

Guide to Using Epoch Ritsumei 21



Office of Regional Collaboration at BKC

Office of Student Affairs (BKC)

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Origin of the Name “Epoch Ritsumei 21”

Epoch Ritsumei 21, which functions as a seminar house, sports house, and hall, aims to be a cutting-edge facility, helping to create a new era—epoch—for Ritsumeikan University and BKC in the 21st century. The facility incorporates student created concepts for the keyword EPOCH (**E**xchange, **P**ersonality, **O**asis, **C**o-Learning, and **H**umanity), and strives to embody such concepts through both its name and operations.

We sincerely hope that all students will utilize this facility to the utmost, and that though their curricular and extracurricular studies have a wonderful and fulfilling student life.

Facility Features

This facility has been built upon a concept unseen in previously established seminar houses, consisting of not only a seminar house but also a sports house and multi-purpose hall. Based on this concept, the multi-purpose hall, sports house, overnight accommodations, and meeting rooms enable users the opportunity to conduct various styles of educational research and student activities. Exchange rooms also allow for various social gatherings. In the past, this facility has been used for such things as study and research gatherings, exchange meetings for regular university classes and extracurricular clubs and groups, athletic training camps, special lectures and concerts, faculty and staff trainings and workshops, as well as an overnight accommodation.

Eligible Users

The following are eligible to use Epoch Ritsumei 21.

1. Students of the Ritsumeikan Academy
2. Faculty and Staff Members
3. Others with explicit permission from the Dean of Student Affairs or the Director of the Office of University Administration at BKC

Period of Use

The period of use shall be 2 consecutive nights and 3 days.

However, sports groups that have been permitted to do so by the Dean of Student Affairs may stay for up to 6 consecutive nights and 7 days.

Additionally, the facility may be used for an extended period of time if the Dean of Student Affairs or Director of the Office of University Administration at BKC acknowledges the need to exceed the established period of use. (Must submit a Special Use Permit Request Form)

Opening hours

- Reception: 9:00 a.m. - 10:00 p.m.
- Main Entrance: 7:00 a.m. - 10:00 p.m.
 - *Main Entrance is locked after 10:00 p.m. Please use the service entrance after 10:00 p.m.
 - Guests who go out after 10:00 p.m. must notify the Epoch front desk.
- Curfew: Midnight (12:00 a.m.)
(All facilities are locked from midnight until 7:00 a.m. Guests are unable to enter and leave the facility.)
- Closed Days: Summer break (2018/8/11 - 2018/8/19) Winter break (2018/12/27– 2019/01/6)
In addition to the above, the facility may be closed temporarily due to maintenance and inspection.

Facility Information

1. Hall, Meeting Room

Floor	Name	Max. Capacity Per Room	Style	No. of Rooms	Remarks
1 st floor	Epoch Hall	132	Western-style room	1	Lighting and audio equipment, Lifting stage
2 nd floor	Meeting Room	48	Japanese-style room	1	※Athletic clubs have priority of use. Low table, Legless chair 34 sets of futons
3 rd floor	K302 · K303	18	Western-style room	2	
	K301	24	Japanese-style room	1	Low table, Legless chair 18 sets of futons
	K307 · K308	30	Western-style room	2	
	K304 · K305 K306	36	Western-style room	3	
	K309	99	Western-style room	1	Audio equipment
	K310	90	Western-style room	1	Audio equipment
	Hosoan (Japanese tea ceremony room)	24	Japanese-style room	1	For Japanese tea ceremony

●Hours of Use : ①9:00 a.m. – 12:00 p.m. ②1:00 p.m. – 5:00 p.m. ③6:00 p.m.– 10:00 p.m.

*If wishing to request a usage extension, please ask about availability at the Epoch front desk in advance.

(The usage hour cannot be extended after 10:00p.m.)

2. Accommodation

Floor	Name	Max.Capacity per Room	Style	No.of Rooms	Remarks
2 nd floor	S201	18	Japanese-style room	1	Athletic clubs have priority of use.
	S202 · S203 S204 · S205	8	Western-style room	4	Athletic clubs have priority of use.
	S206 · S207 S208	2	Western-style room	3	Managers and Coaches of athletic clubs have priority of use. (Students are unable to use.)
4 th floor	S401 – S416	8	Western-style room	16	Students (not in athletic clubs) have priority of use.
	S417 – S426	2	Western-style room	10	For faculty and staff (Students are unable to use.)

●Hours of Use: **3:00 p.m. (Check-in) - 10:00 a.m. the next day (Check-out)**

Please check in by 10:00 p.m.

●Men and women are to stay in separate rooms. They are unable to stay in the same room.

●Amenities and Linens

【Student Room】

Amenity goods such as towels or toothbrushes are not provided. Please bring your own.

Duvet covers and pillow cases are prepared in advance.

Sheets are placed atop mattresses, please attach sheets to the mattresses yourself when you enter the room.

Before checking out, remove the sheets and covers and place all of them in front of the interior door.

When using a Japanese-style room, remove the sheets and covers, fold up the futons and place everything near the closet in the room.

Sheets are not changed in case of consecutive stays.

Slippers can be used freely in Epoch facilities. Return them to their original location before checking out.

【Faculty and Staff Room】

Amenity goods such as a bath towel, face towel, toothbrush, shaver, and Japanese bathrobe are provided.

A hair dryer is placed in each room. Beds are made up in advance.

Cleaning staff will enter the room for cleaning even during a consecutive stay, however sheets will not be changed.

3. Exchange Room

Floor	Name	Max. Capacity	Style	No. of Rooms	Remarks
1 st floor	Entrance Lobby	111	Western-style	1	Anyone can use freely.
2 nd floor	Exchange Room 1 (South)	35	Japanese-style room	1	Used for conferences, parties, overnight stays
	Exchange Room 2 (North)	50	Japanese-style room	1	
3 rd floor	Epoch Lounge	40	Western-style	1	For faculty and staff only
	Conversation Room	34	Western-style	1	Guests can use freely.
4 th floor	Conversation Room	34	Western-style	1	Guests can use freely.

- Hours of Use : ① Exchange Room **9:00 a.m. – 10:00 p.m.** ② Lobby **7:00 a.m. – 10:00 p.m.**
③ Conversation room can be used from **7:00 a.m. to midnight (12:00 a.m.)**

- If having a conference or a party in the exchange room, please apply at the Epoch front desk in advance.
For the arrangement and payment of meals, contact the Ritsumeikan Co-op (Seikyo) (**Ext. No. : 7775**).
You may bring food and drink and/or use a catering service. However, users must take responsibility for contacting the catering company, receiving services, handling payments, and cleaning up after eating.
- The Epoch Lounge is only for faculty and staff use. Please apply at the Epoch front desk in advance.

4. Shower Room

- Hours of Use : **6:00 p.m. – midnight (12:00 a.m.) / 7:00 a.m. – 9:00 a.m.**
Shower rooms for men and women are separately located on the 4th floor.
11 people can use the men’s shower room at one time, and 6 people can use the women’s shower room at one time.

5. Bath Room

- Hours of Use: **6:00 p.m. – midnight (12:00 a.m.) / 7:00 a.m. – 9:00 a.m.**
(Please note that hours are specially set during athletic club training camps.)
Bath rooms for men and women are located separately on the 2nd floor.
Guests unaffiliated with an athletic club can also use these facilities.

6. Laundry Room (Fully Automatic: Capacity 9kg)

- Hours of Operation : 9:00 a.m. – midnight (12:00 a.m.)
Laundry machines are located on the 2nd floor and 4th floor. Please prepare your own detergent.
Please borrow a key for the laundry room at the Epoch front desk before using. Use the washing machine that has the same number as the number written on the key. Loaning the key out to someone else is prohibited.
When finished, lock the laundry room and promptly return the key to the Epoch front desk.
Note: When washing laundry that weighs about 6 kg in the machine, it may take up to 5 hours to finish washing and drying. Keep this in mind so that you can plan to finish by midnight (12:00 a.m.).

7. Kitchenette

- Usage hours : 7:00 a.m. – midnight (12:00 a.m.)
3rd floor—Refrigerator, electric pot, and tea cups are available. After using be sure to clean up and put washed dishes back into the kitchen cabinet.
4th floor—Refrigerator and electrical pot are available. When keeping food and drinks in the refrigerator, write your name on them. Kitchenettes on floors with meeting rooms and accommodation rooms that are not being used are locked.

8. Cafeteria

1st floor—The cafeteria can accommodate 60 people at a time. Since the cafeteria and kitchen are for athletic club use only, general guests are not able to use either of them.

Self-catering may be permitted in certain cases. Please make an inquiry to the Epoch front desk regarding self-catering in advance.

2nd floor—Self-catering is not permitted.

9. Vending Machines

Soft drink vending machines are located on the 1st floor and 4th floor.

A bread vending machine is located on the 1st floor.

10. Rental items

Microphone, microphone stand, DVD player, projector, screen, cables (RGB·AV·sound), cart, hair dryer, door stopper, marker, eraser, etc.

II. How to Reserve

1. Main Users / Category of Usage / Principles of Accommodation Use

(1) Main Users

- ① Students of RU
- ② Faculty and Staff of RU
- ③ Others (Must apply through an administrative office.)

(2) Category of Usage

- ① Related to regular university courses (Course related activities that the instructor deems necessary as part of an educational program. In addition, in order to be considered eligible for this category, the instructor must sign and stamp their personal seal on the Epoch Use Request Form and clearly fill in their contact details. In accordance with the prescribed regulations, no usage fee will be assessed for activities that fall under this category.)
- ② Related to extracurricular activities (Ritsumeikan University Students' Association registered clubs and groups, independent seminar groups and academic society student affairs committees registered with a college, as well as independent activity groups with strong connections to a college or office such as the Women's Career Project, F-Doors, TISA (Tutors for International Students Assembly), JA (Junior Career Advisors), or RAINBOW Staff. In accordance with prescribed regulations, a usage fee will be assessed for activities that fall under this category.)
- ③ Office use (Must be participating in a school festival or an event hosted by an office 《including preparations in the early morning or late night》, * 1 work instructed by the chief administrative officer or * 2 accompanying)

Accommodation Fee for Faculty and Staff of RU

* 1 The Office of Regional Collaboration at BKC will determine if there is a fee or if accommodation can be used for free (school duties).

* 2 There is no fee if accompanying the group (consisting of students of RU) using the accommodation.

- ④ Related to research societies (Must be activities 《research societies》 or collaborative research activities by on-campus organizations to which faculty and staff belong.)
- ⑤ Individual use (Must be a student, faculty or staff member of RU. As a rule, reservation is accepted from 1 week before the date of use.)

- ⑥ Use by affiliated schools (Must be activities of classes, club activities, or an event hosted by an administrative office. The chief administrative officer of the school must sign and stamp with their seal. Having only the signature and seal of the teacher in charge is not acceptable.)
- ⑦ Use by APU (Must be regular university courses, extracurricular activities, or participation in an event hosted by an office. The chief administrative officer must sign and stamp with their seal.)

* For the minimum user of ①,②, the group must consist of at least 4 members who are students and faculty/staff of RU.

* Meeting room use by off-campus organizations, including academic societies, shall be considered as extramural use. In such cases, a different application form from the Epoch Use Request Form must be submitted to the designated location (different from the submission location for the Epoch Use Request Form). Be sure to complete the appropriate procedure (not outlined in this guide) to have your application approved.

Please note that this does not apply to accommodation use.

(3) Principles of Accommodation Use

- ① As a general rule, the cafeteria on the 1st floor and the sports house on the 2nd floor are to be used by athletic clubs. However, these facilities can be used for regular university courses and extracurricular activities if they are still available one month prior to the date of intended use.
- ② As a general rule, the seminar house on the 4th floor is to be used by guests unaffiliated with athletic clubs. However, similar to the sports house, the seminar house can be used by athletic clubs if rooms are still available one month prior to the date of intended use.
- ③ Accommodations for regular university courses, extracurricular activities, use by affiliated schools, or use by APU are limited in case of activities in Epoch or other BKC facilities.
- ④ If rooms are available, individual use is possible. Reservations are accepted from 1 week before the intended date of use.
- ⑤ Even if the group that is a registered group with Ritsumeikan University Students' Association, accommodations cannot be used if more than half of the users are not members of Ritsumeikan.
- ⑥ The circle other than a registered group with Ritsumeikan University Students' Association is treated as individual use.
- ⑦ Parents of RU students cannot use accommodations.
- ⑧ Activities of the Alumni Association and other groups (college, department, class or club reunions) are generally limited to the use of meeting rooms (treated as extramural use), and are not allowed to use overnight accommodations. However, if attending a RU student activity, the above will not apply. In such a case, please contact the Epoch front desk.
- ⑨ Babies and toddlers are unable to use accommodations. (There is a risk of falling from a bed and their safety cannot be ensured.)

2. How to reserve

(1) Room Availability and Reservations

Users can confirm room availability and make reservations at the Epoch front desk.

Please check the availability of rooms and make a reservation by calling or coming to the Epoch front desk.

In order to finalize a reservation, the procedures in (2) below must be completed and all necessary applications approved.

Room	Period of Use	Reservations Accepted
Meeting Room or Accommodation	When classes are in session	3 months before the date of use
	Summer and spring break	6 months before the date of use

* However, regardless of the above, research societies can reserve a meeting room 6 months before the date of use.
(Reservations can be accepted from the same date 3 months (6 months) before the date of use.)

- Epoch Ritsumei 21 Reception Hours: 9:00 a.m. – 7:30 p.m. (Reservations not accepted outside of hours)
- Epoch Ritsumei 21 Reservations: Ext.6250 Outside line: 077-561-2700

■ Submit a Special Use Permit Request Form to the Epoch front desk in case of ①-⑤ below.

- ① Extension of period of use
- ② Reservation before reservation period begins
- ③ Some guests within a group are not members of Ritsumeikan
- ④ Use of the cafeteria on the 1st floor by groups other than athletic clubs of RU
- ⑤ Related to school duties

Your request will be accepted after being specially approved by the Manager of the Office for Regional Collaboration at BKC.

■ If wishing to use the BBQ facility, please submit the Epoch Ritsumei 21 BBQ Facility Use Request Form to the Epoch front desk.

(2) Submission of Application Forms

After checking the availability of rooms and making a reservation, get the **Epoch Use Request Form, Accommodation Guest List Form (groups only), Usage Agreement (students only), and Timetable (athletic clubs only) approved by the person or office in charge of approving your application and submit it to the Epoch front desk at least 1 week before the date of use. If the required forms are not submitted by the due date, the reservation will be cancelled.**

※In case of schedule changes or a reservation cancellation after submitting the “Epoch Ritsumei 21 Use Request Form”, the applicant must notify the Epoch front desk at least one day before the date of use.

You can obtain all application forms at the Epoch front desk.

To see who is in charge of approving your application, please refer to “Application and Accommodation Procedures and Fee List” on the Ritsumeikan University website.

(Various application forms can also be downloaded from the following link.)

※Ritumeikan University website ⇒ (<http://www.ritsumei.ac.jp/lifecareer/activity/facility/stay/>)

(3) Arranging Meals

The Ritsumeikan Co-op is able to arrange meals for guests. Users must apply in advance.

Bringing food and drinks into exchange rooms and meeting rooms is permitted, however, eating in accommodations is prohibited. Please confirm the designated areas in which eating is allowed when you order meals. Furthermore, students are prohibited from bringing food and drinks by car.

- ① Breakfast for guests who have activities related to classes, seminars, clubs, etc.

Guests are to use the Co-op cafeteria on weekdays.

As for Saturdays, Sundays, and public holidays, please consult with the Co-op (Ext. 7775) as meals are arranged separately.

- ② Meals for guests who wish to have a conference or a party in the exchange room (located on the 2nd floor/Japanese-style-room)

Please consult with the Co-op in advance.

- ③ Use of the BBQ Facility (located outside) ⇒ Call the Epoch front desk and submit the Epoch BBQ Facility Use Request Form. Ingredients, charcoal, tables, and chairs are not prepared, please prepare required items yourself and take responsibility for cleaning up after use (including fire remnants).

- ④ Meals for RU athletic club training camps

Meals are arranged in accordance with each club’s training camp plan.

Please consult with the Co-op in advance.

⑤ Breakfast for faculty and staff members

Breakfast is not prepared. However, faculty and staff can use the Co-op cafeteria on weekdays.

⑥ Lounge

The lounge is only for faculty and staff use. Make a request for use at the Epoch front desk in advance.

⑦ Vending Machines

1st floor—Drink, Bread

4th floor—Drink

III. Fees

(1) Accommodation Use Fees

For further details concerning fees, please refer to “Application and Accommodation Procedures and Fee List” on the Ritsumeikan University website.

Ritsumeikan University website ⇒ (<http://www.ritsumeik.ac.jp/lifecareer/activity/facility/stay>)

Main User	Category	Accommodations (Capacity : 8 people)	Accommodations (Capacity : 2 people)	Meeting Room (Japanese Style) (Accommodation Use)	Exchange Room (Accommodation Use)
Students of RU	Related to regular university courses	Free	—	Free	Free
	Related to extracurricular activities	¥300	-	¥300	¥300
	Individual Use	¥1,500			
Student of Affiliated Schools		¥300	-	¥300	¥300
Student of APU		¥500		¥500	¥500
Faculty and Staff members of RU	School Duties	-	Free	-	-
	Individual Use	-	¥3,000	-	-
Student from Other Universities or Schools		¥1,800	-	¥1,800	¥1,800
Other		¥1,800	¥4,000		

(2) Meeting Room Use Fees

Size	Room Name	Fee (per room, per usage hour category)	Category of Usage Hours	
Small	K302 · K303	500YEN	Morning	9:00a.m – 12:00p.m
Middle	K301 (Japanese-style room) · K304 – K308	1,000YEN	Afternoon	1:00p.m. – 5:00p.m.
Large	K309 · K310	2,000YEN	Night	6:00p.m. – 10:00p.m.
* Exchange Room 1 & 2, Epoch Hall, Hosoon (Japanese Tea Ceremony Room), Meeting Room (For Athletic Clubs), Cafeteria, Epoch Lounge		Free		

* If used for regular courses of Ritsumeikan University, affiliated schools, or APU, or if used for office and research societies hosted or co-hosted by an on-campus organization, no fee will be assessed. A separate fee will be charged for extramural use such as academic societies.

(3) Terms of Payment

Pay the fee in cash on the day of check-in at the Epoch front desk.

In case of use by faculty and staff, non-members of Ritsumeikan, or on-campus organizations, an invoice for bank transfer can be issued.

In case of office use, a bank transfer slip will be sent at a later date to the office that used the facility from the Office of Regional Collaboration at BKC.

IV. Regulations

- ① Abide by public manners and use facilities in a way that creates a comfortable environment for all.
- ② All Epoch facilities are locked from midnight to 7:00 a.m.
Guests are unable to enter and leave during the above hours.
- ③ If using Epoch Hall, those who do not know how to operate the AV equipment must reserve a day to receive orientation in advance.
- ④ Entry to the rooftop and the garden outside of the facility is prohibited.
- ⑤ Smoking on campus is prohibited.
- ⑥ Drinking alcohol in the facility and BBQ area is prohibited. Drinking alcohol is also prohibited in exchange rooms.
- ⑦ Please refrain from speaking in a loud voice late at night or conducting yourself in a manner that disrupts other users. Additionally, using fireworks or playing mahjong is prohibited.
- ⑧ In the event of emergency, contact the Epoch front desk immediately (Ext. 6250) , follow the directions and evacuate promptly. (Make sure to check the evacuation route map in each room ahead of time.)
Do not use the elevators.
- ⑨ If a guest damages or stains fixtures either intentionally or as a result of neglect, the guest may have to pay for the damages.
- ⑩ Return desks, chairs, etc. to their original positions after use and dispose of garbage in the designated garbage box.

Any person who violates the rules will be banned from further use of the facilities.

V. List of Telephone Numbers

Reservations: Ext. 6250 Outside Line 077-561-2700

FAX: Ext. 6259 Outside Line 077-561-2711

Ritsumeikan Co-op

Reservations (for meal arrangements): Ext. 7775 Outside Line 077-561-3925