

OIC

## VII. Activities at Osaka Ibaraki Campus

## VII. Activities at Osaka Ibaraki Campus (OIC)

### 1. Ordinary Classrooms, Student-related Facilities

Extracurricular activity groups (Student Union-affiliated groups, groups approved by the Division of Student Affairs, etc.) may apply to use University facilities. Please follow the respective procedures to do so. The use of facilities by informal groups, external groups, and individual students is not permitted. (For external groups, facilities may be rented for a fee.) For details on the reservation application method, please check “TriR Campus (TriR)” on p.12 in the all campuses section of this handbook.

#### Basic Rules:

#### 1.1. List of Facilities Available for Extracurricular Activities

Building	Facility	Hours *1	Eligible Groups	Purpose of Use	Sound-producing Activities	Reservation Method *2
Building D	Student halls 1, 2	9:00 – 22:00	Groups engaging in expressive activities, etc. *3	Practice, planning, and events involving expressive activities	Allowed	Regular reservations + Application-based reservations
	D171	9:00 – 22:00 (Open slots when there are no classes)	Groups engaging in expressive activities, etc. *3	Dance, etc.	Depends	Regular reservations + Application-based reservations #
	Meeting rooms 1, 2	9:00 – 22:00	All university groups	Meetings, etc.	Not allowed	Regular reservations + Application-based reservations #
	(mini) Practice studio	9:00 – 22:00	Music-related groups	Musical practice	Allowed	Regular reservations + Application-based reservations #
	Workrooms 1, 2, 3	9:00 – 22:00	All university groups	Production work, etc.	Depends	Regular reservations + Application-based reservations #
Building D	OIC arena	9:00 – 22:00 p.m.	Sports and dance groups, etc.	Sports, dance, etc.	Depends	Application-based reservations
	Club boxes (offices)	9:00 – 22:00	Designated groups	Base of operations	Not allowed	Application required annually
	Training room	9:00 – 22:00 (Open slots when there are no classes)	All university groups and individuals	Strength training, etc.	Not allowed	Not required, but orientation session attendance required
Building A	Lecture rooms, Seminar rooms (Floors 1–5)	9:00 – 22:00 (Open slots when there are no classes)	All university groups	Study gatherings, meetings	Depends (specific classrooms)	Regular reservations + Application-based reservations #
	Student lounge	9:00 – 22:00	All university groups	n/a	Not allowed	Not required
	Circle Booths (group offices)	9:00 – 22:00	Groups approved after application	Base of operations	Not allowed	Application required annually

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Building	Facility	Hours *1	Eligible Groups	Purpose of Use	Sound-producing Activities	Reservation Method *2
	Rooms	9:00 – 22:00	All university groups and individuals	Meetings, etc.	Not allowed	Application to Office of Academic Affairs at OIC *4
	Meeting room	9:00 – 22:00	Talk with the Central Secretariat.	Meetings, etc.	Not allowed	Managed by the Central Secretariat
Building C	Lecture rooms (Floors 2–3)	9:00 – 22:00 (Open slots when there are no classes)	All university groups	Meetings (including study gatherings and regular meetings), practice, etc.	Not allowed	Regular reservations + Application-based reservations
Building B	Grand hall	9:00 – 22:00	All university groups	Events, practice, etc.	Allowed	Application to the Building B reception on the 1st floor *4
	Conference hall	9:00 – 22:00	All university groups	Events, practice, etc.	Depends	
	Event hall	9:00 – 22:00	All university groups	Events, practice, etc.	Depends	
	Music practice rooms 1–9	9:00 – 22:00	Music-related groups * Priority system in place	Musical practice	Allowed	
Building G	Various facilities	10:00 – 20:00	All university groups and individuals	Meetings, events, etc.	Depends	Application to the Building G reception on the 1st floor *4
Outdoors	Sora-no-Plaza	*5	All university groups	Events, etc.	Depends	Application-based reservations (event application)

\*1: Please leave before usage time ends. No students or their belongings may remain after 22:00 (hours available for rent subject to change).

\*2: Only facilities marked with a number sign (#) are available for reservations during course offering periods.

\*3 “Groups engaging in expressive activities, etc.” refers to groups whose purpose is dance or music activities.

\*4: Rooms in Buildings B, G, and A are not managed by the Division of Student Affairs. Therefore, the reservation method for these facilities differs from that for other facilities. Please check with the person in charge of reservations ([shisetu@st.ritsumei.ac.jp](mailto:shisetu@st.ritsumei.ac.jp)) for details.

\*5: When using the Sora-no-Plaza, please be considerate of neighbors and curricular classes. Please be sure to discuss your plans at the facilities counter of the Office of Student Affairs at OIC in advance.

### ■ Sound-Producing Activities

“Allowed”: Completely soundproof

“Depends”: Not a soundproof facility, sound may only be produced to the extent that it does not affect outside of the facility.

“Not allowed”: No sound besides talking and the sounds of daily life.

## 1.2. How to Reserve a Facility

### Regular Reservations (Lecture Rooms and Seminar Rooms in Buildings A and C, and

### Facilities on the First Floor of Building D)

This section describes how to make reservations to use the lecture rooms and seminar rooms in Buildings A and C and the meeting rooms in Building D for the purpose of meetings (for study, etc.), practice (excluding activities with significant movement), and so on. You can apply from a week before the date of use, i.e. from the same day of the previous week as the date of use, to a business day before the date of use (according to the calendar for the Division of Student Affairs). Using TriR, you can check availability and apply to reserve an open time slot of one of the rooms listed in the previous pages.

**\*For the first two weeks of classes in each semester, those rooms are not available until the fourth period, even if there are no classes being held.**

**\*The application deadline is 17:00 on the day before desired usage (one day earlier in the case of a Saturday, Sunday or public holiday due to the office counter not being open).**

**\*The application deadline for the facilities on the 1st floor of Building D is 15:00 on the day before intended use (or one day earlier if the office is closed for a Saturday, Sunday, or public holiday.)**

### Application-based Reservations

This type of reservation method is for facilities to which the regular reservation method is not applicable. Fill out the prescribed application form and apply online. Application-based reservations are divided into three categories below according to the purpose and reason for application.

#### (1) Specific-purpose Reservations

This application method is to make a reservation for **a specific purpose (singing / musical instrument practice, dance practice, production activities, exercise, etc.)**. As with a regular reservation, you can apply from a week before the date of use, i.e. from the same day of the previous week as the date of use, to a business day before the date of use (according to the calendar for the Division of Student Affairs).

**In principle, you cannot reserve student halls 1 and 2 and D171 at the same time.** However, you may be able to do so if there is still an opening the day before.

**\*The application deadline is 15:00 on the day before intended use (or one day earlier if the office is closed for a Saturday, Sunday, or public holiday.)**

#### (2) Prospectus Reservations

If you need to make a reservation more than seven days in advance due to **special reasons** such as an event (see VII-8 for details), **early reservations may be accepted**. In such cases, on **a prospectus**, please write out the purpose/reason for use and the details of your plans for facility use and then talk with the Office of Student Affairs at OIC in advance.

For events held during the new student welcome season and school festival season, the new student welcoming committee of the Student Union and Ritsumeikan University festival committee will accept reservations during specific periods. The university also accepts reservations for facilities for plans related to the welcoming of new students held outside of these seasons. For details, please check the extracurricular activity support webpage.

**\*The application deadline is 15:00 on the day before intended use (or one day earlier if the office is closed for a Saturday, Sunday, or public holiday.)**

#### (3) Reservations During Course Offering Periods

You can make multiple reservations on the same day of the week and/or at the same time slot when classes are in session.

Applications will be accepted from late January to late February for the spring semester and from late July to late August for the fall semester. The results announcement date

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and start of use date will be shared at the time of application.

### OIC Arena (Building D, 2F) Reservations

The OIC arena can be reserved on a priority basis by the volleyball and badminton clubs of the Athletic Division and the cheerleading club (application made by the 15th of the previous month, facility reservation completed by the 20th). All other groups should use the prospectus reservations for available time slots in the upcoming month after the 21st, or the specific-purpose reservations seven or less days before day of intended use. In principle, the maximum number of slots (periods) per day is two.

**\*The application deadline is 15:00 on the day before intended use (or one day earlier if the office is closed for a Saturday, Sunday, or public holiday.)**

### Building B Reservations

Please check the availability of the facilities at the Building B reception and make a reservation. After that, as soon as possible please fill out the required information on the prescribed form and submit it at the counter of the Office of Student Affairs at OIC. Approval from the Office of Student Affairs is not required for normal practice purposes that do not require the use of sound equipment, etc. (hereinafter referred to as “simple use”).

Building B is open to Ibaraki City, local residents, and others outside the University. Therefore, the dates for making reservations are set as follows.

Reservation Category	Reservation Start Date
Various official anniversary events of Ritsumeikan / Ibaraki City	No fixed start date for reservations (highest priority)
Ritsumeikan Events Use by organizations/groups for which Ritsumeikan faculty/staff serve in secretariat Projects organized or co-organized by the Ibaraki City / Cultural Promotion Foundation	From 9 months prior to the desired month of use
Extracurricular activity group use (except for events, practice using sound equipment, or simple use)	From 7 months prior to the desired month of use
Extracurricular activity group use (simple use)	From 1 month to 3 days prior to the desired date of use
Ibaraki City resident use	From 6 months prior to the desired month of use
General use	From 5 months prior to the desired month of use

### • Building G Reservations

Please check the availability of the facilities at the reception on the first floor of Building G and apply for a reservation.

### 1.3. Notes

- Since the Building A and Building C concourses and corridors form one large space, the loud noise could echo. Therefore, when using the classrooms, it is prohibited to make noise in the concourses, corridors, or other common areas, or to dance, train, or do other activities that may obstruct passage, etc.
- When entrance or other examinations are held in Buildings A/C, their use will be restricted. Also, due to the limited number of facilities, there may be a limit to the number of classrooms a group may use. Details will be provided at the time of reservation.

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- If you wish to use the facilities together with non-Ritsumeikan University students, please apply at the time of reservation and follow the instructions given by the facilities counter staff of the Office of Student Affairs at OIC.

Example: Conferences and events where students from multiple universities gather

- In some cases, facility use may be restricted or it will be considered use by groups/individuals from outside of the university (and a fee charged).
- Simple use of facilities by extracurricular activity groups is for practice activities only and does not include the use of sound equipment, stage equipment, or tiered seating.

### 1.4. Facility Use During Long Breaks

- Facilities may be used during summer and spring breaks. They may not be used during university-wide breaks (Obon and New Year). As with regular reservations, applications can be submitted up to seven days in advance, including the date of application.

### 1.5. Air Conditioning and Heating

- If you wish to use air-conditioning outside the university's air-conditioning / heating periods, please be sure to submit the relevant application form at the facilities counter of the Office of Student Affairs at OIC in advance.

### 1.6. Annual Use of Circle Booths

The Circle Booths in the student lounge on the third floor of the AN are available for annual use as a base for extracurricular activity groups. Applications are accepted from groups that will actively engage in activities that embody the OIC's core academic concepts of "Asia's Gateway", "Urban Co-creation" and "Regional Cooperation". However, please note that there may be usage restrictions due to COVID-19 based on the BCP level.

- Facilities Available  
Circle Booths 1 to 4 (no sound-producing activities allowed) in the student lounge on the third floor of the AN
- Length of Use and Equipment Provided
  - (1) Length of Use: One year (March to February of the following year)
  - (2) Equipment (tentative): 1) Tables, 2) Chairs, 3) Equipment shelves, 4) Whiteboards
- Application for Use
  - (1) Application Period: Late December to mid-January
  - (2) Application Location: Office of Student Affairs at OIC
  - (3) Eligible groups: Voluntary associations, student clubs, and official organizations affiliated with the Academic and Cultural Divisions; official organizations, student clubs and central voluntary associations for academic activities (sports & culture); and undergraduate project groups

\*It is a condition of conducting activities in the Circle Booths to be a group authorized by the Office of Student Affairs.

  - (4) Required document: Use request form for Circle Booths
- Document Screening  
Applications will be assessed using the following criteria. Please check the application guidelines.
  - 1) Purpose and necessity of use
  - 2) Clarity of specific utilization methods, etc., and measures to prevent infection in relation to COVID-19
  - 3) Consistency between usage and purpose (e.g., as a base for research and activities or

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as a place for meetings and socializing, whether the use can be substituted by classroom rental or locker use, etc.)

\*Regarding the review of 1) and 2) above, we will also consider the following points.

- Do the groups' activities put into practice OIC's teaching and learning concepts (urban co-creation, community and social collaboration, and gateway to Asia) or do they have a specific plan to do so?
- How do groups plan to utilize the OIC Circle Booth to advance and develop their activities?

\*In the exceptional case that a group operating on all three campuses is eligible for screening, the following items will be taken into consideration in addition to the above screening criteria.

- The group must have a track record of activities at OIC that is comparable to those of groups based at OIC.
- Necessity of being based at the OIC (For groups with BOX/rooms at Kinugasa and BKC, the need to be based at both campuses must be clear. (It is not enough to say that it is necessary due to having "many members from OIC.")
- The need to be located at OIC during the year as part of campus development of future group activities.

### • Announcement of Approved Groups

- (1) Date: Around January or February (tentative)
- (2) Method: The Office of Student Affairs at OIC will contact each group separately with the results
- (3) Procedures: Please be sure to attend the Office of Student Affairs at OIC information session briefing after approval for booth use.

## 1.7. Annual Use of Circle Storage Spaces and Lockers

OIC has storage spaces and lockers for groups on the first floor of Building D. Depending on the nature of their activities, extracurricular activity groups operating at OIC can use them. The storage spaces and lockers are available for one academic year. If you wish to continue using them in the following year, you will need to apply for continued use.

### • Application Outline of Circle Storage Spaces and Lockers

- (1) Purpose: To store items for group activities
- (2) Application Period: Continued use applications - February, New use applications - Any time
- (3) Period Covered: One academic year
  - Groups must submit an application if they wish to use in the following year.
  - Use beginning in the middle of the academic year will also end in March.
- (4) Application Location: Office of Student Affairs at OIC
- (5) Eligible Groups:  
Central organs of the Student Union; official organizations, student clubs, and voluntary associations affiliated with the Academic, Cultural, and Athletic Divisions; registered student groups; undergraduate project groups; groups receiving the Ritsumeikan University Alumni Association Future Human Resources Development Scholarship; etc.
- (6) Required document: Use request form for Circle Storage Spaces/Lockers  
If a group wishes to continue to use its locker, it must present a key of the locker.
- (7) Types of Spaces/Lockers: Large, medium, small and oblong lockers; storage spaces (shelves)

### • Notes Regarding Use

- When you no longer need the locker, please return the locker key to the Office of

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Student Affairs at OIC as soon as possible.

- Groups will pay for lost locker keys (the actual cost of the key).
- Do not leave items around the lockers (on top of the lockers, in the walkway). (They may be disposed of when found.)
- Lockers must be kept locked.
- In principle, up to 10 people per group can register to open the storage space.

### 1.8. Facility Use Application Schedule (Tentative)

	April	May	June	July	August	September	October	November	December	January	February	March
Reservations during course offering periods (spring/fall semester)	↔					↔						↔
Applications for annual use of Circle Booths									↔			
Storage space / locker application										↔		
Building B reservations	For November	For December	For January	For February	For March	For April	For May	For June	For July	For August	For September	For October

- The above schedule is subject to change.
- Applications for storage spaces and lockers are accepted at any time.



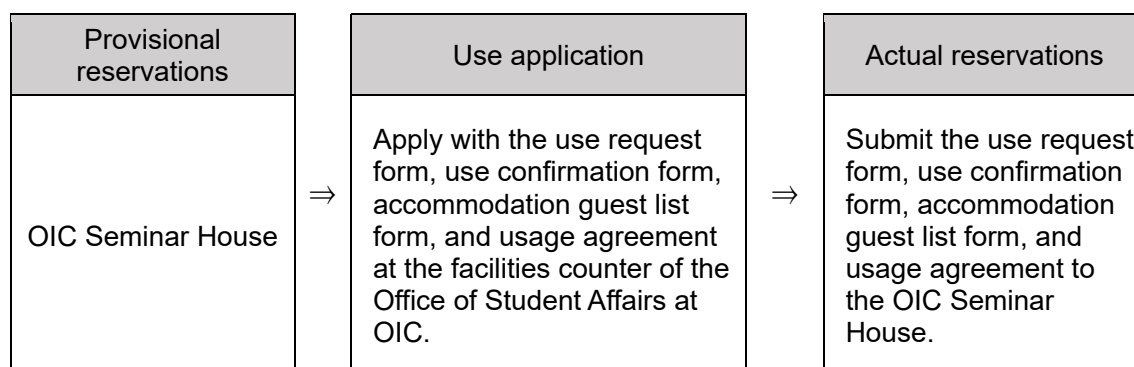
## 2. OIC Seminar House

Extracurricular activity groups, independent seminars, groups approved by the University, and others may apply to use the Seminar House. Informal groups, external groups, and individual students are not permitted to use the Seminar House.

### Basic Rules:

- Please observe the rules and make sure that everyone can use the Seminar House comfortably.
- It is prohibited to bring alcoholic beverages into the Seminar House, to enter the building under the influence of alcohol, or to drink alcohol.
- Smoking is prohibited in all areas of the building and its facilities. Smoking outside the facility is also prohibited by ordinance.
- Please refrain from talking loudly late at night, or any other behavior that may disturb other users in the building.
- Regardless of whether intentionally or negligently, users who damage or deface equipment or other items are responsible for paying for the items.
- Please be sure to return all used desks and chairs to their original positions, and dispose of trash in the designated areas.
- Please be sure to check the guide to using OIC Seminar House before doing the paperwork to use the Seminar House.

### Steps to Use the Seminar House



Actual reservations must be made at least eight days (including the day of use) in advance. Failure to do so by the deadline will result in cancellation.

For details on how to use OIC Seminar House and other information, please check Ritsumeikan University's website.

OIC Seminar House (<http://www.ritsumei.ac.jp/lifecareer/activity/facility/stay/>)

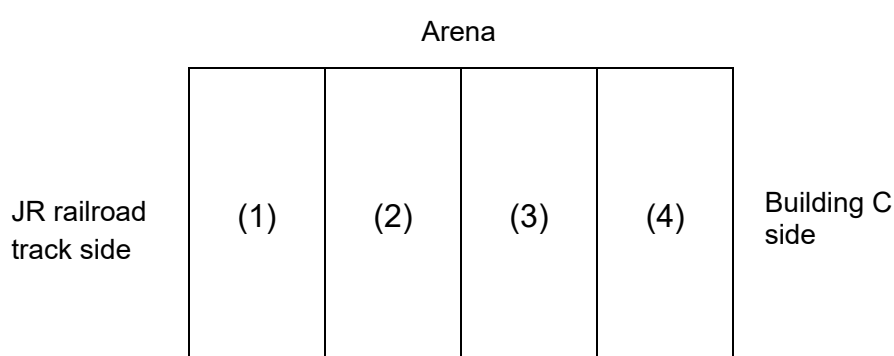


### 3. Use of Sports Facilities

#### 3.1. OIC Sports Facilities and Eligible Groups

##### ■ Available Facilities

Facility	Purpose of Use
Arena (Building D 2F)	Volleyball, badminton, cheerleading, dance, basketball, etc.
Training room (Building D 1F)	Training



##### ■ Notes Regarding Use

- Sports that use balls are not allowed in (1) above.
- Basketball is allowed in (2) and (3), or (3) and (4).
- Sports other than those that are the main purpose of a group's activities are not allowed. (I.e., badminton circle can't use the arena to play basketball.)
- Shoes worn outdoors are not permitted. (Please wear shoes that you only wear inside sports facilities.)

##### ■ Hours

- When there are classes until the second period, the facilities can be used from lunchtime, but if there are classes until the third period after cleanup, the facilities can be used from 3:00 p.m.
- Not available when there is a priority use reservation.
- Facility availability during summer and spring breaks is the same as when classes are in session.
- Information on office closures during Golden Week, university-wide summer and winter breaks, and other periods (when facility use is not possible) will be posted at the counter in advance.

#### 3.2. Procedures for Use

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Applications can be submitted up to seven days in advance, including the date of application. You can check the availability on TriR and apply to use a facility/time slot that is not booked.

Application for reservations: <https://www.ritsumei.ac.jp/infostudents/activity/>



However, there may be restrictions on the facilities available and type of use, and the reservation method may change. Please check with the facilities reservation counter when you make a reservation using the following email ([shisetu@st.ritsumei.ac.jp](mailto:shisetu@st.ritsumei.ac.jp)).

### 3.3. Equipment

Equipment for use in the sports facilities, such as nets and scoreboards, can be borrowed by completing procedures at the Building D office on the first floor of Building D. Groups wishing to use equipment should fill out a facility reservation application form or prospectus, submit them to the facilities reservation counter ([shisetu@st.ritsumei.ac.jp](mailto:shisetu@st.ritsumei.ac.jp)), and complete the necessary procedures at the Building D office.

- Please make sure to use a mat if there is any possibility of the floor damage.

### 3.4. Use of Training Room (OIC Gym)

In order to use the training room, you need to attend an orientation session. Orientation sessions and training room use are by appointment only. Please make a reservation using the below URL.

The training room is available from Monday through Saturday (closed on Sundays and holidays [even if classes are held]). Open all hours except when in use by a class. For more information, please check the below university website.

- OIC Gym Training Room (<http://www.ritsumei.ac.jp/lifecareer/activity/facility/gym/oic/>)

Reservations for  
orientation sessions



Reservations for  
Kinugasa/BKC/OIC  
training rooms



**Inquiries**

Office for Athletes and Sports Services  
Tel.: 077-561-3977

**Please make sure to observe proper etiquette when using the facilities while following the rules.**

**Please follow the instructions of the Building D office and the Division of Student Affairs (Office of Student Affairs / Office for Athletes and Sports Services), ensure safety during your activity, and make sure that everyone can use the facilities comfortably. Groups that violate the rules and/or etiquette **will have their facility use suspended.****

## 4. Equipment Use

### Basic Rules:

- Equipment loaned to students can only be used at the university. In principle, use outside the university is not permitted.
- If it is found during or after use that the equipment is damaged, the using group will be invoiced for repair costs after the group is interviewed about how it was handled.
- If you find any equipment malfunctioning or broken, please contact the Office of Student Affairs immediately.

### 4.1. Equipment Available

The following items are available for loan to students by reservation. Please check the availability of the desired equipment at the Campus Information Center beforehand and then make a reservation. Please note that equipment quantities may increase or decrease due to wear and tear or malfunction. Please make sure to check with the Campus Information Center.

#### Campus Information Center Equipment Available for Use at OIC

Item	Quantity	Item	Quantity
Tape measure (50 m)	1	Water pitcher	1
Tape measure (100 m)	2	Business card holder	3
PA system	1 large, 1 small	Certificate folder for moderator	Double-sided 2 One-sided 3
Loudspeaker (large)	2	School song CD	1
Loudspeaker (small)	2	Traffic wand	20
Platform cart (small)	2	Desk name plate	70
Platform cart (large)	2	Electric space heater	3
Handheld microphone	2	Armband	158
White board for easeling (large) A2 size	10 large	White board for easeling (small) A3 size	20 small
Wired microphone	5	Stanchion	16
Wired microphone extension cord	5	Door stopper	111
Stopwatch	4	Partition (medium) W 82.5 × L 174 cm	20
Ribbon Rosettes	30 red, 30 white	Partition (large) W 112.5 × L 174 cm	20

Other equipment is also available in addition to the above. For detailed information, please check with the Campus Information Center on the first floor of Building A. Please note that sandbags are not included in the above list of equipment that can be borrowed as they are considered emergency supplies, but if you need them for an event, etc., please contact the Office of Student Affairs at OIC.

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### Equipment of the Student Hall Storage Available for Use at the Student Hall

Item	Quantity	Item	Quantity
Partition W 90 × L 190 cm	15	Wireless microphone	2
Partition W 120 × L 190 cm	14	Wired microphone	11
Standing Mirror	4	Stage	5
Long table	10	Folding chair	98
Mobile lighting system	4	Projector (ceiling-mounted)	2
Audio mixer	2	Speaker	4

Other equipment is also available in addition to the above.

### Gym Equipment Available for Use in the Arena

Item	Quantity	Item	Quantity
Interlocking mat	180	Colored mat (blue)	2
Thick gymnastic mat	1	Full-length mirror	1
Volleyball equipment	1 set	Badminton equipment	1 set

Other equipment is also available in addition to the above.

## 4.2. Procedures

### Equipment of the Campus Information Center

- (1) At the Campus Information Center, check the availability of the equipment you want to use.
- (2) Fill out an equipment use request form and receive a copy of the form.
- (3) On the day of use, bring the copy to the Campus Information Center to borrow the equipment.

### Equipment of the Student Hall Storage Space and Gym Equipment

In the case of a regular reservation, please provide the necessary information in the remarks section of the TriR. For application-based reservations, fill in the required information in the equipment section of the use request form or prospectus before submitting these forms. Please note that equipment is subject to availability.

## 5. Printer and Digital Duplicator Use

At OIC, there are multifunction printers located throughout the campus, and students can print out from their laptops and other devices on the RAINBOW network. (Special drivers are required. For details, please check the RAINBOW website.) The printers have copy functionality with a variety of features. A RAINBOW ID or student ID card is required to use these printers. There is an annual limit on the number of pages. (Pages exceeding the limit are charged at 1 point/¥10. Please check the RAINBOW website for details on how to pay.) \*Please note that additional printing points you pay for will be reset at the end of each academic year.

For large quantities, the Student Union has two digital duplicators in a printing room that is located in the student lounge on the third floor of Building A, and they are available to Student Union-affiliated groups. If you wish to use one, you need to apply at the counter of the Central Secretariat of the Student Union, also located in the student lounge. For more information, please contact the Central Secretariat of the Student Union.

### **Inquiries**

For Multifunction Printers: RAINBOW Service Counter

For Digital Duplicators: Central Secretariat of the Student Union at OIC  
Tel. at 072-665-2140

## 6. Campus Entry of Large Buses and Other Vehicles

### Basic Rules:

- The Office of Student Affairs will arrange for the entry of vehicles that are deemed necessary for extracurricular activities (e.g., loading and unloading for an event).
- Applications must be made at least eight days (including the day of use) in advance. In principle, applications not received by this deadline will not be accepted.
- Unauthorized campus entry of vehicles and their illegal parking around the campus are subject to severe disciplinary action, including suspension from the university.
- The procedures differ for contractor/vendor/etc. vehicle entry depending on scale and whether a guide is required.
- In principle, overnight parking is not allowed. Please be sure to remove the vehicle on the same day.
- The following groups are eligible to have vehicles temporarily enter the campus: Student Union-affiliated groups, undergraduate project groups, and groups approved by the Division of Student Affairs.
- In principle, people from outside the university (e.g., group instructors) are not allowed to enter the campus by vehicle. Please have them use public transportation.
- Applications for entry is limited to two vehicles per day (if you require entry of multiple vehicles, please consult with the Office of Student Affairs at OIC).

### ■ Application Procedures

After talking with the facilities counter staff of the Office of Student Affairs at OIC, please fill out and submit an application form at least **eight days in advance including the desired day of entry**. Campus entry of trucks larger than three tons and large buses requires notifying not only the facilities counter of the Office of Student Affairs at OIC, but also the police well in advance.

## Entry of Large Buses

If due to overnight activities, a trip, or similar reason, you wish to have a large bus enter the campus, advance application is required using a request form for large bus entry related to extracurricular activities. In principle, please submit an application to the facilities counter of the Office of Student Affairs at OIC **at least eight days in advance (including the day of use)**.

### 1. Procedures

Please fill out the request form for large bus entry related to extracurricular activities with the details of why you will be using a large bus. Have the form checked at the facilities counter of the Office of Student Affairs at OIC and obtain permission at the Campus Information Center.

### 2. Notes

If the bus will be at the bus stop during shuttle bus/public bus arrival or departure times, please make sure it waits in a place that does not interfere with those buses.

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Trucks with a maximum loading capacity of three tons or more and large buses (seating capacity of thirty or more) are prohibited from passing on the surrounding roads at all times. Permission from the Ibaraki Police Station chief is required for these vehicles to pass through restricted roads. (Road Traffic Act, Article 8, Paragraph 2)

After contacting the police, please submit the application for restricted road passage to the Ibaraki Police Station and complete the application procedures.

Applicants are required to go to the Ibaraki Police Station twice. It will take at least five to seven days (excluding government administration holidays) from the time of application to permit issuance. If you do not apply as above, the vehicle will not be allowed to enter the campus. Ritsumeikan Trust will not be held responsible for any problems that may arise in such cases. Therefore, please apply as early as possible. (The person in charge at the contracted travel agency or bus company can also apply for you.)



## 7. Waste Disposal

If you need to dispose of large-amount and large-size waste generated by extracurricular activities, please discuss this with the facilities counter staff of the Office of Student Affairs at OIC in advance.

Also, please note that advance application and approval from the Division of Student Affairs is required for the disposal of equipment purchased using financial support for extracurricular activity groups such as Foundational Activity Grant and Challenge Grant.

### 7.1. Procedures

Please discuss your plans with the facilities counter staff of the Office of Student Affairs at OIC in advance. Then, submit a waste/unneeded items disposal request form. The office will check the form and give you instructions on how to proceed.

### 7.2. Notes

- Please be sure to separate garbage according to Ibaraki City's garbage separation rules.
- Depending on the items being disposed of, a fee may be charged.

## 8. Holding Events

Here, an event is defined as a performance, exhibition, recital, etc., held by an extracurricular activity group that attracts a large number of visitors. (Regular group practice and new group member recruitment information sessions are not included.) In order to hold an event, the following procedures must be completed.

### 8.1. Holding an Event

In order to hold an event, you need to apply to the facilities counter of the Office of Student Affairs at OIC and obtain permission from the office. After submitting the necessary documents (such as a prospectus) and receiving permission, in principle you may reserve facilities for your event from three months prior to the month of the event.

As a general rule, events for which participation fees are charged are prohibited. (However, such events may be permitted after prior consultation if certain conditions are met). Please be sure to consult with the Division of Career Services in advance if you plan to hold any career or job-hunting related events.

For events held during the new student welcome season and school festival season set by the Student Union, the Ritsumeikan University festival committee will accept reservations. Procedures in this section do not apply to reservations for these seasons in principle.

#### ■ Outlines of Major Facilities for Events

	Facility*	Capacity	Notes
Building B	Grand hall	Up to 1,000 people	Sound system, lighting system, projector, screen
	Conference hall	135 people	Sound system, projector, blackout curtains
	Event hall	400 people (maximum when seated)	Sound system, lighting system, height-adjustable stage
Building D	Student hall 1	30 people	Sound system, lighting system, stage stands, and other equipment
	Student hall 2	30 people	Sound system, lighting system, stage stands, and other equipment
Outdoors	Sora-no-Plaza	n/a	n/a
Building C	OIC cafeteria	n/a	Stage

- Lectures and similar events can also be held in ordinary classrooms.
- The hours of use are the same as the hours of operation of each facility.

\* The reservation method for the grand hall, conference hall, and event hall in Building B (Ritsumeikan Ibaraki Future Plaza) is different from that for the regular facilities.

### 8.2. Other

- If you are considering raising funds through crowdfunding or other means, please be sure to consult with the Office of Student Affairs in advance.
- If you are considering publishing a book about your activities, please be sure to consult with the Office of Student Affairs beforehand.

## 9. Promotional Activities

In principle, only groups and individuals affiliated with the University and the Student Union, or Groups and individuals approved by the Division of Student Affairs are permitted to conduct promotional activities on campus. As a general rule, external groups are not permitted to do so. Groups conducting promotional activities on campus are requested to observe the following rules.

Also, please note that you must apply in advance at the Office of Student Affairs at OIC before taking photos or videos on campus.

\*The rules and regulations regarding the new building at OIC will be added as soon as they are determined.

### Basic Rules:

- When undertaking promotional activities, make sure to complete the necessary procedures as outlined in “9.1 Types of Promotional Activities/Application Method” below.
- In principle, no proselytizing, solicitation, or promotional activities by external groups or political/religious groups is allowed on campus.
- Posters and leaflets must clearly identify the name of the group and its contact information (the group email address, etc.; no personal cell phone numbers).
- When the posting period has passed, remove the posters/leaflets immediately. Ones that remain will be removed by the Division of Student Affairs or the Student Union.
- Posting of posters and leaflets outside designated areas (on glass surfaces of buildings and walls that are not bulletin boards) is prohibited. Leaving leaflets in a classroom is also prohibited.
- The use of microphones and loudspeakers for promotional activities is not permitted.
- Unauthorized posting of posters/leaflets and promotional activities outside of the university are prohibited by ordinance. Please take note of the Road Traffic Act and Outdoor Advertising Ordinance.
- Please be sure to consult with the Division of Career Services in advance if you plan to hold any career or job-hunting related events.

### 9.1 Types of Promotional Activities/Application Method

#### Bulletin Boards

\*Refer to the floor map in “Bulletin Board and Digital Signage Locations” below for locations of 1) -7) in the following table.

Building	Location	Form	Eligible Groups	Period	How to Apply
<b>Building A</b>	1) 2F concourse (AN/AS)  (excluding ones for the university's exclusive use)	Cork boards*1	<ul style="list-style-type: none"> <li>• Student Union-affiliated groups</li> <li>• Groups and individuals approved by the Division of Student Affairs*4</li> </ul>	n/a	<ul style="list-style-type: none"> <li>• Application is not required of Student Union-affiliated groups.</li> <li>• Other groups should talk with the Office of Student Affairs.</li> </ul> <p>*Within one A4 page</p>
	2) 2F concourse (AC)	Whiteboard, etc.*2	<ul style="list-style-type: none"> <li>• Groups and individuals from the university</li> </ul>	n/a	No application required

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	3) 2F concourse	Mobile whiteboard *2	<ul style="list-style-type: none"> <li>Groups and individuals from the university</li> </ul>	n/a	No application required
	4) 3F concourse (AN/AC/AS)	Cork boards*1	<ul style="list-style-type: none"> <li>Student Union-affiliated groups</li> <li>Groups and individuals approved by the Division of Student Affairs*4</li> </ul>	n/a	<ul style="list-style-type: none"> <li>Application is not required of Student Union-affiliated groups.</li> <li>Other groups should talk with the Office of Student Affairs.</li> </ul> *Within one A4 page
	5) 5F in front of elevator on AN side	Whiteboard, etc.*2		n/a	
<b>Building C</b>	6) 1F OIC Cafeteria	Cork boards*1	<ul style="list-style-type: none"> <li>Student Union-affiliated groups</li> <li>Groups and individuals approved by the Division of Student Affairs*4</li> </ul>	1 month (Up to the planned date)	After having the actual materials approved at the facilities counter of the Office of Student Affairs, post it to the bulletin board closest to the office in the cafeteria.
<b>Building D</b>	7) 1F locker rooms (men's/women's )	Cork boards*1	<ul style="list-style-type: none"> <li>Student Union-affiliated groups</li> <li>Groups and individuals approved by the Division of Student Affairs*4</li> </ul>	n/a	Talk with the Office of Student Affairs. *Within one A4 page

\*1: When posting on a bulletin board (cork board), please be sure to fasten the four corners so that the posted material will not come off. Please use your own thumbtacks.

\*2: When posting on the whiteboard, use your own magnets. When writing directly on the whiteboard, be sure to use a whiteboard marker.

\*3: In principle, the bulletin boards on the concourses of each floor of Building A are used for posting information from the university and so applications for extracurricular groups or individual use are not accepted. However, notifications for university wide events or projects supported by the university may be accepted in special cases.

\*4: Groups and individuals approved by the Division of Student Affairs include undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.

### Digital Signage

\*Refer to the floor map in “Bulletin Board and Digital Signage Locations” below for locations of 8) -14) in the following table.

Building	Location	Eligible Groups	Period	How to Apply
<b>Building A</b>	Concourse 8) 1F (AN/AS) 9) 2F (AN/AS) 10) 3F (AS) 11) 4F (AN)	<ul style="list-style-type: none"> <li>Student Union-affiliated groups</li> <li>Groups and individuals approved by the Division of</li> </ul>	Negotiable	<ul style="list-style-type: none"> <li>Bring your data (preferably a video) to the facilities counter of the Office of Student</li> </ul>

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<b>Building B</b>	12) 1F MIRAIE 13) 2F R-AGORA central space	Student Affairs (e.g. undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.)		Affairs and apply using a prescribed form (by three business days before the desired display date).
<b>Building G</b>	14) 1F Wakebayashi International Plaza (Entrance)	<ul style="list-style-type: none"> <li>Groups affiliated with offices, seminars, research offices/labs</li> </ul>		<ul style="list-style-type: none"> <li>Groups affiliated with offices must do so at their offices, and groups with seminars and research offices/labs must do so at the OIC Manabi Station counter.</li> </ul> <p>*Display time: Period of 30 seconds (still image). There is no time limit for videos as long as they are within 500 MB.</p>

\*Confirm the prescribed application form at the relevant office counter.

### Distribution of Leaflets

\*Refer to “Locations Where Leaflets Can Be Distributed” below for the approved distribution locations in the following table.

Building	Approved Distribution Locations	Eligible Groups	Approved Distribution Times	How to Apply
<b>Outdoors</b>	<ul style="list-style-type: none"> <li>Campus promenade, symbol promenade</li> <li>South side of the 1F concourse of Building A (excluding storefront)</li> </ul>			<ul style="list-style-type: none"> <li>Bring your leaflet to the facilities counter of the Office of Student Affairs and submit a designated application form (by three business days before the desired distribution date, excluding class days on holidays and Saturdays, and make-up class days).</li> </ul>
<b>Building A/B/C</b>	<ul style="list-style-type: none"> <li>Around the north entrance of Building A (excluding stairs)</li> <li>2F concourse between Buildings A and C</li> <li>2F concourse between Buildings C and B</li> </ul>	<ul style="list-style-type: none"> <li>Student Union-affiliated groups</li> <li>Groups and individuals approved by the Division of Student Affairs (e.g. undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.)</li> <li>Groups affiliated with offices, seminars, research offices/labs</li> </ul>	Any time <b>excluding</b> during classes or immediately after a class has finished	<ul style="list-style-type: none"> <li>Groups affiliated with an office should apply via that office, and seminars and laboratory groups should apply with the designated form via the OIC Manabi Station counter.</li> </ul>

## VII. Activities at Osaka Ibaraki Campus (OIC)

\*Confirm the prescribed application form at the relevant office counter.

### **Selling Tickets or Setting Up a Stall on Campus**

Building	Approved Selling Locations	Approved Selling Groups	Approved Selling Times	How to Apply
<b>Outdoors</b>	Outdoors on campus	<ul style="list-style-type: none"> <li>• Student Union-affiliated groups</li> <li>• Groups and individuals approved by the Division of Student Affairs (e.g. undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.)</li> <li>• Groups affiliated with offices, seminars, research offices/labs</li> </ul>	Any time ( <b>excluding</b> during classes or immediately after a class has finished)	Submit a proposal and prospectus to the Office of Student Affairs and gain prior approval.
<b>Building A</b>	<ul style="list-style-type: none"> <li>• 1F concourse in front of AS Office</li> <li>• 3F Student Lounge</li> <li>• 3F BA-House</li> <li>• 3F PS-Lounge</li> <li>• 5F Global Lounge</li> </ul>			

Note: As a general rule, events for which participation fees are charged are prohibited at the university. However, such events may be permitted after prior consultation if certain conditions are met.

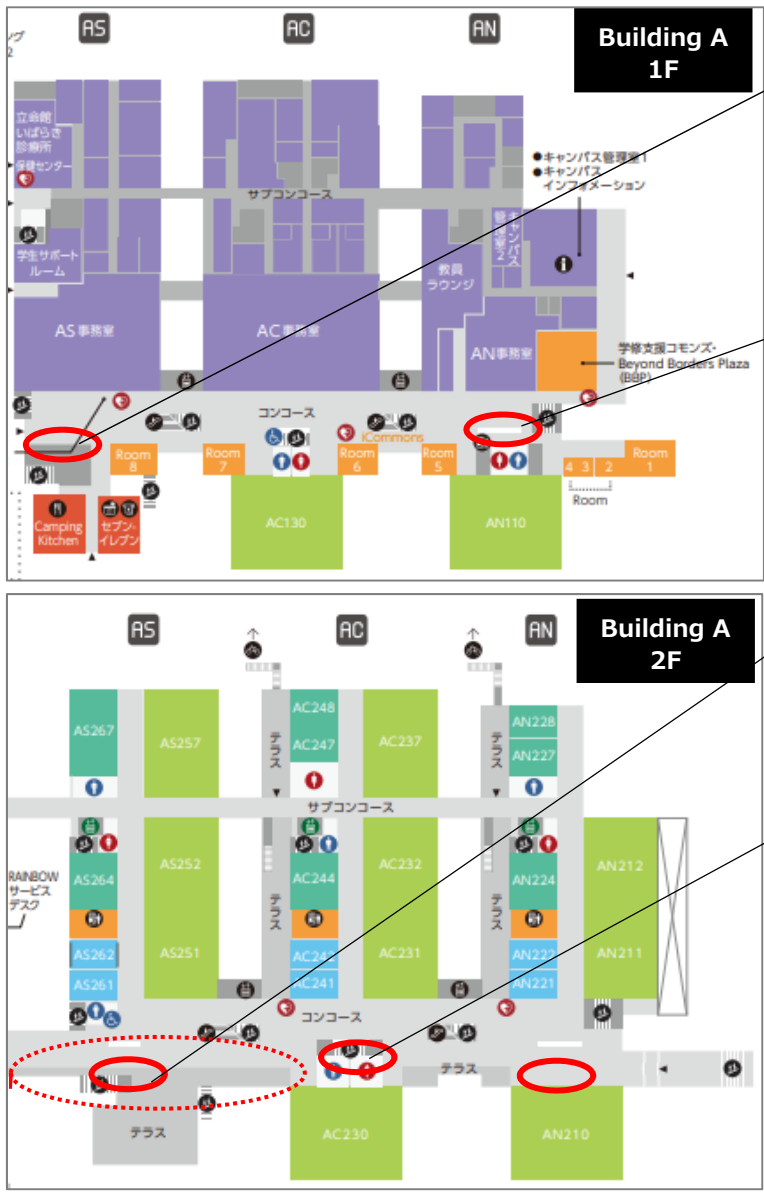
### **Taking Photos or Videos on Campus (Use of Drones Included)**

Photo/Video Location	Approved Photo/Video Time	How to Apply	Important Points
Outdoor and indoor spaces on campus	Office of Student Affairs counter is open from 9:30 to 17:00 (except Saturdays, Sundays, and holidays)	<p>Submit the prescribed application form to the Office of Student Affairs and gain prior approval (by three business days before the desired shooting date).</p> <p>*After receiving the application, the Office of Student Affairs will notify the applicant organization of the results after reporting to and confirming with the relevant office.</p>	<ul style="list-style-type: none"> <li>• When taking photos/videos, make sure to wear a Ritsumeikan University or Ritsumeikan University Student Union armband.</li> <li>• When taking photos/videos, take care not to infringe on portrait rights and to avoid showing other students, faculty and staff, citizens, etc.</li> </ul>

\*Confirm the prescribed application form at the relevant office counter.

# VII. Activities at Osaka Ibaraki Campus (OIC)

## Bulletin Board and Digital Signage Locations



8) Digital signage



8) Digital signage



1) Cork board

9) Digital signage



2) Whiteboard



1) Cork board

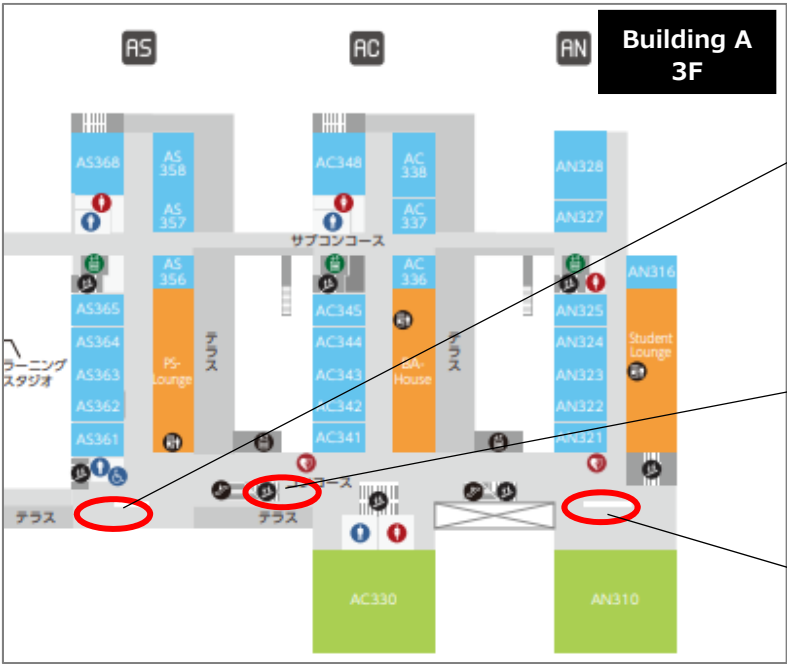
9) Digital signage



3) Whiteboard



VII. Activities at Osaka Ibaraki Campus (OIC)



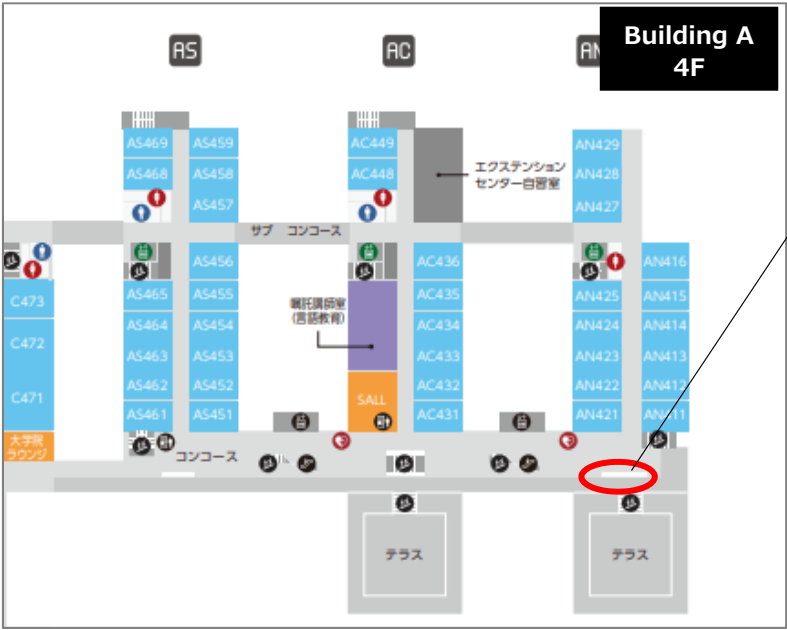
4) Cork board  
10) Digital signage



4) Cork board



4) Cork board

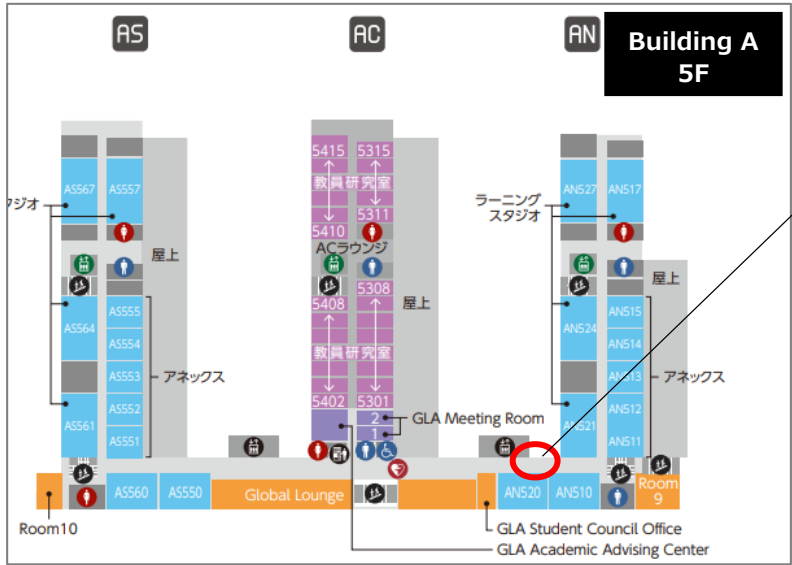


11) Digital signage





VII. Activities at Osaka Ibaraki Campus (OIC)



5) Whiteboard



12) Digital signage



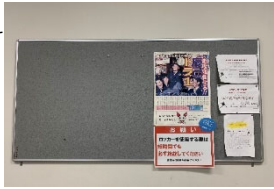
VII. Activities at Osaka Ibaraki Campus (OIC)



13) Digital signage



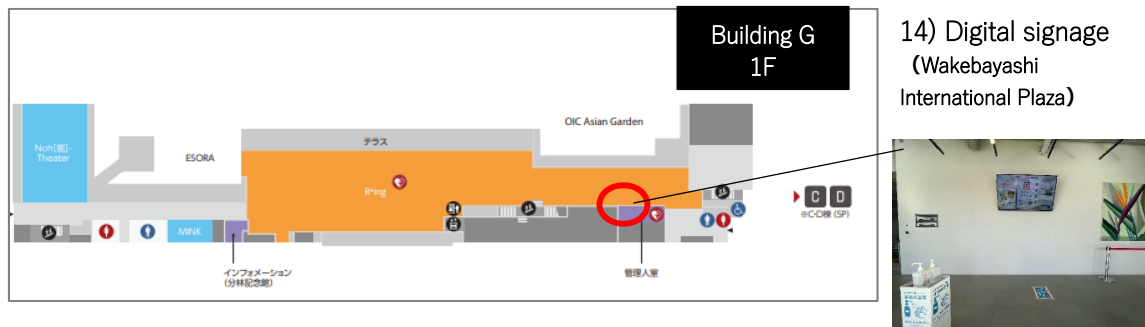
7) Cork board (Locker rooms)



6) Right side of the cork board (OIC Cafeteria)



## VII. Activities at Osaka Ibaraki Campus (OIC)



## VII. Activities at Osaka Ibaraki Campus (OIC)

### 9.2 Conditions and Rules for Display and Distribution of Poster/Leaflets

When either displaying or distributing materials, groups that have received approval from the Office of Student Affairs after completing the necessary procedures in accordance with “9.1 Types of Promotional Activities/Application Method” may display and distribute the information under the following conditions and rules.

#### (1) Display of Posters/Leaflets, etc.

Item	Conditions/Rules
1) Information that must be included in displayed posters/leaflets	Be sure to include the below information on your posters, etc. (a) Name and contact information of the issuing group (group email address, etc.; personal cell phone numbers not allowed) (b) Affiliation (e.g., Cultural Division-affiliated official organizations, an undergraduate project group from XX college, a research office/lab from XX college, etc.) (c) (For events) Event name and date
2) Bulletin board posting rules	Posters and other materials should be pinned to bulletin boards with pushpins at all four corners to prevent them from coming off. Use of scotch tape, packing tape, glue, and staples when posting is prohibited. They leave marks.
3) Important points regarding the whiteboard on the second-floor concourse of Building A	The whiteboard on the 2nd floor concourse of Building A can be used for publicity purposes by posting leaflets and directly writing on it. However, it may be used for student groups' presentation projects, guidance, etc. In such cases, the posted items may be moved on the condition that the using group restores everything to its original condition.
4) Approved size for display posters/leaflets	The maximum size of the display for items for the 2nd floor concourse (north and south) and 3rd floor concourse (north, center, and south) of Building A and the changing rooms of Building D is one A4 page. For other bulletin boards, while there are no size limits, please share with other groups and display materials that are the appropriate size for the space available.

#### (2) Distribution of Leaflets

Item	Conditions/Rules
1) Information that must be included in distributed leaflets	Be sure to include the below information on your leaflets, etc. (a) Name and contact information of the issuing group (group email address, etc.; personal cell phone numbers not allowed) (b) Affiliation (e.g., Cultural Division-affiliated official organizations, an undergraduate project group from XX college, a research office/lab from XX college, etc.) (c) (For events) Event name and date
2) Application period	Application period is until three days before desired distribution date (excluding Saturdays, Sundays and public holidays).
3) Distribution times	Please be careful not to interfere with regular classes.
4) Prohibited items	a) It is prohibited to place leaflets or triangle table tents in classrooms, concourses, the cafeteria, etc. They will be discarded. b) The distribution or posting of leaflets, discount coupons, etc. by companies or other groups that are not authorized is not permitted.

# VII. Activities at Osaka Ibaraki Campus (OIC)

	c) Iwakura park is not part of the campus. Even if you are a member of one of the above-described approved groups, you are not allowed to distribute leaflets in the park.
5 ) Distribution locations	Distribution of leaflets is permitted only in the space within the red box in the figure below.
6 ) Wearing of armband	When distributing leaflets, make sure to wear a Ritsumeikan University or Ritsumeikan University Student Union armband.

## Locations Where Leaflets Can Be Distributed

