



# *Guide to Using OIC Seminar House*

## **Introduction**

### 1. Objective of the facility

OIC Seminar House is designed to support development in education and learning at OIC and builds upon the university's experiences of operating seminar houses at other campuses. Taking advantage of the campus' favorable geographical location, it shall contribute to promoting research and international collaborations, facilitating adult learning and partnerships between secondary and higher education, in accordance with the core concepts of the new campus. The facility shall function as a hub for education, research, extracurricular activities, and exchange programs.

### 2. Purpose of use

The house is available for use by Ritsumeikan University or affiliate schools of the Ritsumeikan Trust (hereinafter referred to as The Trust) for purposes as described below.

- (1) Related to university courses
- (2) Related to extracurricular activities
- (3) Related to school affairs
- (4) Related to academic societies and meetings that faculty attend
- (5) For international exchanges or other similar events
- (6) Uses that the Chief Administrative Officer at OIC has specifically approved

Those who wish to use OIC Seminar House for one of the purposes listed above should make a reservation following the instructions in II. How to Reserve a Room at OIC

### 3. Period of stay

Guests can stay at the house for up to three days and two nights at one time. However, this restriction shall not apply when the Chief Administrative Officer at OIC approves.

### 4. Opening hours

- 1) Reception: 8:00 a.m. - 10:00 p.m.
- 2) Entrance on the first floor: 7:00 a.m. - 10:00 p.m.  
The entrance on the first floor will be locked after 10:00 p.m. Guests checking in or returning after 10:00 p.m. should call the reception in advance and enter the house no later than midnight (24:00). When entering the house between 10:00 p.m. and midnight, you should use the intercom at the entrance on the first floor to call the staff.
- 3) Closed Time: From midnight (Guests cannot enter the house from midnight to 7:00 a.m. the following morning during which time the house is locked.)
- 4) Closed days  
The house will be closed during the summer break (Aug. 11, 2015 – Aug. 15, 2015) and the winter break (Dec. 26, 2015 and Jan. 5, 2016). The house may be temporarily closed for maintenance on other occasions. Contact the house in advance of use.

### I. Facility Information

Facility	Max. Capacity per room	No. of Rooms	Usage Hours	Furnishings, equipment and remarks
Student Room	4 + 1	20	3:00 p.m.- 10:00 a.m. the next day	<For students> Two bunk beds for four people A sofa bed for one person Desk, chairs, wardrobe, cabinet
Room 1 (Single)	1	23		<For faculty and mature students> Bed, desk, chair, wardrobe, refrigerator, electric pot, bathtub
Room 2 (Twin)	2	2		<For faculty and mature students> Beds, desk, chairs, wardrobe, refrigerator, electric pot, bathtub
Japanese-style Room	36	2	1: 9:00 a.m. - 12:00 p.m. 2: 1:00 p.m. - 5:00 p.m. 3: 6:00 p.m. - 10:00 p.m.	Table, cushions, 12 sets of futons
Lounge 1	-	-	7:00 a.m. – midnight (24:00)	Sink, table, chairs * Available to only those who use the Student Room.
Lounge 2	-	-		Table, chairs, copying machine (requires a copy card or a student ID card), PC (requires a Rainbow ID and password.) * Available to only those who use the Student Room or Room 1 or Room 2.
Lounge 3	-	-		Table, chairs * Available to only those who use Room 1 or Room 2.
Shower Room	-	Men's: 6 Women's: 5	6:00 p.m. – midnight (24:00) and 7:00 a.m. - 9:00 a.m.	Shampoo, rinse, body soap * Available to only those who use the Student Room.
Laundry Room	-	-	9:00 a.m. – midnight (24:00)	Prices are 100 yen per use for washing machines and 100 yen per 40 minutes for drying machines. Guests are asked to bring their own detergent. * Available to only those who use the Student Room or Room 1 or Room 2.
Vending Machine	-	-	7:00 a.m. – midnight (24:00)	Drinks and snacks are available.
Kitchenette	-	-	7:00 a.m. – midnight (24:00)	* Available to only those who use the Room 1 or Room 2.

● Other information

1. Usage hours: 3:00 p.m. - 10:00 a.m. the following morning

Guests are asked to enter the house by 10:00 p.m.

2. Men and women will stay in separate rooms. They cannot stay in the same room.

3. Bed linen

[Student Room]

Duvet covers and pillow cases are prepared in advance. Mattress sheets are placed on the beds. Before checking out, remove the sheets and covers and place them in front of the room door. Slippers in the room can be used freely. Return them to their original position before checking out. Amenities such as towels and razors are not available, please bring your own. A limited number of hair dryers are available to borrow from the reception.

[Japanese-style Room]

Duvet covers and pillow cases are prepared in advance. Before checking out, fold up the futon and other bed linen and place them in front of the closet. Bring your own amenities such as towels and razors.

[Single/Twin Room]

Beds are made up in advance. The following amenities are provided: face towel, bath towel, yukata, cup, toothbrush, razor, and tea bags.

4. A desktop computer is available in OIC Seminar House. Wireless LAN is also available throughout the campus. Those who belong to Ritsumeikan University should use their RAINBOW IDs to log in. Those who do not have a RAINBOW ID will be given a guest ID at the reception of the seminar house. (The ID is valid for 24 hours after first logging in.) For details on how to use the system, refer to the manual which will be provided later.
5. Please refrain from eating in the Research Room.
6. Guests who wish to have a meeting or a party in a Japanese-style Room must apply to use the room at the reception in OIC Seminar House and order food and drinks from 7-Eleven or GARDEN TERRACE LION. The lounges cannot be used for meetings or parties.
7. On weekdays, guests are asked to have breakfast at OIC Cafeteria. For details regarding breakfast on Saturdays, Sundays and national holidays, contact the Co-op.
8. In regard to coffee catering, contact the on-campus Starbucks.
9. Toiletries such as detergent, toothbrushes, towels and razors are sold at the OIC Shop.
10. We ask for your cooperation in keeping the house clean.

## **II. How to Reserve a Room at OIC Seminar House**

1. Call to check availability.
2. Hand in the Use Request Form and the Accommodation Guest List Form to the relevant office\* and receive a confirmation seal.
3. Submit the Use Request Form and the Accommodation Guest List Form.
4. Check in by the specified time and pay the fees.
5. Check out after room inspection is complete.

\*: The relevant office differs depending on the purpose of use and users. Please read 3. Submission of required forms for details.

### **1. Room availability and reservation**

Call the office beforehand to check room availability and follow the required reservation process. The reservation will only be made after the required forms (Use Request Form and Accommodation Guest List Form) have been submitted. The forms must be checked by the relevant office (refer to 3. Submission of Required Forms) before you submit them to the front desk at OIC Seminar House.

reception time	9:00~19:30
phone number	ext.513-4552 / outside line 072-665-2650

### **2. Date from which reservations will be accepted**

How far in advance reservations can be made differ by purpose of use as shown below. Should a date/time be double-booked, under no circumstances will priority be accorded to one booking over another owing to a difference in purpose of use. (For example, if a reservation has been made for a purpose of use “Related to extracurricular activities” on a certain date and time and later a reservation request for the same date and time for a purpose of use “Related to university courses”, is made, under no circumstances will priority be accorded to the booking for the purpose of use “Related to university courses”.)

Purpose of use	Reservations accepted from
Related to university regular courses	6 months before date of use
Related to extracurricular activities	4 months before date of use
Related to international exchanges or other similar events	4 months before date of use
Related to school affairs	2 months before date of use
Related to academic societies and meetings that faculty attend	2 months before date of use
Use that the Chief Administrative Officer at OIC has specially approved	1 week before date of use

If a reservation must be made before the above period, please submit the Special Use Permit Request Form to the Office of Regional Collaboration at Osaka Ibaraki Campus. Please note that submitting this request form does not automatically guarantee the space.

The room may also be used for the purpose of executive meetings for academic societies by Ritsumeikan faculty

members, preparation the day before a society event, etc. Reservations may be made in advance as indicated in the relevant row for academic societies in the table above.

### 3. Submission of required forms

The required forms (the Use Request Form and the Accommodation Guest List Form) must be submitted after a confirmation seal has been stamped by one of the following offices on the forms. A reservation is complete only after the required forms have been submitted. If the forms are not submitted within two weeks of securing the space via phone, the provisional reservation will be cancelled. If the Accommodation Guest List Form cannot be submitted within the two weeks, the form may be submitted at a later date on an exceptional basis, but it must be submitted at least one month prior to the check-in date. If the reservation request is made less than a month before the date of use, all required forms must be submitted together. If any reservation details should change after the reservation has been made, please notify OIC Seminar House immediately.

[Office handling forms]

Purpose	Example	Office Handling Forms
Related to university courses	Use by Ritsumeikan University	Instructor
	Use by APU	Academic Office
	Use by affiliate schools (A teacher of the affiliate school must accompany the group.)	Administrative office of each school
	Use by partner institutions (A teacher of the partner institution must accompany the group.)	Office holding the event
Related to extracurricular activities	Use for extracurricular activities	Office holding the event
	Use by affiliate schools (A teacher of the affiliate school must accompany the group.)	Administrative office of each school
	Use by APU	Student Office at APU
Related to international exchanges or other similar events	Accepting international students for short-term study program	Office holding the event
Related to school affairs	A meeting, training or program that an administrative office of a College hosts.	Office holding the event
Related to academic societies and meetings that faculty attend	Academic societies hosted by Ritsumeikan faculty	Office holding the event
	Use by guest speakers for an event that Ritsumeikan hosts or co-hosts	
	Meetings between Ritsumeikan faculty and office of an academic society, or the previous day's preparation	

Use that the Chief Administrative Officer at OIC has specially approved	-	Office of Regional Collaboration at Osaka Ibaraki Campus
---	---	--

#### 4. Fees

- Accommodation use/per night (tax included)

		Students of RU / faculty and staff of Ritsumeikan Trust / students of affiliate schools of Ritsumeikan Trust	APU students	Individuals other than those mentioned here (e.g. students from other university)
Student Room Japanese-style Room 1, 2		¥300/per person	¥500/per person	¥1,800/per person
Room 1		¥3,000/per person	¥3,000/per person	¥3,000/per person
Room 2	Double occupancy	¥5,000/per room	¥5,000/per room	¥5,000/per room
	Single occupancy	¥4,000/per room	¥4,000/per room	¥4,000/per room

Students of Ritsumeikan University and administrative staff or faculty of the Ritsumeikan Trust can use the accommodation for following purposes, at no charge:

- Use related to regular university courses
- Use related to school duties

- Meeting use (tax included)

	Hours of Use	Fee
Japanese-style Room 1, 2	Morning 9:00 a.m. – 12:00 p.m.	¥1,000/per room
	Afternoon 1:00 p.m. – 5:00 p.m.	¥1,000/per room
	Evening 6:00 p.m. – 10:00 p.m.	¥1,000/per room

Students of Ritsumeikan University, students of APU, students of the Trust, or administrative staff and faculty of Ritsumeikan Trust can use the meeting room for the following purposes, at no charge:

- Use related to university courses
- Use related to school duties
- Use related to societies and meetings faculty members attend

There will also be no charge if students of Ritsumeikan University use the room to have meetings related to extracurricular activities.

#### 5. Payment

Usage fees can be paid in certificate stamps at the front desk before the day of use. Seminar House Use stamps are available for purchase from the certificate-issuing machine located in front of the AS office (Concourse South, Building A, 1F) at OIC. Payment can also be made in cash on the day of check-in. In cases of use by Ritsumeikan faculty and staff, people from outside the school, or group use, an invoice for bank transfer can be issued. In cases of use by an administrative office of a College, the Office of Regional Collaboration at Osaka Ibaraki Campus will send the office a transfer slip.

#### III. Regulations

- Abide by public manners and use the facilities in a respectful manner to others.
- Possession and/or consumption of alcohol in the building is prohibited.
- Smoking on campus is not permitted.

- No entry to the terrace allowed.
- Please do not speak loudly late at night or disturb the peace of others.
- In case of an emergency disaster, contact the front desk immediately (the extension number will be available at a later date), follow instructions and evacuate promptly. (Make sure to check the evacuation plan ahead of time.)

Do not use elevators during an earthquake.

- Guests will be held financially responsible for any damage or loss to the building, facilities and/or equipment resulting from their negligent or intentional acts.
- Return desks, chairs, etc. to their original positions after use.
- Dispose of garbage in the designated garbage box.

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



## List of Telephone Numbers at OIC Seminar House

Front desk at OIC Seminar House

For reservation: ext. 4552 / outside line 072-665-2650

Fax: ext.4559 / outside line 072-665-2659

### [Student Room]

Room 5001 ext.:4501	Room 5008 ext.: 4508	Room 5015 ext.: 4515
Room 5002 ext.:4502	Room 5009 ext.: 4509	Room 5016 ext.: 4516
Room 5003 ext.:4503	Room 5010 ext.: 4510	Room 5017 ext.: 4517
Room 5004 ext.:4504	Room 5011 ext.: 4511	Room 5018 ext.: 4518
Room 5005 ext.:4505	Room 5012 ext.: 4512	Room 5019 ext.: 4519
Room 5006 ext.:4506	Room 5013 ext.: 4513	Room 5020 ext.: 4520
Room 5007 ext.:4507	Room 5014 ext.: 4514	

### [Japanese-style Room]

Room 1 ext.:4561	Room 2 ext.:4562
------------------	------------------

### [Single-type Room]

Room 5021 ext.:4521	Room 5029 ext.: 4529	Room 5037 ext.: 4537
Room 5022 ext.:4522	Room 5030 ext.: 4530	Room 5038 ext.: 4538
Room 5023 ext.:4523	Room 5031 ext.: 4531	Room 5039 ext.: 4539
Room 5024 ext.:4524	Room 5032 ext.: 4532	Room 5040 ext.: 4540
Room 5025 ext.:4525	Room 5033 ext.: 4533	Room 5041 ext.: 4541
Room 5026 ext.:4526	Room 5034 ext.: 4534	Room 5042 ext.: 4542
Room 5027 ext.:4527	Room 5035 ext.: 4535	Room 5043 ext.: 4543
Room 5028 ext.:4528	Room 5036 ext.: 4536	

### [Twin-type Room]

Room 5044 ext.:4544	Room 5045 ext.:4545
---------------------	---------------------

### [Shops/restaurant]

OIC Cafeteria outside line 072-645-4117

Seven-Eleven outside line 072-648-5910

Garden Terrace Lion (restaurant) outside line 072-645-5590

Starbucks outside line 072-621-8445