

KINUGASA CAMPUS

V. Activities at Kinugasa Campus

V. Activities at Kinugasa Campus (Kinugasa Campus)

1. Ordinary Classrooms, Student-related Facilities

Student Union-affiliated groups, independent seminars, groups approved by the University, and others may apply to use university facilities. Please follow the respective procedures to do so.

The use of classrooms by informal groups, external groups, and individual students is not permitted. (For external groups, facilities may be rented for a fee.) Keys to facilities are not permitted to be given to non-university parties.

Basic Rules:

The University will only lend facilities to extracurricular activity groups that are judged to be following the basic rules and regulations for conducting their activities. Please observe the following rules when using facilities. The University will take action, including suspension of use of facilities, for any group that fails to follow these rules.

- 1) Use must be suitable for shared spaces/Usage times must be adhered too
 - No unauthorized alterations to the facility (graffiti, placing stickers on windows, etc.)
 - Do not duplicate keys without permission.
 - Do not bring in equipment that is not necessary for your activities (appliances, furniture, etc.).
 - Do not smoke or drink alcohol (Smoking on campus outside of the smoking cessation support areas has been prohibited since AY2013.)
 - Adhere to other rules and regulations set by the University Management Committee and the guidance of the Facility Management Supervisor.
- 2) Observe the rules and regulations of the University.
- 3) Do not engage in any conduct unbecoming an extracurricular activity group.
- 4) Do not engage in any conduct that disrupts the order of the University.

Days and Hours for Use:

*Please note that facilities may not be available even during the periods below, and the hours may be changed.

*Facilities are not available during the university-wide summer and winter breaks.

*For more information about the hours of operation of the kitchen space on the first floor of the Student Center, please refer to "Use of Kitchen Space in the Student Center" of this handbook.

Period/Day		Student Center, Art Studio, AV Lab, Shogakukan Hall BF	IG101, IG102, Multipurpose Halls 1-3 (<u>Sound-producing activities in IG102 are permitted until 18:30 throughout the year.</u>)	Undergraduate Facilities (Classroom for sound-producing activities, Yoyokan Hall fitness room)
When classes are in session	Mon – Sat	9:00 – 22:30	9:00 – 21:30	9:00~21:30
	Sun/holidays	9:00 – 18:30	9:00 – 18:30	9:00~18:30
During long breaks	Mon – Sat	9:00 – 21:30	9:00 – 18:30	9:00~18:30
	Sun/holidays	9:00 – 18:30	9:00 – 18:30	9:00~18:30

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List of Facilities Available for Use

	Facility	Sound-producing Activities	Notes	
Student Center	Boxes (group offices)	Not allowed	In principle, one box is lent per official groups. Student clubs lend shared boxes out to groups based on Kinugasa Campus.	
	Practice area/hall	Allowed	Priority is given to official groups.	
	Multi-purpose room (*1)	Not allowed	Voluntary associations and student clubs can use them if they are available.	
	Music hall	Allowed	For expressive activities	
	Conference room	Not allowed	Available for official groups, student clubs, and voluntary associations.	
	Storage space	Not allowed	Shared space. Usage permission granted on a yearly (academic year) basis.	
	Workroom	Not allowed	A shared space that all groups can use.	
	Meeting rooms 1-4	Not allowed	A shared space that all groups can use.	
Undergraduate facilities	Ordinary classrooms All classrooms are available unless noted otherwise on the right	Not allowed	(Priority classrooms for groups with activities producing sound) Groups with activities that produce sound have priority use of classrooms on the third and fourth floor of the Kenshinkan Hall and on the fourth and fifth floors of the Ryoyukan Hall. Available in and after the 5th period on weekdays and all day on weekends. The following classrooms are not available for use. Suekawa Memorial Hall, Soshikan Hall Zonshinkan Hall ZS202 (mock court room), Meigakukan Hall MG301 Keigakukan Hall (not available in and after the 6th period on weekdays and all day on weekends)	
	Shogakukan Hall BF	Not allowed	Student conference rooms 1, 2	
	Yoyokan Hall Fitness room	—	For expressive activities	
	Audio Visual Lab	Depends	In principle, the Ritsumeikan University Broadcasting Center (RBC) are the only authorized extracurricular activity groups authorized to use it.	
Event venues	Student Center	Small hall (Capacity: 147)	Allowed	For theatrical performances, concerts, and other expressive activities.
		Music hall	Allowed	For expressive activities. No seating (chairs can be brought in, standing use also allowed)
		Open lounge area (*2)	Not allowed	For video screenings, exchange events, etc.
		Kitchen space (*3)	Not allowed	Induction cooktops, water supply, and other cooking equipment provided for cooking events
		Open factory area	Not allowed	Free space on the second floor. Normally no need to

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	Facility	Sound-producing Activities	Notes
	(a gallery available)		make a reservation and can be used freely. In the open factory area on the second floor (<i>Ichimatsu</i> Box) For small-scale exhibitions and publicity activities. Please contact the Office of Student Affairs at Kinugasa Campus if you would like to host an event.
	Open lounge area (a gallery available)	Not allowed	In the open lounge area on the first floor (<i>Ichimatsu</i> Box, hanging rails, and spotlights available)
	Igakukan Hall	Hall 1 (Capacity: 651) *4	Allowed For lectures and other events Be sure to read the manual provided with the hall before using the hall.
		Hall 2 (Capacity: 498) *4	Allowed For expressive activities such as concerts Need to request hall staff beforehand for your event. *4 <u>Sound may be produced until 18:00 all year round.</u>
		Multi-purpose halls 1-3	Not allowed For exhibitions and other events
	West Plaza *5	Depends	Performances in these places are allowed every Tuesday and Thursday when classes are in session, from 12:20 to 12:50 p.m. Events that do not produce sound can take place regardless of the day of the week. For important points to note when holding events, please refer to section "V.8 Holding Events".
	East Plaza *5	Allowed	

*1: Practice area includes practice rooms, Student Center halls 1 to 10, and multi-purpose rooms.

*2: The area is in the Cafe Junge on the first floor. Events should take place outside of Junge business hours.

*3: The area is in the Cafe Junge on the first floor.

*4: In the case of using lighting, sound or video in IG101 or IG102:

IG101

The operation of the system is based on group operation. Please check the operation manual provided with the equipment before operating the equipment.

IG102

Only the following equipment may be operated by groups.

- 1) Two wireless microphones
- 2) Full illumination and dimming of audience seats and stage lights

If you wish to use other than the above (spotlights, etc.), you must make a request to hall staff. For details, please check the following website.

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



*5: If you have events in the West Plaza, East Plaza, Ryoyukan cafeteria, or the Cafe Junge in the Student Center, please check the on-air schedule of Ritsumeikan Broadcasting Club (RBC).

- RBC on-air schedule: Audio broadcasting on Mondays, Wednesdays, and Fridays; outdoor broadcasting in various locations on campus; video broadcasting on Mondays

1. 1.How to Reserve a Facility

(1) Regular Reservation

Reservations of facilities (ordinary classrooms and student-related facilities) can be made 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). You can check availability of facilities on TriR and then reserve a time slot of a classroom if it is not booked.

(2) Application-based Reservation

1) Reservations During Course Offering Periods and Summer/Spring Breaks

This allows groups to reserve on-campus facilities during the periods and breaks at once for stability in their activities. You can make multiple reservations on the same day of the week and/or at the same time slot during the target period.

➤ Spring semester reservation applications are scheduled for March, summer break applications for June, fall semester applications for July, and spring break applications for November.

* We will send announcements via manaba +R before each eligible period, so complete the necessary procedures if your organization wants to use one of these facilities.

2) Event Application

Event applications enable groups to make facility reservations for events at once during a specific period every year. Applications are accepted before spring semester classes begin. For details on application eligibility and procedures, please refer to section “V.8 Holding Events”.

3) Special Use Permit Application

Please submit relevant application forms (for events, special use, advance reservations, etc.) in the following cases. Please note that the Office of Student Affairs at Kinugasa campus will need to review the application for approval, so submit your application well in advance.

- When using facilities that are not normally available for reservations
- In case of advance reservation (e.g., when an instructor will be visiting the school or when advance notice is required)
- Use of facilities on the day of the event without a reservation due to unavoidable reasons
- Use of facilities after hours (late at night or early in the morning) due to unavoidable reasons

*In principle, late-night/early-morning and unreserved same-day facility use is not permitted.

4) Facilities Coordination Meeting (Held by the Office of Student Affairs at Kinugasa campus)

A facilities coordination meeting is held to coordinate the use of facilities between groups that have applied for batch facility reservations (such as **reservations during course offering periods and summer/spring breaks, and event applications**).

The Office of Student Affairs at Kinugasa campus will contact the groups in question. Please make sure to have at least one member from your group attend. If you do not participate, we will assume that you have abandoned your application for use and will proceed with coordinating without your group.

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5) Other

Classroom reservations for undergraduate seminar use should be made through an administrative office of each college.

(Such reservations cannot be made using (a) through (d) above.)

Where to Obtain Forms and Detailed Information

The event application and special use permit application forms are available at the Office of Student Affairs at Kinugasa campus and at the following website.

The list of facilities for extracurricular activities is also available at the following website.

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



After Making a Facility Reservation

Confirm your facility reservation on TriR



The location to receive a key depends on the facility you reserved.
Borrow the key at the Student Center reception.
Borrow the key from the Office of Campus

Please be sure to return the key. If you duplicate a facility key, we will suspend your group's facility usage rights and take appropriate action on the group.

1.2. Facility Usage Application Schedule (AY2025 Schedule)

Application Period	Application Content	Period Covered
Mid-March	Annual event applications	The following academic year (May 1, 2025 – March 31, 2026) Accepted any time after the mid-April announcement for confirmed reservations
Mid-March	Reservations during the spring semester course offering period	May 1 – July 25
Early June	Facility usage during the summer break	July 26 – September 25
Late July	Reservations during the fall semester course offering period	September 26, 2025 – January 24, 2026
Late November	Facility usage during the spring break	January 25 – March 31, 2026

*Facilities are unavailable for reservation during the first week of April due to use for orientation.

*The above schedule is subject to change. For details, please check the notification from the Office of Student Affairs at Kinugasa campus.

1.3. Use of Boxes (Group Offices) in the Student Center

Student Center boxes are facilities loaned by the university to official organizations. If it is confirmed that campus rules are being violated, measures may be taken, including suspension of the use.

1.4. Use of Lockers in the Student Center

The Central Secretariat of the Student Union accepts applications for new and continued use of lockers on the second floor of the Student Center. For more details, please visit the Student Union website.

Ritsumeikan University Student Union Website
(<http://www.ritsumei.club/>)

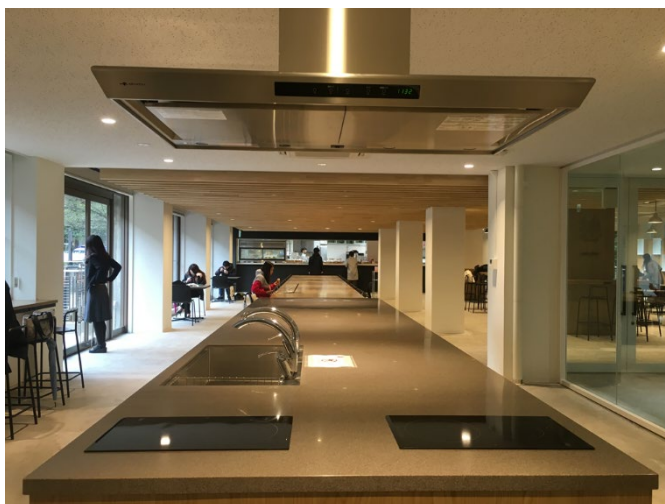


1.5. Use of Kitchen Space in the Student Center

The Student Center kitchen space can be used for cooking-related events by seminars, groups, and others.

1. Hours

- During course offering periods:
9:00 – 21:00
(for space and equipment)
➤ The equipment should be returned by 21:00
- Outside of the course offering periods:
9:00 – 20:00
(for space and equipment)
➤ The equipment should be returned by 20:00
- Sundays and holidays:
9:00 – 17:00
(for space and equipment)
➤ The equipment should be returned by 17:00



2. How to Use

(1) Kitchen Space Reservation

Check the availability of the Open Lounge (Kitchen) on TriR and submit an application form (for events, special use, advance application, etc.).

* Direct reservations cannot be made on TriR.

(2) Applying for Equipment

Fill out a use request form for equipment and make a reservation at the reception on the first floor of the Student Center at least one day prior to use, and receive a copy of the form.

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3. Equipment

Items Equipped	No Application Required for Use	Application Required for Use
Combination microwave	Sink drain nets	Cookware set for induction cooktops (pots, pans)
Refrigerator, freezer (*1)		Hot plate
Induction cooktops (4 burners)		Rice cooker
		Kitchen knife set
		Portable induction cooktop

*1: Refrigerators and freezers can be used only on the day of the event (anything left inside will be discarded).

*2: Please check with the Office of Student Affairs at Kinugasa campus about items you need to bring.

1.6. Use of Air-Conditioning / Heating

(1) Operation Periods in Summer and Winter

- Air-conditioning: June 1 to September 30
- Heating: November 24 to March 26

(2) Use Outside of the Operation Periods in (1) Above

As a general rule, summer air conditioning can be used when the room temperature is 28°C or higher, and winter heating when the room temperature is 19°C or lower. If you want to use the air conditioning/heating in these cases, please apply by filling out the application form for use of air conditioning/heating outside of the operation periods (special exemption) available at the Office of Student Affairs at Kinugasa.

If you cannot adjust the room temperature of the Student Center by opening the windows due to secondhand smoke from the nearby smoking cessation support area, the use of air conditioning/heating outside of the operation periods will be permitted.

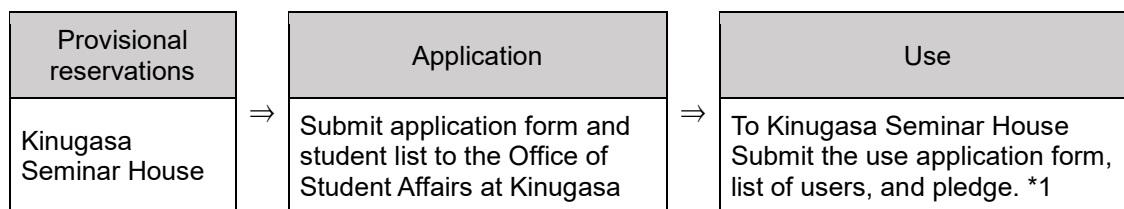
2. Kinugasa Seminar House

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

Basic Rules:

- Please observe the rules of use 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 apply to the Office of Regional Collaboration at Kinugasa Campus as early as possible (at least one week in advance) if you wish to have people from outside the university use the Seminar House.
- Please be sure to check the guidelines for use in the Office of Student Affairs at Kinugasa campus before doing the paperwork to use the Seminar House.

Steps to Use the Seminar House:



*Reservations may be made at the Kinugasa Seminar House or by phone up to three months before the day of use and no later than the day preceding the day of use. Room availability, reservation confirmation, cancellation, and all other matters are handled by Kinugasa Seminar House.

*For more details, check the Ritsumeikan website and make sure to apply early.

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



Reservations are accepted from Monday through Friday from 9:00 to 17:00.
Phone number for reservations: 075-465-8110
For details on how to use the Seminar House and other information, please check the website.

3. Use of Sports Facilities

3.1. Kinugasa Sports Facilities and Eligible Groups

General Use:

The Kyoto Kinugasa Gymnasium is open for general use so that groups other than Athletic Association-affiliated groups can also enjoy its facilities. At certain times it is open for designated sports and at other times for any activity (4th and 5th periods).

The gym may be used by 1) groups affiliated with the Student Union, 2) seminars/classes, 3) self-governing bodies, 4) peer supporters and so on. **The gym may not be used by individuals.**

Available Facilities

Facility Name	Types of Sports	Available for
Kinugasa Gymnasium Arena 1	badminton - 7 courts, basketball - 2 courts, volleyball – 2 courts, handball – 1 court, futsal – 1 court	Designated sports Any activities (4th and 5th periods)
Kinugasa Gymnasium Arena 2	badminton – 6 courts, basketball - 2 courts	Designated sports
Kinugasa Gymnasium Arena 3	table tennis – 5 courts	Designated sports

■ Gym Openings for Designated Sports

Specific dates and times are set for use for badminton, futsal, basketball, volleyball, and table tennis. The dates and times will differ according to the physical education class schedules for spring and fall semesters.

Also check with the Office of Student Affairs at Kinugasa on the 2nd floor of Kenshinkan Hall for the dates, times, and details of events that are open to regular students.

Usage Restrictions

Maximum of one time slot per group per week for futsal, basketball, or volleyball.

Maximum of two time slots per group per week for badminton or table tennis. The reserved slots may not be used for other sports.

Notes Regarding Use:

- Badminton
The gym has poles and nets for class use. Your group must prepare them before use and put them away after use.
- Table Tennis
No more than two tables per group per slot may be used. Please ensure that they are set up safely.
Do not adjust the height of the tables without permission.
- Basketball
Use the basketball hoops provided.
The team bibs used for curricular classes are not available.

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■ Gym Openings for Any Activity (4th and 5th Periods)

If judged reasonable by the Office for Athletes and Sports Services, the gym use for activities besides sports will be allowed on a set date and time. Depending on the activity, the office may not give usage permission.

The gym is available for non-sports use during fourth and fifth periods on Monday, Tuesday, Thursday, and Friday when classes are being held. (Not available on Wednesdays)

Only Arena 1 is available (table tennis not allowed).

Usage Restrictions:

Maximum of two time slots per group per week.

Same-day reservations for use will not be accepted.

Notes Regarding Use:

- Same as “Notes Regarding Use” under “Gym Openings for Designated Sports” above
- For filming by students from the College of Image Arts and Sciences, please first complete the paperwork (form/prospectus) at the Administrative Office, College of Image Arts and Sciences. Then, submit the application for facility use to the Office for Athletes and Sports Services. (If the filming is judged to not be appropriate, usage permission may be denied.)
- For use as a seminar or class, permission must be obtained from a Ritsumeikan University faculty or staff member.

■ Rules Regarding General Use (For All Sports and Activities)

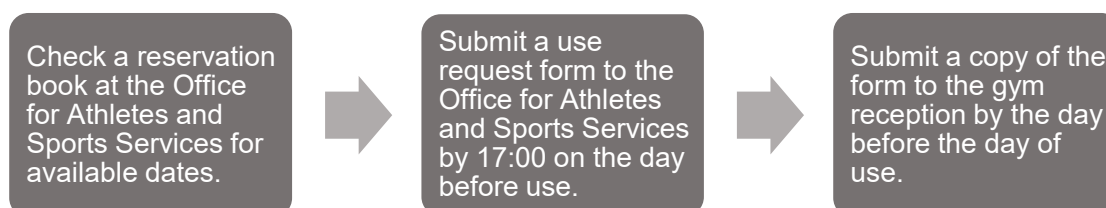
- (1) If it is discovered that people have applied for facility use or used the facility under the guise of another class, seminar, or group, they will be prohibited from using the facilities thereafter.
- (2) Only recognized members of your group may use the gym. You are not allowed to use the gym with another group. However, if a group that initially applied for the reservation agrees, you may use the allocated space between two groups (1/2 each, 1/3 and 2/3 each, etc.).
Please be sure to talk with and apply to the Office for Athletes and Sports Services in advance.
- (3) The gym is not available when there is priority use. This includes curricular classes, university-wide events, and Athletic Association-affiliated groups.
(Hours of use are subject to change due to class schedules. Please check with the Office for Athletes and Sports Services.)
- (4) The gym is not available during the summer, winter and spring breaks.
- (5) Be sure to observe the approved time slot (including preparation and cleanup).
- (6) Use the gym equipment carefully. In the event of damage, contact the reception immediately.
- (7) Make sure to use the gym in a safe manner.
- (8) Do not leave garbage behind. Leave the facility clean and throw garbage away in the appropriate receptacle according to its type.
- (9) Eating and drinking are not allowed in the gym (water bottles, plastic bottles, etc. can be used for hydration / salt supplementation).
- (10) If the university deems it necessary, prospectus submission, discussions, and coordination may be required before granting use permission (Freshman Leader's Camp (FLC) events by orientation conductors (Oritors), etc.).
→ Due to schedule coordination with curricular classes and Athletic Association-affiliated groups, reservations will not be finalized when a group comes to the Office for Athletes and Sports Services to discuss or apply for a reservation. Please note that schedule coordination is carried out one month prior to the month of gym use.

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For more information, please contact the Office for Athletes and Sports Services.

If any of the above is violated, subsequent use will not be allowed.

3.2. Procedures



If you wish to use the gym as a class or seminar, please submit a use request form for Kyoto Kinugasa Gymnasium in addition to the above form.

Application Period	Reservations for Designated Sports	Reservations for Any Activity (4th and 5th Periods)
Student Union-affiliated groups	14 days prior	7 days prior
Seminars/classes		1 month prior

- If failing to submit the request form to the gym reception by the day before the day of use, you may not use the gym.
- After the submission, please keep a copy of the form until the day of use.

Cancellations or Changes

- If you need to cancel your reservation, please contact the Office for Athletes and Sports Services.
Cancellations and changes cannot be done at the gym.
- The same applies to the provisional reservations. Please contact the office below as soon as possible, as there are a limited number of slots available.
- It is not possible to make reservation changes verbally. Cancel the reservation and resubmit the request form again. Due to the preparations involved, changes and cancellations must be completed at least one day in advance.

Contact information:

Office for Athletes and Sports Services

Tel.: 075-465-8167

Hours: Monday through Friday, 9:30 to 17:00 (Office business days only)

Closed on Saturdays, Sundays, and holidays

Please make a reservation or consult with us well in advance during the office hours.

3.3. Equipment Available

The following is a list of equipment that can be borrowed during gym openings. Please be sure to return them to the gym after use.

Volleyball	Volleyballs
Badminton	Rackets, shuttles
Basketball	Basketballs
Futsal	Futsal balls, goalkeeper gloves
Table tennis	Net / net supports, rackets, balls

If you wish to use equipment other than the above, please talk with the Office for Athletes and Sports Services.

Items Not Available:

- Basketball bibs
- Mattresses, cones, and all other items used in class
- Indoor sports shoes (shoes used outdoors strictly prohibited). Must be brought by each person.

Use of Lockers and Changing Rooms:

The changing rooms and lockers in the gym are meant for curricular classes in general, but they are available to users during gym openings. However, in order to avoid items being mixed up with those from curricular classes, please be careful not to leave anything behind. Store valuables at your own risk. Fingerprint-lock lockers are installed in the changing rooms. Be sure to check that your locker door is locked to prevent theft. Please place valuables in the locker for valuables located in front of the gym office.

3.4. Use of Kinugasa Gym Training Room

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 for use 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.

Kinugasa Gym Training Room:

(<https://www.ritsumei.ac.jp/lifecareer/activity/facility/gym/kinugasa/>) (Japanese only)

Reservations for
orientation sessions



Reservations for
Kinugasa/BKC/OIC
training rooms



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. Please apply to use equipment. Each applicant should pick up equipment at an appropriate place.
- 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.

As a general rule, you can submit an application for equipment up to one week in advance. (This is the same rule for facility applications.)

However, if you need to apply for equipment more than one week in advance (after confirming approval of facility usage), please apply for special permission at the Office of Student Affairs at Kinugasa.

[Regular Application]

You can make reservations directly at the Student Center.

[Special Application]

You must apply and obtain permission from the Office of Student Affairs at Kinugasa before making a reservation at the Student Center.

- As a rule, please apply for equipment at the Student Center **outside of the following hours.**

Weekdays/Saturdays: (1) 11:00 -13:00, (2) 18:00 - 20:00

Sundays/Holidays: (1) 10:30 -12:30, (2) 16:00 - 18:00

- If equipment is required, please reserve it at the same time as you reserve the facility.

*There are limits on the amount of equipment. As in principle equipment is loaned out in the order applications were received, there may be times equipment can't be used.

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4.1. Common Equipment (Where to Apply and Receive: Student Center)

***As of October 2024**

Qty.: Quantity

Common Equipment								
No.	Item	Qty.	No.	Item	Qty.	No.	Item	Qty.
101	Microphone (with 5 m cable)	15	121	Projector	2	141	Backup blackout curtain (not for regular rental)	1 set
102	Music only microphone (vocal microphone)	11	122	Projector (ultra short throw)	1	142	Platforms (all)	1 set
103	Microphone stand - tabletop	8	123	Standing screen	1	143	Platform (thick/large)	8
104	Microphone stand - tabletop/curved	1	124	Picture hanger (large)	47	144	Platform (thin/large)	50
105	Microphone stand - straight	4	125	Picture hanger (medium)	16	145	Platform (corner)	2
106	Microphone stand - boom	7	126	Picture hanger (for SUBWAY)	25	146	Foot base pad (large)	2
107	Retractable extension cord 30 m	11	127	Thermometer	2	147	Foot base pad (medium)	6
108	Retractable extension cord 50 m	7	128	Sandwich board sign	1	148	Foot base pad (small)	3
109	Retractable extension cord 100 m	6	129	Gold folding screen	2	149	Tiered seating equipment set (requires assembly)	1
110	Stepladder extra-large (3 m)	3	130	Lighting control desk	1	150	Portable stage equipment set	1
111	Stepladder large 2 m (4 m)	8	131	Long table (wood/foldable)	10	151	Border curtain	1
112	Helmet (required when using large or extra-large stepladders [110/111 above])	25	132	Folding chair (for students)	50	152	Remote control for K306	1
113	Stepladder small 1.5 m (3 m)	1	133	All blackout curtain sets A to D (new)	1 set	153	Extension cord 10 m	5
114	PA system (large) (requires a cart to carry)	1	134	Blackout curtain set A (new)	1	154	Extension cord 5 m	10
115	PA system (small)	2	135	Blackout curtain set B (new)	1	155	Circulator (with extension cord)	29
116	Handheld microphone (large)	3	136	Blackout curtain set C (new)	1	156	HDMI cable (2 m)	2
117	Handheld microphone (small)	1	137	Blackout curtain set D (new)	1	157	Hall mop	3
118	Tally counter	5	138	All blackout curtain sets A and B (old)	1 set			
119	Tape measure 50 m	3	139	Blackout curtain set A (old)	1			
120	Tape measure 100 m	2	140	Blackout curtain set B (old)	1			

Qty.: Quantity

Equipment for Transporting Items			Exercise Mats		
No.	Item	Qty.	No.	Item	Qty.
601	Cart (steel)	3	701	Interlocking mat	100
602	Cart (aluminum/large)	1	702	Landing mat	1
603	Cart (aluminum/small)	1	703	Color mat (blue)	2
604	Trolley for carrying supplies (large)	2			
605	Trolley for carrying supplies (medium)	2			
606	Flatbed trolley for carrying supplies (large)	2			
607	Flatbed trolley for carrying supplies (small)	2			

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Kitchenware

Qty.: Quantity

Kitchenware					
No.	Item	Qty.	No.	Item	Qty.
801	Cookware set for induction cooktops	1 set	810	Glass cup	11
802	Combination microwave	1	811	Water pitcher	4
804	Portable induction cooktop	2	812	Kettle (large) IH incompatible	1
805	Hot plate	2 sets	813	Kettle (medium) IH incompatible	1
806	Rice cooker (large)	1	814	Kettle (small) IH incompatible	1
807	Rice cooker (small)	1	815	Two-handed pot	2
808	Knife set	1 set	816	Stock pot	2
809	Tea set (teacups, teapot, etc.)	1 set			

Equipment Stored in the Igakukan Hall Storage Areas

Qty.: Quantity

Stored in Igakukan Basement Storage Area			Stored in Igakukan West Storage Area		
No.	Item	Qty.	No.	Item	Qty.
401	Partition (new)	59	501	Long table (wood)	100
402	Igakukan Hall's multi-purpose hall desk	8	502	Folding chair (for students)	200
403	Igakukan Hall's multi-purpose hall chair	18	503	Tiered seating (large)	5
404	Igakukan Hall's multi-purpose hall notice board	2	504	Tiered seating (small)	2
405	Igakukan Hall's multi-purpose hall portable stage	2	505	Partition (old)	53
			506	Partition (old) fitting/ends	65
			507	Partition (old) fitting/middle	44
			508	Linoleum mat (for the classic ballet club only)	7

4.2. Event Venue Equipment (Where to Apply and Receive: Student Center)

Event venues have their own equipment. Please note that these items may only be used at the venue in question after application.

- In IG101, set up the lighting, projector, and sound system according to the facility's provided manual. If more advanced staging or operation is required, please request to have hall staff.
- If wishing to use a wired microphone in IG101, you will need a microphone cable.
- If wishing to use wired microphones, projectors, and sound sources in IG101, please request to have hall staff.

V. Activities at Kinugasa Campus (Kinugasa Campus)

Equipment for the Student Center's Small Hall

Qty.: Quantity								
No.	Item	Qty.	No.	Item	Qty.	No.	Item	Qty.
201	Small hall wired microphone	5	208	Small hall extension cords - all	1 set	216	Connection (extension) cord II/II	20
202	Small hall wireless microphone	2	209	Small hall extension cord - C-C (1 m)	50	217	Connection (adapter) cord II-C	10
203	Small hall wireless pin microphone	2	210	Small hall extension cord - C-C (3 m)	20	218	Gel frame	50
204	Small hall condenser microphone	3	211	Small hall extension cord - C-C (5 m)	10	219	DF (studio lighting)	8
205	Small hall walkie-talkie	1 pair	212	Small hall extension cord - C-C (10 m)	10	220	Spotlight with stand	2
206	Small hall floor-type microphone stand	3	213	Small hall adapter cord C-2C (2 m)	15	221	Baby spotlight	6
207	Small hall stepladder	1	214	Small hall various spare parts for extension cords	Not for regular rental	*	Small hall Lighting control desk key	1

Equipment for Igakukan Hall's Halls 1 and 2

Qty.: Quantity								
No.	Item	Qty.	No.	Item	Qty.	No.	Item	Qty.
301	Wired microphone (cable required)	8	307	Floor microphone stand	4	313	Igakukan Hall's hall 2 stage wings microphone key	1
302	Wireless microphone	1	308	Boom microphone stand (for performers)	8	314	Igakukan Hall's hall 2 stage wings fly system key	1
303	Tie-clip wireless microphone	1	309	AV rack key (Rosso)	1	315	Igakukan Hall's multi-purpose hall AV equipment (AV key required)	1
304	Microphone cable (6 m)	10	310	Igakukan Hall's hall 1 AV control board key	1	316	Igakukan Hall's multi-purpose hall AV equipment key	1
305	Microphone cable (9 m)	10	311	Igakukan Hall's hall 1 fly system operation panel key	1	317	Igakukan Hall's multi-purpose hall wireless microphone	2
306	Tabletop microphone stand	7	312	Igakukan Hall's hall 2 wireless microphone	1	318	Igakukan Hall's hall 2 tie-clip wireless microphone	1

4.3. Cheer Goods (Where to Apply and Receive: Student Center)

Qty.: Quantity					
No.	Item	Qty.	No.	Item	Qty.
901	Big jersey (dark red)	1	951	Cheer stick	Inquire
902	Big jersey (white)	1	952	Cheer stick (Parents Association)	Inquire
903	Flag "Beyond Borders"	28	953	Megaphone	Inquire
904	Flag "R RITSUMEIKAN"	28	954	Paper megaphone	Inquire
905	Flag "立命館" (Ritsumeikan)	28	955	Paper fan	Inquire
906	Flag parts: Pole	60	956	Cheer card	Inquire
907	Flag parts: Pole parts	60	957	Alumni flag	Inquire
908	Flag parts: Base	10	958	Tote bag (white)	Inquire
909	Banner (6.0 x 0.8 m)	1			

V. Activities at Kinugasa Campus (Kinugasa Campus)

4.4. Equipment Managed by the Office of Regional Collaboration

(Where to Apply: Office of Student Affairs at Kinugasa Campus. Where to Receive: Notified by the Office of Regional Collaboration)

Qty.: Quantity

No.	Item	Qty.	No.	Item	Qty.
*	Tent	Inquire	*	Lectern	Inquire
*	Sandbag	Inquire	*	Cone	Inquire
*	Sawhorse signboard	Inquire	*	Bar	Inquire

* Please check with the Office of Regional Collaboration regarding the number of items.

4.5. Supplies Managed by the Office of Student Affairs at Kinugasa Campus

(Where to Apply and Receive: Office of Student Affairs at Kinugasa Campus)

Qty.: Quantity

No.	Item	Qty.
*	Transceiver	2
*	Armband	40

5. Printer and Digital Duplicator Use

Extracurricular activity groups can use a digital duplicator in printing room 104 on the first floor of the Student Center to print out leaflets, handouts, and other materials necessary for their activities.

Applying to Use Digital Duplicators

(1) Application Locations:

Central Secretariat, Special Operations Division, Cultural Division Headquarters,
Academic Division Headquarters (Room 207, 2nd floor of the Student Center)
Athletic Division Headquarters (Room 428, 4th floor of the Student Center)

(2) Days Available: Weekdays (may vary during long breaks, regular exams, etc.)

(3) Hours Available: 16:30 — 19:30 (in principle)

(4) Eligible Groups: Student Union-affiliated groups

For more information, please check the following page.

https://www.ritsumeai.club/2022/0513_11513/ (Japanese only)



6. Campus Entry of Large Buses and Other Vehicles

Basic Rules:

- If vehicle usage is deemed necessary for extracurricular activities (e.g., loading/unloading gear for an event), you can go to the Office of Student Affairs at Kinugasa to complete the vehicle entry procedures.
- Applications must be submitted in advance and must be made by 17:00 one day prior to the day of entry (or the preceding business day if the office is closed). Same-day applications are not accepted.
- When a university-wide event (Open Campus events, university festival, etc.) is held, the entry of vehicles may be restricted. Please consult with the Office of Student Affairs at Kinugasa Campus as early as possible.
- 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. Please talk with the Office of Student Affairs at Kinugasa Campus.
- Overnight parking is not allowed. Please be sure to remove the vehicle on the same day.
- The following groups are eligible to apply for temporary vehicle entry: Student Union-affiliated groups, project groups, and groups authorized by the Division of Student Affairs.

How to Apply

Please fill out and submit the prescribed form to the Office of Student Affairs at Kinugasa Campus, indicating the applicant's name and affiliation, information on the vehicle entering the campus, date, time, destination, reason, and other items. Please note that there are certain restrictions depending on the time of year and time of day. Please avoid bringing a vehicle on campus during the below times.

When Classes Are in Session

(1)	a.m.	8:40	–	9:00	(20 minutes)
(2)		10:30	–	10:40	(10 minutes)
(3)	p.m.	12:10	–	13:00	(50 minutes)
(4)		14:30	–	14:40	(10 minutes)
(5)		16:10	–	16:20	(10 minutes)

During Final Exams

(1)	a.m.	9:10	–	9:30	(20 minutes)
(2)		10:30	–	11:00	(30 minutes)
(3)	p.m.	12:00	–	13:30	(1 hour and 30 minutes)
(4)		14:30	–	15:00	(30 minutes)
(5)		16:00	–	17:00	(1 hour)

- Vehicles that have already entered the campus should not be driven during the above times.

Campus 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 regarding extracurricular activities.

In principle, please submit your application to the Office of Student Affairs at Kinugasa Campus at least eight days in advance (including day of entry).

(1) Procedures

Please fill out the **request form for large bus entry regarding extracurricular activities** with the details of why you will be using a large bus. Have the form checked by and obtain permission from the Office of Student Affairs at Kinugasa Campus. Then, submit the form to the Office of Campus Information.

(2) Notes

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

7. Waste Disposal

Please dispose of waste from extracurricular activity groups per the below.

During the new student welcome season and school festival season, the Student Union will set up containers around the Student Center.

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, Challenge Grant, and Priority Strengthening Grant.

- For the collection for disposal of wood scraps, non-plastic trash such as bulky waste, household appliances, and liquid waste/chemicals, the submission of a disposal request is required. After identifying the items you wish to dispose of and their quantity, please contact us at the email address or phone number below.

Inquiries

Kinugasa Campus Facility Management, Creotech Co., Ltd.,

Email: ru-go-e@st.ritsumei.ac.jp

Phone: 075-465-8167

Please do not dispose of garbage in the garbage disposal area behind the Student Center.



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 for each campus.

8.1. Holding an Event

(1) Event Applications

Groups are required to make an application to the Office of Student Affairs at Kinugasa in order to hold an event. Please submit **relevant application forms (for events, special use, advance reservations, etc.)** online to the Office of Student Affairs at Kinugasa at least one month prior to the event.

(2) Reservations for Event Venues

To encourage groups to hold events in a planned fashion and ensure equal use of the university's limited facilities, **applications are accepted once a year during a specific period before the start of the spring semester (annual event application period)**. if you plan to hold an event, please be sure to check the application period and other information, which are announced by the Office of Student Affairs at Kinugasa in a timely manner. **Applications can be submitted at any time** after the end of the annual application period as long as there is availability. Please check availability via TriR before applying.

***From AY2024, after the annual application period is over, reservations for small halls will be accepted around May, June, and October, each covering a three-month period. Once reservations for a specific semester are confirmed, you can make additional reservations for that semester at any time. For details, please check the information from the Office of Student Affairs.**

(3) Events Held During New Student Welcome and School Festival Seasons

The Special Operations Division of the Central Secretariat of the Student Union will accept applications at a separate time. The Office of Student Affairs at Kinugasa will not accept applications during this period, so please check the application period via the notification from the Special Operations Division.

8.2. Event Venues

Event venues on campus are as follows. Each facility has different characteristics (sound and lighting equipment, capacity, etc.). Lectures and similar events can also be held in ordinary classrooms.

Facility	Notes
Small hall, Student Center	Sound system, lighting system, 147-person capacity
Open lounge area, Student Center	At the Cafe Junge. Outside Junge business hours
Kitchen space, Student Center	Cooking equipment (induction cooktops, water supply, refrigerator, freezer, microwave, etc.)
Open factory area, Student Center 2F	This is a shared space. Exclusive use is not allowed. Only exhibitions and similar events are allowed.
<i>Ichimatsu</i> gallery 1, Student Center	In the open lounge area on the first floor (<i>Ichimatsu</i> box, hanging rails, and spotlights available)
<i>Ichimatsu</i> gallery 2, Student Center	In the open factory area on the second floor (<i>Ichimatsu</i> box)

V. Activities at Kinugasa Campus (Kinugasa Campus)

IG101 Hall	Sound system, lighting system, projector, 651-person capacity
IG102 Hall	Sound system, lighting system, projector, 498-person capacity Sound may be produced until 18:30. *If you wish to use video equipment, lighting operations other than darkening and full-lighting, or sound equipment other than wireless microphones, please submit a Hall Staff Request Form and ask a professional organization to provide operating staff. No one other than those registered as operating staff may operate the equipment. Please submit the Hall Staff Request Form to the Office of Student Affairs at Kinugasa Campus by 3 weeks before use.
Multi-purpose halls 1 to 3, Igakukan Hall	n/a
West Plaza	Sound-producing events: Tuesdays and Thursdays when classes are in session (12:20–12:50)
East Plaza	

8.3. Equipment Use for Events

If you need any equipment for your event, please submit an application for that equipment.

8.4. Events in the West and East Plazas

Groups wishing to hold events in the West Plaza or East Plaza are requested to observe the following rules.

Rules Regarding Producing Sound	
(1) Application period	Apply to the Office of Student Affairs at Kinugasa Campus at least three weeks before the event.
(2) Volume limit	80 dB or less near the sound source (within 1 m) 60 dB or less at the campus boundaries.
(3) Volume measurement	Measurement shall be conducted by the performing group, and the volume shall be adjusted so as to observe the volume requirements. (Sound meters must be borrowed by applying at the Student Center reception before the performance.)
(4) Speaker placement	East Plaza: Facing the central plaza, with Shugakukan Hall in the background.
(5) Event hours	Amplified sound is allowed from 12:20 to 12:50 during the lunch break, and will begin when the Office of Student Affairs at Kinugasa Campus staff are present.
(6) Securing Pedestrian Paths and Performance Space	Groups will assign members to guide pedestrians so that the event will not get in their way. Since the entire plaza cannot be used by one group, each group should secure its own space for holding events.

9. Promotional Activities

Only groups affiliated with the University are allowed to conduct promotional activities on campus. External groups and non-university recognized informal groups are not allowed to do so. Groups conducting promotional activities on campus are requested to observe the following.

Basic Rules:

- Use of campus for commercial purposes, including advertising by companies and others, is not permitted (except for those approved by the University).
- No proselytizing, solicitation, or promotional activities by non-university recognized informal groups, external groups, or political/religious groups is allowed on campus.
- 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 publicity activities outside of the University are prohibited by ordinance. Please take note of the Road Traffic Act and Outdoor Advertising Ordinance.
- If you want to sell tickets or set up a stall on campus, make sure to submit a proposal to the Office of Student Affairs. Only approved groups can sell tickets and open stalls.
- Signs and similar items (banners, streetlight flags, face cutout displays, standing sign boards, sawhorse signboards, etc.) cannot be displayed without permission from the Office of Student Affairs and the Office of Regional Collaboration.

9.1. Types of Promotional Activities

Form	Location	Eligible Groups	Period	Where to Apply
Bulletin board	Student Center Undergraduate facilities (managed by the Student Union)	Student Union-affiliated groups, groups and individuals approved by the Division of Student Affairs (undergraduate project groups, groups and individuals receiving scholarships/grants from the Division of Student Affairs, etc.) <u>Applicable only to the academic year in which groups/individuals receive scholarship/grants</u>	Until the end of each event	n/a
Streetlight flags	Streetlight flags on campus		1 week	Submit a prospectus to Office of Student Affairs at Kinugasa Campus
Digital Signage	Bus waiting area		2 months	Submit a request form and data for display on the posting form (*1)
small plastic displays, table tents	Cafeteria tabletop Junge gallery space	<u>In addition to the above, groups affiliated with offices</u>	Discuss with the Co-op	After applying to the Office of Student Affairs at Kinugasa Campus, please talk with the Co-op shop(s).
Leaflet distribution	Outdoors		n/a	Refer to "2. Application of Leaflet, Poster, etc."

"Groups affiliated with offices" refers to groups under the jurisdiction of the University's offices. Please be sure to obtain permission from the appropriate office before placing small tabletop displays or distributing leaflets.

V. Activities at Kinugasa Campus (Kinugasa Campus)

*1 For details, please check the following website.

<https://www.ritsumeai.ac.jp/infostudents/activity/>



9.2. Application of Leaflet, Poster, etc.

(1) Display of Posters, etc.

- 1) Posters and other notices should be posted on the bulletin boards for extracurricular activities in each building (i.e., bulletin boards which have instructions regarding the use of the bulletin boards for extracurricular activities attached to them).
- 2) Use of scotch tape, duct tape, glue, or staples to attach posters and other notices is prohibited as they leave marks.
- 3) Please be sure to adhere to all instructions regarding the use of the bulletin boards.

For details, please check the following website.

https://www.ritsumeai.club/2023/0724_13482/

(2) Distribution of Leaflets

- 1) Groups registered with the Student Union may distribute leaflets on the campus's outdoor walkways after putting on an official armband. Armbands can be borrowed from the Office of Student Affairs.
 - *Please distribute them in a manner that does not disturb passersby or others.
 - *The campus is private property, and distribution of leaflets by groups/individuals from outside the University is not permitted.

(3) Placing Publicity Materials in the Co-op Cafeterias

- 1) Be sure to submit the publicity materials and a prospectus* to the Office of Student Affairs at Kinugasa Campus.
- 2) Please apply to each cafeteria and obtain permission.

(4) Use of Student Union's Digital Signage

The Student Union has digital signage displays in the undergraduate facilities and the Student Center at the Kinugasa Campus. Please contact the Student Union for details.

9-3. Shooting of Photographs and Video (including Drone Use)

Shooting Location	Dates/Times when Shooting is Possible	Application Method	Notes
Outdoor and indoor spaces on campus	<p>As a rule, during the hours of use of the classroom, facility, or location where the photo will be taken.</p> <p>* Please consult with the Office of Student Affairs at Kinugasa in advance for details.</p>	<ul style="list-style-type: none"> If you are only shooting in a classroom or facility that can be reserved on TriR, your TriR reservation will suffice. You do not need to file a separate application. Even if you only want to shoot in a classroom or facility that can be reserved on TriR but you plan to use paint or special coatings, you will need to get approval in advance by submitting a proposal to the Office of Student Affairs at Kinugasa. (At least 7 business days prior) If you will be shooting in a facility other than one that can be reserved on TriR, submit your proposal to the Office of Student Affairs at Kinugasa to obtain approval in advance. (At least 7 business days prior) <p>* After receiving your application, the Office of Student Affairs at Kinugasa will issue a report and request confirmation from the relevant office, after which it will notify the applying organization of the screening results.</p>	<ul style="list-style-type: none"> You must wear a Ritsumeikan University armband (which you can borrow from the Office of Student Affairs at Kinugasa) when shooting. When shooting, maintain a clear line of sight and take care not to infringe on anyone's portrait rights. Avoid showing other students, faculty, staff, or local residents in your photographs or videos.