

## **Rules Governing Use of the QREC Studio**

The QREC Studio was established within The Robert T. Huang Entrepreneurship Center of Kyushu University in order to support and promote education and research.

These rules designate room 5724 as the QREC Studio 1 and room 5724 as the QREC Studio 2 on the seventh floor of Center Zone 5 on the Ito Campus of Kyushu University govern its use. The Robert T. Huang Entrepreneurship Center of Kyushu University (hereafter, QREC) bears responsibility for the administration of the QREC Studio.

### **1. Deliberative Body (Committee)**

All necessary changes affecting use of the QREC Studio must be decided by a committee meeting, following the formation of such a deliberative body.

### **2. Qualified Users**

- (1) QREC faculty and staff
- (2) Students, student groups and registered participants engaged in a student project
- (3) Anyone needing to use the studio in order to participate in a QREC lecture or program
- (4) QREC Premium Members
- (5) Students and student groups approved by the QREC Director General
- (6) Associates of the Ohashi Fab lab and others with access permission
- (7) Individuals and groups designated by QREC to operate and maintain the QREC Studio

### **3. Usage Permission**

- 1) Documents to be provided by anyone intending to use this facility

Anyone who intends to use this facility must first provide the following documentation.

- (1) Reservation Request for the QREC Studio
- (2) QREC Studio User Consent form
- (3) Copy of the relevant student insurance or ancillary liability insurance forms

- 2) Equipment requiring special training

Use of potentially dangerous tools and equipment in the QREC Studio requires appropriate instruction and training. Certificates will be given to those who complete the training. The instruction includes the knowledge, and explanation of potential safety risks, needed in order to safely and easily operate the equipment. Those with similar previous experience may be allowed to take a shortened course or have their knowledge otherwise recognized.

- (1) CNC mill, 3D printer, laser machine (1 - 2 hours)
- (2) Other manual, electric, and general tools not mentioned above (10 - 20 minutes)

#### **4. Period of Usage**

##### 1) Period of usage

In principle, the period of usage is one year. Registration information is to be deleted at the end of the students' year of graduation.

##### 2) Time of Use

In principle, the time of use is during QREC staff office hours, 9:00 to 17:00. All users must reserve time in advance.

When the use of machines is required for an extended period (over 24 hours), this information must be included at the time of application.

#### **5. Number of Users**

Up to four groups may use the facility each day.

#### **6. Appropriate Usage**

- Users must use the QREC Studio appropriately, in keeping with its purpose.
- Upon learning that a user has violated the rules of the QREC Studio or the conditions of usage permission or compromised the administration of the facility, the administration shall immediately revoke the user's usage permission and request that the user leave the QREC Studio.

#### **7. User Fee**

In principle, use of the facility is free. However, an exception may be made if the equipment is damaged.

##### 1) Response in case of damage

###### (1) If a relatively inexpensive piece of equipment is damaged

If a CNC mill coupling or cutting tool blade is damaged, the user shall pay to replace it.

\*It must be judged whether the part was damaged or subject to simple wear and tear.

###### (2) If an entire machine is severely damaged

An assessment will be made of the conditions under which it broke.

###### (3) Replaceable parts

An assessment will be made based on the type of replaceable part.

\*See separate equipment list

#### **8. Conclusion of Usage**

If the user is ordered to leave the studios due to the cancellation or suspension of the permission during the period of use, the user must return all equipment, tools, and facilities to their original condition and leave in a timely manner.

#### **9. Damage and Compensation**

Any user responsible for the loss, damage, or defacement of equipment is responsible for providing appropriate compensation.

## **10. Administrative Work**

All administrative work relating to the management and operation of the QREC Studio is to be done in the QREC Office.

## **11. Prohibited**

All QREC Studio users must endeavor to use the facility in keeping with the principles of public order and ethical use. Violation of the rules below may result in cancelation of the period of use, limitations on use, and in some cases being banned from using the facility.

- Violating the rules governing use of the QREC Studio
- Drinking alcohol or smoking cigarettes in the QREC Studio
- Lighting a fire in the QREC Studio
- Failure to return desks and chairs to their original positions
- Occupying the studio for an exceedingly long period of time
- Using the QREC Studio without reservation in advance or reserving the studio and failing to use it
- Losing, damaging, or inappropriately using equipment, or removing equipment or replaceable parts from the studio
- Use as accommodation
- Other actions particularly inconsistent with public order and ethical use

## **12. Appropriate Use**

When leaving the studios after use, the following items must be observed. Failure to do so will result in a prohibition on using of the studios.

- Restoration of desks and chairs to original condition
- Clean equipment, tools, and surfaces
- Lock windows and doors
- Turn off lights and confirm the power is off
- Tidy up the QREC Studio and dispose of garbage

The user shall use the QREC in an appropriate manner in accordance with the purpose of the QREC.

When a user violates these requirements or when it is deemed that there is a problem with the management of the studios, the manager shall cancel or suspend the permission for use and order the user to vacate Studio 1 and Studio 2.

### **Contact**

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