <li>• Rooms may be used for 24 hours</li> <li>• Exclusive usage, as a rule, is not permitted (One-time exclusive usage is possible but must follow the guidelines on the right).</li> <li>• Applicants are required to open and lock up the door.</li> </ul> <p>These rules will not apply to regular usage on the closed days as designated by the University or QREC.</p>	<ul style="list-style-type: none"> <li>• Eligible users that fall under 2. (1), (2), (3), (4) and (5) who wish to use the Room exclusively are required to submit a <b>QREC Facilities Usage Request (Temporary)</b>.</li> <li>• Faculty members or staff will submit or manage these Requests.</li> <li>• In principle, from 9:00 through 17:00</li> <li>• Guest cards to be leased for security rooms</li> </ul> <p>Users in the left category may also apply separately for exclusive usage for events, etc.</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) Application submission (Entry Registration Application, Usage Request)

- **All those who wish to use the BasE may submit in advance a QREC Facilities Entry Registration Application (for Individual Approval) (Hereafter, called Registration Application) to the QREC office and be approved individually.**
- **Those who wish to use the BasE will submit in advance a QREC Facilities Usage Request (Temporary) (Hereafter, called Usage Request) to the QREC office and approved. Groups will apply through group representatives.**
- 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.
- Registration Application, Usage Request may be sent by email to [challengeinfo@qrec.kyushu-u.ac.jp](mailto:challengeinfo@qrec.kyushu-u.ac.jp) or brought in hard copy to the QREC office.

(2) On usage

- Exclusive usage of the BasE 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, AC, Idea Battles, G.C&C, J.O.C), 2. (3) student groups selected as QREC Premium Members, 2. (4) those approved by QREC faculty and, 2. (5) individually approved students, will be allowed to submit two months in advance to the day of usage.
- 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

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

**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.

One-time exclusive users, who fall under 4. (1) and have submitted a Usage Request, may use the Rooms only during the office hours of the QREC office. However, if there are special reasons for using the Rooms outside these hours, submit your request to QREC in advance and obtain prior approval.

**6. Restrictions**

Users of the BasE are expected to abide by the principle of public decency. In addition, please be sure to check and comply with the "Guidelines for using QREC facilities under countermeasures against coronavirus infection" (October 22, 2020 (revised on June 3, 2022)). 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.

## 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 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**



Robert T. Huang Entrepreneurship Center of Kyushu University (QREC)

Center Zone 5 7F, 744 Motooka, Nishi-ku, Fukuoka, 819-0395, Japan

Tel) 092-802-6060 Fax) 092-802-6065

E-mail: [challengeinfo@qrec.kyushu-u.ac.jp](mailto:challengeinfo@qrec.kyushu-u.ac.jp)

BasE Usage Rules (Revised 3 Jun 2022) (Old new comparison table)

(Major changes)

(Underlined part is revised part)

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Revised	Current
<p>BasE Usage Rule</p> <p>As of May 2019  <u>Revised 3 Jun 2022</u></p> <p>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.</p> <p><u>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.</u></p> <p>For their usage, the Robert T. Huang Entrepreneurship Center of Kyushu University (QREC) will be accountable.</p> <p><u>1. BasE Layout</u></p> <p>Illustrated map omitted</p> <p>* Capacity: about 50            * On-campus LANs kitenet and eduroam available for access</p> <p>The following equipment are available:            1 TV monitors (with remote controller); 1 PC connector cables; 2 microphones (1 wireless, 1 pin types)</p> <p>*If you wish to use the video conference system, please state so when you make your booking.</p> <p><u>2. Eligibility</u></p> <p>Those who may use the BasE are defined as follows:</p> <p>① QREC faculty and staff            ② Students, student groups and other registered</p>	<p>BasE Usage Rule</p> <p>As of May 2019</p> <p>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.</p> <p>For their usage, the Robert T. Huang Entrepreneurship Center of Kyushu University (QREC) will be accountable.</p> <p><u>1. BasE Layout</u></p> <p>Illustrated map omitted</p> <p>* Capacity: about 50            * On-campus LANs kitenet and eduroam available for access</p> <p>The following equipment are available:            1 TV monitors (with remote controller); 1 PC connector cables; 2 microphones (1 wireless, 1 pin types)</p> <p>*If you wish to use the video conference system, please state so when you make your booking.</p> <p><u>2. Eligibility</u></p> <p>Those who may use the BasE are defined as follows:</p> <p>① QREC faculty and staff            ② Students, student groups and other registered personnel selected for such projects as Challenge &amp;</p>

personnel selected for such projects as Challenge & Creation (C&C), Academic Challenge (AC), Idea Battle, Global Challenge & Creation (G.C&C), Jump Out Challenge (J.O.C)

- ③ Student Groups selected as QREC Premium Members
- ④ Students and student groups participating in QREC-related lectures and programs (e.g. QSHOP) and approved by QREC faculty
- ⑤ 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 and one-time usage.

Regular usage (requiring individual ID submission)	One-time exclusive usage
<ul style="list-style-type: none"> <li>• Eligible users that fall under 2. (2), (3) and (4), are required to submit a <b>QREC Facilities Entry Registration Application</b> for individual approval.</li> <li>• Rooms may be used for 24 hours</li> <li>• Exclusive usage, as a rule, is not permitted (One-time exclusive usage is possible but must follow the guidelines on the right).</li> <li>• Applicants are required to open and lock up the door.</li> </ul>	<ul style="list-style-type: none"> <li>• Eligible users that fall under 2. (1), (2), (3), (4) and (5) who wish to use the Room exclusively are required to submit a <b>QREC Facilities Usage Request (Temporary)</b>.</li> <li>• Faculty members or staff will submit or manage these Requests.</li> <li>• In principle, from 9:00 through 17:00</li> <li>• Guest cards to be leased for security rooms</li> </ul> <p>Users in the left category may also apply separately for exclusive usage for events, etc.</p>

Creation (C&C), Academic Challenge (AC), Idea Battle, Global Challenge & Creation (G.C&C), Jump Out Challenge (J.O.C)

- ③ Student Groups selected as QREC Premium Members
- ④ Students and student groups participating in QREC-related lectures and programs (e.g. QSHOP) and approved by QREC faculty
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Regular usage (requiring individual ID submission)	One-time exclusive usage
<ul style="list-style-type: none"> <li>• Eligible users that fall under 3. (2), (3) and (4), are required to submit a <b>QREC Facilities Entry Registration Application</b> for individual approval.</li> <li>• Rooms may be used for 24 hours</li> <li>• Exclusive usage, as a rule, is not permitted (One-time exclusive usage is possible but must follow the guidelines on the right).</li> <li>• Applicants are required to open and lock up the door.</li> </ul> <p>These rules will not apply to regular usage on the</p>	<ul style="list-style-type: none"> <li>• Eligible users that fall under 3. (1), (2), (3), (4) and (5) who wish to use the Room exclusively are required to submit a <b>QREC Facilities Usage Request (Temporary)</b>.</li> <li>• Faculty members or staff will submit or manage these Requests.</li> <li>• In principle, from 9:00 through 17:00</li> <li>• Guest cards to be leased for security rooms</li> </ul> <p>Users in the left category may also apply separately for exclusive usage for events, etc.</p>

<p>These rules will not apply to regular usage on the closed days as designated by the University or QREC.</p>		<p>closed days as designated by the University or QREC.</p>	
<p><u>4. Provisions for usage: Usage prioritization and security</u></p>		<p><u>5. Provisions for usage: Usage prioritization and security</u></p>	
<p>The BasE is to be locked at all times from the security standpoint and accessed by student and faculty or staff ID cards.</p>		<p>The BasE is to be locked at all times from the security standpoint and accessed by student and faculty or staff ID cards.</p>	
<p>(1) Application submission (Entry Registration Application, Usage Request)</p>		<p>(1) Application submission (Entry Registration Application, Usage Request)</p>	
<ul style="list-style-type: none"> <li>• <b>All those who wish to use the BasE may submit in advance a QREC Facilities Entry Registration Application (for Individual Approval) (Hereafter, called Registration Application) to the QREC office and be approved individually.</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>All those who wish to use the BasE may submit in advance a QREC Facilities Entry Registration Application (for Individual Approval) to the QREC office and be approved individually.</b></li> </ul>	
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<ul style="list-style-type: none"> <li>• Upon receipt of <u>Registration Application</u>, 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).</li> </ul>		<ul style="list-style-type: none"> <li>• Upon receipt of applications, 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).</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• <u>Registration Application, Usage Request</u> may be sent by email to <a href="mailto:challengeinfo@qrec.kyushu-u.ac.jp">challengeinfo@qrec.kyushu-u.ac.jp</a> or brought in hard copy to the QREC office.</li> </ul>		<ul style="list-style-type: none"> <li>• All applications may be sent by email to <a href="mailto:info@qrec.kyushu-u.ac.jp">info@qrec.kyushu-u.ac.jp</a> or brought in hard copy to the QREC office.</li> </ul>	

(2) On usage

- Exclusive usage of the BasE 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, AC, Idea Battles, G.C&C, J.O.C), 2. (3) student groups selected as QREC Premium Members, 2. (4) those approved by QREC faculty and, 2. (5) individually approved students, will be allowed to submit two months in advance to the day of usage.

- 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

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

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

(2) On usage

- Exclusive usage of the BasE 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 3. (2) those selected for student projects (C&C, AC, Idea Battles, G.C&C, J.O.C), 3. (3) student groups selected as QREC Premium Members, 3. (4) those approved by QREC faculty and, 3. (5) individually approved students, will be allowed to submit two months in advance to the day of usage.

- 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

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

6. Hours

Regular users, who fall under 5. (1) and have submitted a BasE Entry Registration Application, may use the Rooms at any time on any day when the campus is



<p>open.</p> <p>One-time exclusive users, who fall under 4. (1) and have submitted a <b>Usage Request</b>, may use the Rooms only during the office hours of the QREC office. However, if there are special reasons for using the Rooms outside these hours, submit your request to QREC in advance and obtain prior approval.</p> <p><b>6. Restrictions</b></p> <p>Users of the BasE are expected to abide by the principle of public decency. <b>In addition, please be sure to check and comply with the "Guidelines for using QREC facilities under countermeasures against coronavirus infection" (October 22, 2020 (revised on June 3, 2022))</b>. 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:</p> <ul style="list-style-type: none"> <li>○ Violations of usage rules for the BasE</li> <li>○ Drinking alcoholic beverages and smoking in the BasE</li> <li>○ Using fire hazards in the BasE</li> <li>○ Occupying the Rooms for long hours</li> <li>○ Unplanned bookings of the BasE and failure to use the facilities as per bookings</li> <li>○ Loss, destruction, removal or incorrect usage of equipment and/or expendables (such as sticky notes)</li> <li>○ Failure to uphold minimum standards in public decency</li> <li>○ Using as accommodation in Center Zone 6 Bldg.</li> </ul> <p><b>7. Correct usage</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>○ Return desks and chairs to its original place</li> <li>○ Clean and <b>sterilize</b> whiteboards and used desks</li> <li>○ Lock doors and windows</li> <li>○ Check that lights are off, and power is off</li> <li>○ Tidy up and dispose of waste in the BasE</li> </ul> <p>Users of the BasE must do so appropriately, in</p>	<p>is open.</p> <p>One-time exclusive users, who fall under 5. (1) and have submitted a BasE Room Usage Request, may use the Rooms only during the office hours of the QREC office. However, if there are special reasons for using the Rooms outside these hours, submit your request to QREC in advance and obtain prior approval.</p> <p><b>7. Restrictions</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>○ Violations of usage rules for the BasE</li> <li>○ Drinking alcoholic beverages and smoking in the BasE</li> <li>○ Using fire hazards in the BasE</li> <li>○ Occupying the Rooms for long hours</li> <li>○ Unplanned bookings of the BasE and failure to use the facilities as per bookings</li> <li>○ Loss, destruction, removal or incorrect usage of equipment and/or expendables (such as sticky notes)</li> <li>○ Failure to uphold minimum standards in public decency</li> <li>○ Using as accommodation in Center Zone 6 Bldg.</li> </ul> <p><b>8. Correct usage</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>○ Return desks and chairs to its original place</li> <li>○ Clean whiteboards and used desks</li> <li>○ Lock doors and windows</li> <li>○ Check that lights are off, and power is off</li> <li>○ Tidy up and dispose of waste in the BasE</li> </ul> <p>Users of the BasE must do so appropriately, in</p>
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<p>accordance with the purpose of the QREC.</p> <p>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.</p>	<p>accordance with the purpose of the QREC.</p> <p>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.</p>
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