

BKC

VI. Activities at Biwako-Kusatsu Campus

## 1. Ordinary Classrooms, Student-related Facilities

Extracurricular activity 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.) For details on the facility reservation application, please refer to the “TriR Campus (TriR)” in the all campuses section in this guidebook.

\*The term “extracurricular activity groups” refers to Student Union-affiliated groups.

### 1.1. How to Reserve a Facility

#### (1) Regular Reservation

Facility (ordinary classrooms, student-related facilities) reservations 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 the availability on TriR and apply to use a classroom/time slot that is not booked.

#### (2) Application-based Reservation

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

This allows groups to reserve on-campus facilities during a course offering period 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.

##### (b) Event Application

Event application enables groups to make multiple reservations at once during a specific period every year. Applications are accepted before spring semester classes begin. (Here, an event is a performance, exhibition, presentation, or similar project held by an extracurricular activity group that attracts a large number of visitors)

##### (c) Special Application for Circle Briefing Session

In order to support student groups' activities to recruit new students during the start of semester period, applications for the use of facilities for holding circle information sessions will be accepted on a priority basis. Applications can be made as many times as you wish, no matter how many days in advance, during the application period.

##### (d) Facilities Coordination Meeting (Held by the Central Secretariat of the Student Union)

At BKC facilities coordination meetings, groups coordinate their usage schedules for specific student-related facilities.

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### 1.2. Facility Usage Application Schedule

Application Period	Content	Period Covered	Where to Apply
March	Event application (excluding new student welcome season)	One year for the following academic year	Office of Student Affairs at BKC
	Reservations during course offering periods (spring semester)	From late April (facilities for extracurricular activities) and early May (classrooms) through the spring semester course offering period	
April	Special applications for circle information sessions	April to early May	
	Application for Circle Locker use	When classes are in session during the spring semester, starting in early May	
September to October	Reservations during course offering periods (fall semester)	When classes are in session during the fall semester, starting in mid-October	
November to December	Application for Circle Room (group office) use	One year for the following academic year	

### 1.3. Notes Regarding Facility Use

- (1) University facilities cannot be used outside of usage hours. **When using the facilities, please make sure to plan your use according to the usage hours of the facility.**
- (2) The same conditions as ones during the course offering periods apply to facility use on Sundays and holidays.
- (3) Please talk with the Office of Student Affairs at BKC in advance if you wish to film on campus for your group's video production.
- (4) Facilities can be used during summer and spring vacations except for University-wide holiday periods (Obon holiday period, year-end and New Year holiday period). As usual, applications can be submitted up to seven days in advance, including the date of application.
- (5) If you wish to use the air conditioning outside the on-campus air conditioning period, please contact ext. 7125 or 2334 (Office of Student Affairs at BKC).
- (6) After using the facilities, be sure to return desks, chairs, and other items in the facilities to their original positions before leaving. If you have a key, be sure to return it immediately after use.
- (7) The office cannot check facility usage applications on Saturdays, Sundays, or national holidays (including holidays that are class days) or during the year-end/New Year's break. Be sure to apply by 17:00 on a weekday.

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

	Facility	Sound-producing Activities	Main Purpose of Use	How to Apply	Hours
Ordinary classrooms	Co-Learning House I	Allowed	Meetings and discussions Classrooms available for sound-producing activities are listed separately.	Regular reservations or Reservations during course offering periods	<b>9:00 –21:45</b> Free slots when there are no classes
	Co-Learning House II	Not allowed			
	Ad-Seminario	Allowed			
	Forest House	Allowed			
	Prism House	Allowed			
	Rarcadia	Allowed			

	Facility		Sound-producing Activities	Main Purpose of Use	How to Apply	Hours
Student-related facilities	Hall	Union hall	Allowed	Events, etc.	Regular reservations or Event application	9:00 – 22:00
		Prism hall	Allowed			
		Epoch hall	Allowed			
	Central Arc	Dream cross lounge stage	Allowed	Events, etc.		
		Jungle gym of expression	Not allowed	Exhibition space		
		Meeting rooms 1-3	Not allowed	Meetings and discussions	Regular reservations or Reservations during course offering periods	
		Darkroom	Not allowed	n/a	Facility coordination meeting	
		Flooring rooms 1, 2	Allowed	Practice for expressive activities		
		Training booth	Allowed	Musical practice		
		Recording room	Allowed	Musical practice		
		Work laboratories 1, 2	Not allowed	n/a		
	Bio Link	Presentation space	Not allowed	Meetings, discussions, debriefing sessions, etc.	Regular reservations	
	ACT α	Work laboratory	Not allowed	n/a	Facility coordination meeting	
Multi-purpose space		Allowed	Practice for expressive activities			

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		(expression practice area α)			
ACT μ		Piano booths a, b	Allowed	Musical practice	Reservations during course offering periods
		Training rooms 1-5	Allowed		
		Music training rooms 1-3	Allowed		
		Multi-purpose space	Allowed		Regular reservations
ACT σ		Training rooms 31-33	Allowed	Musical practice, practice for expressive activities, meetings, discussions	n/a
		Japanese-style room	Not allowed		
		Meeting rooms 31, 32	Allowed		

### Classrooms Available for Sound-Producing Activities

Hours: 6th and 7th periods on weekdays; all day on Saturdays, Sundays, and holidays

Building	Floor	Voice	Stringed Instruments	Wind Instruments	Percussion Instruments
Forest House	2	Allowed			
	3	Allowed	Allowed		
Rarcadia	1	Allowed	Allowed		
Ad-Seminario	4	Allowed	Allowed		
Co-Learning House I	4			Allowed	Allowed
Prism House	1	Allowed	Allowed	Allowed	Allowed

## 1.5. Annual Use of Circle Rooms (Group Offices)

As a base for extracurricular activity groups, Circle Rooms and Circle Laboratories are available for annual use. Applications are invited from groups that actively engage in activities that embody BKC's campus concepts (regional exchange and collaboration, and cutting-edge technology (information, manufacturing, etc.)). Circle Rooms are lent on an annual basis for one year, and an application for continued use is required.

After reviewing groups that wish to continue to use Circle Rooms from the previous academic year, we will accept applications for new groups only if there are vacancies.

### (1) Facilities Available

Student-related facilities at BKC (Details will be provided at the time of calls for applications.)

### (2) Length of Use / Equipment Provided

1. Length of use: One year
2. Equipment: 1) Tables, 2) Chairs, 3) Equipment shelves, 4) Whiteboards, 5) Internal telephones

### (3) Application Overview (Details will be provided at the time of application)

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1. November - December (organizations applying for continuous use) \*New applying organizations will be accepted if space is available
2. April 1 - March 31 (tentative)
3. Eligible Groups: Student Union affiliated groups (only for groups that have completed continuation procedures), undergraduate project groups

### (4) Main Screening Criteria

In principle, groups that are based at BKC are eligible.

1. Significance, purpose, and necessity of having a facility in BKC as a base
2. Use of the base that could be accomplished through the use of classrooms, lockers, etc., or for the sole purpose of storing goods is not eligible.
3. Whether the group gives back to both internal and external communities by disseminating their activities such as competitions, contests, etc.
4. Whether the content of and plans for activities embody the unique characteristics of BKC (regional exchange, regional cooperation, information, manufacturing, etc.)
5. For groups active on other campuses: The actual status of activities conducted at BKC and the need for the group to be based at BKC

### BKC Circle Room Applications

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

Find more details in the Notifications on Facilities (BKC) section (Japanese only)



## 1.6. Annual Use of Circle Lockers

Circle Lockers are available for use by extracurricular activity groups officially registered with the university, depending on their activity status. Circle Lockers are available for one year. If you wish to continue using the locker in the following year, you will need to apply for continued use.

### (1) Circle Locker Details

Location	Name	Size (Unit: cm)	Number of Lockers
Central Arc 3F	Extra-large	W 90 × D 75× H 210*	5
	Medium	W 90 × D 65× H 105	40
Central Arc 4F	Large	W 90 × D 45× H 210	30

\* Width (W), depth (D), height (H).

These measurements are approximate. Actual size may vary.

**(2) Outline of Circle Locker Application** (Details will be provided at the time of application.)

1. Purpose: To store items for activities of groups
2. Application period: April (both continuous and new use)
3. Period covered: About one year after application
4. Application location: Office of Student Affairs at BKC
5. Eligible groups: Central organs of the Student Union; official organizations, student clubs, and voluntary associations affiliated with the Academic, Cultural, and Athletic Associations; registered student groups that have already completed continuation paperwork; and undergraduate project groups

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### (3) Notes Regarding Use

1. When you no longer need the locker, please return its key to the Office of Student Affairs at BKC.
2. Groups will pay for lost locker keys.
3. Do not leave items around the lockers (on top of the lockers, in the walkway). Abandoned items will be disposed of after notification during the annual cleanup.
4. In the event that the continuation procedure is not followed and luggage is left in the locker, we will notify you of the removal period and dispose of the luggage that has not been removed within this period.

#### BKC Circle Room Applications

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

Find more details in the Notifications on Facilities (BKC) section (Japanese only)



## 2. Use of Epoch Ritsumei 21 (Hall, Seminar House, etc.)

Extracurricular activity groups, independent seminars, groups approved by the University, and others may apply to use Epoch Ritsumei 21. Please follow the respective procedures to do so. The use of classrooms by informal groups, external groups, and individual students is not permitted.

### 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 facility, 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 is prohibited by local ordinance except in smoking cessation support areas.
- 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 Epoch before doing the paperwork to use the Seminar House.

### Steps to Use the Seminar House

Provisional reservations		Application Procedures		Actual reservations
Make a provisional reservation at Epoch Ritsumei 21's front desk	⇒	Have your use request form and accommodation guest list form (only for overnight stays) checked at the Office of Student Affairs at BKC	⇒	Submit the use request form, accommodation guest list form, and epoch usage agreement at Epoch Ritsumeikan 21's front desk.

\*The actual reservation 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. If you need to cancel your reservation please inform us as soon as possible.

If you want to make a reservation within eight days including the day of use, please consult with the Office of Student Affairs at BKC in advance.

For details on how to use Epoch Ritsumei 21 and other information, please check Ritsumeikan University's website.

Epoch Ritsumei 21 (<http://www.ritsumei.ac.jp/lifecareer/activity/facility/stay/>)  
(Japanese only)

\*You can download the use request form and other documents for submission from the above URL.





### 3. Use of Sports Facilities

#### 3.1. BKC Sports Facilities and Types of Approved Usage

##### ■ Facilities Available

Facility	Types of Sports Available
BKC Gym arena 1	2 basketball courts, 3 volleyball courts, 2 handball courts
BKC Gym arena 2	1 basketball court, 2 volleyball courts, 1 handball court, 6 badminton courts, 6 table tennis courts, 2 kendo courts, 6 other martial arts courts
BKC Gym training room	n/a
BKC Sports and Health Commons - Arena	2 basketball courts, 2 volleyball courts, 3 badminton courts, 8 table tennis courts
BKC Sports and Health Commons - Indoor pool	25 m x 7 lanes
BKC Sports and Health Commons - Multi-purpose space and active space	4 table tennis tables, mölkky set, etc.
Athletic field 1	2 soccer fields, 1 futsal field, 2 baseball fields (practice only), 2 softball fields, 1 lacrosse field, 1 rugby field, etc.
Athletic field 3	1 baseball field, 1 softball field, 2 soccer fields, 1 lacrosse field, 2 rugby fields
Tennis courts	6 hard/soft tennis omni courts, 2 hard courts

##### ■ Hours (BKC Sports and Health Commons Excluded)

Facilities are available from Monday to Saturday (excluding Sundays and public holidays). They are also available on public holidays when classes are held.

Reservations are accepted for Athletic Association groups on Sundays and public holidays. Facility availability during summer and spring breaks is the same as when classes are in session.

Information on office closures will be posted at the counter regarding Golden Week, university-wide summer and winter breaks, etc., at the relevant times.

##### **BKC Sports and Health Commons:**

Please check the website below for the latest information on the days and times available for group and individual reservations.

BKC Sports and Health Commons website: <https://kids-co.theblog.me/>

#### 3.2. Training Room Use (BKC Gym / BKC Sports and Health Commons)

In order to use a training room, you need to attend a training room orientation session.

BKC Gym: Reservations are required for both an orientation session and the use of a training room.

BKC Sports and Health Commons: A reservation is required for an orientation session, but not for the use of a training room.

Please make reservations using the below URL.

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Reservations for  
orientation sessions



Reservations for  
Kinugasa/BKC/OIC  
training rooms



Training Gym Availability:

- BKC Gym

Training rooms are available from Monday through Saturday (closed on Sundays and public holidays (even if classes are held)). They are open all hours except when in use by a class. For more information, please check the below university website.

BKC Gym Training Room (<http://www.ritsumei.ac.jp/lifecareer/activity/facility/gym/bkc/>)  
(Japanese only)

- BKC Sports and Health Commons

Please check below for available days and times.

When classes are in session: Weekday evenings (9:15-21:00)

When classes are not in session: Weekdays (9:15-21:00)

### 3.3. Use of BKC Gym and Athletic Fields 1 and 3

#### 1. Before Using the Facilities

Before using the facilities, please complete the procedures at the Office for Athletes and Sports Services.

#### 2. Application Procedures:

For All Groups

- Reservations can be made one week before (the same day of the week preceding) the day of use.
- Reservations for Saturday can be made starting the previous Monday (because the office is closed on Saturdays and Sundays).
- In principle, one group may use the facilities for up to two time slots per day (they do not need to be consecutive).
- Only individuals registered as group members may use the facilities.
- The number of courts you can use will vary depending on a purpose of use and the number of users.
- Fill out a use request form at the counter to have a person in charge affix a seal on it. Then, submit it to the Office of Campus Management and Security.

For Athletic Extracurricular Activity Groups:

- The facilities may only be used for your group's registered sport.
- Tennis circles can use courts for each set of players.

For Cultural Extracurricular Activity Groups:

- Submit a use request form for sports facilities (prospectus). The facility may be used after approval by the Office of Student Affairs at BKC.
- Each group can use a facility only for one activity per day.

### 3. Available Equipment

As a general rule, equipment is not available to Athletic Association-affiliated official organizations or athletic-type extracurricular activity groups. However, large equipment (base sets, soccer goals, center net straps, etc.) is available to them.

Equipment is available to cultural extracurricular activity groups, research offices/labs, seminars, classes, etc. They need to submit a prospectus.

Please inquire at the counter for details about the equipment available.

### 4. When Using the Facilities

Be sure to observe the following.

- (1) When using the facilities, wear exercise clothing and shoes.  
Wear indoor shoes in the arena (**outdoor shoes and bare feet are strictly prohibited**).  
Shoes with rubber soles must be worn on the tennis courts.
- (2) When entering the building from an athletic field, be sure to remove any dirt from your shoes and clothes.
- (3) Beverages other than tea and water are strictly prohibited on the tennis courts.
- (4) Lockers in the BKC Gym locker rooms can only be used on the day of use. They may not be used as personal lockers.
- (5) **Baseball scrimmage practice and hitting practice are strictly prohibited** on the athletic field 1 due to the risk of contact with neighboring groups. (Allowed for softball.)  
For scrimmage/hitting practice, use athletic field 3.
- (6) Unregistered groups, persons not registered as group members, and groups that have not submitted a use request form are not allowed to use the sports facilities.
- (7) Any usage that differs from the content (type of activity, number of people, etc.) of the form is prohibited.
- (8) Renting/lending a facility between groups is prohibited.
- (9) **The athletic fields may be unavailable due to weather conditions (during or after rain)**  
Please follow instructions of the BKC Gym staff in that case.

### 5. After Facility Use

- (1) After use, please be sure to **clean up** (court maintenance, trash pickup, etc.) and **leave the facility within the reserved time**.
- (2) Return used equipment to how it was before you used it.
  - Soccer and futsal goals must be returned to their original positions.
  - Circles should bring their own equipment such as balls, rackets, bibs, etc. (Goals for soccer and futsal, baseball bases, etc. can be borrowed).
- (3) Even when using equipment at the athletic field 3, be sure to return it to the BKC Gym within the reservation time (so that the next group can use it at the start of their reservation).
- (4) After use, please **report that you have finished to the BKC Gym counter (or the Office of Campus Management and Security** when using the athletic field 3).

### 6. Cancellations:

- (1) If you need to cancel your reservation for any reason, please contact the Office for Athletes and Sports Services in advance (phone cancellations are accepted).

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### Contact information

- Office for Athletes and Sports Services  
Tel.: 077-561-3977  
Hours: Monday through Friday, 9:00 – 17:30
- BKC Gym (when the Office for Athletes and Sports Services is closed)  
Tel.: 077-561-2630  
Hours: Monday through Saturday, 9:00 – 21:00;  
Sundays and holidays, 9:00 – 19:00

### 3. 4. Use of BKC Sports and Health Commons

Please visit the website below and use these facilities by following the various guidelines.

- Before using the facilities, make sure to confirm the contexts of the “Facilities User Guide” file.
- The procedure for using the facilities is different for each user. Please check the file "How to reserve the facilities - The follow of registration" and continue after confirming the availability of the facility on the TriR system.
- For information on loaning equipment. etc., please inquire directly at the Sports and Health Commons office counter at the time of use.

BKC Sports and Health Commons  
(<https://www.ritsumeai.ac.jp/lifecareer/activity/facility/bkc-shc/>)



## 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 group who used it will be invoiced for repair costs after the group is interviewed about how the equipment was handled.

### 4.1. Equipment Available

Applications must be made at least three business days prior to the date of use if there is an asterisk in the Notes.

Item	Quantity Available	Storage Location	Notes
RGB cable	2	Office of Campus Management and Security	
Sawhorse signboard (60 × 90 cm) Up to three per group (three weeks)	50	Office of Campus Management and Security (brought in by Creotech)	*
LCD projector	1	Office of Campus Management and Security	
LCD projector	1	Office of Student Affairs	
Audio and video outlets	2	Office of Campus Management and Security	
Large screen (L 205 × W 180 cm)	3	Office of Campus Management and Security	
Audio cables (2 types)	1	Office of Student Affairs	
Flashlight	3	Office of Campus Management and Security	
Counter	3	Office of Student Affairs	
Loudspeaker (small)	1	Office of Campus Management and Security	
Loudspeaker (large)	2	Office of Campus Management and Security	
Loudspeaker (extra large)	2	Office of Campus Management and Security	
Loudspeaker	3	Office of Student Affairs	
Stepladder (small) 0.9 m	3	Office of Campus Management and Security	
Stepladder (large) 1.8 m	3	Office of Campus Management and Security	
Portable stage (2.5 × 1.25 × 0.4 m)	19	Union Square storage space	
Portable stage	7	Storage space at the jungle gym of expression	
Sandbag	n/a	Creotech	*
Speaker amplifier (with one wireless microphone)	2	Office of Campus Management and Security	
Speaker amplifier (with two wireless microphones)	2	Office of Campus Management and Security	
Spotlight L (SSP) with stand	4	Small storage space at the Union Square entrance	
Gel frame (40 large, 4 medium, 46 small)	90	Office of Student Affairs	
Platform cart (small)	1	Office of Campus Management and Security	
Platform cart (large)	1	Office of Campus Management and Security	
Platform cart (double-decker, enclosed)	1	Office of Campus Management and Security	
Fly system key (Central Arc)	1	Office of Campus Management and Security	
Tent (small) 1.8 × 2.7 m	1	Office of Campus Management and Security (brought in by Creotech)	*

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Item	Quantity Available	Storage Location	Notes
Tent (medium) 2.7 × 3.6 m	3	Office of Campus Management and Security (brought in by Creotech)	*
Tent (large) 3.6 × 5.4 m	6	Office of Campus Management and Security (brought in by Creotech)	*
Retractable extension cord (small) 5 m	1	Office of Campus Management and Security	
Retractable extension cord (large) 30 m	5	Office of Campus Management and Security	
Retractable extension cord (medium) 30 m	4	Small storage space at the Union Square entrance	
Retractable extension cord (large) 50 m	5	Small storage space at the Union Square entrance	
Transceiver (walkie-talkie)	7	Office of Student Affairs	
Long desk (180 × 60, 180 × 45)	95	Office of Campus Management and Security (brought in by Creotech)	*
Long table	17	Union Square storage space	
Partition 1 (W 95 × L 176)	2	Union Square storage space	With casters
Partition 2 (W 120 × L 190 cm)	4	Union Square storage space	With casters
Partition 3 (W 120 × L 165 cm)	14	Union Square storage space	With casters
Partition 4 (W 120 × L 180 cm)	14	Storage space at the jungle gym of expression	With casters
Partition 5 (W 90 × L 210 cm)	14	Storage space at the jungle gym of expression	Stabilized with bases
Partition 6 (W 115 × L 175 cm)	18	Storage space at the jungle gym of expression	Stabilized with supports
Partition 7 (W 90 × L 171 cm)	5	Storage space at the jungle gym of expression	With casters
Partition 8 (W 93 × L 168 cm)	6	Storage space at the jungle gym of expression	With casters
Folding chair	118	Office of Campus Management and Security (brought in by Creotech)	*
Folding chair	115	Union Square storage space	
Piano key (CI403)	1	Office of Campus Management and Security	Reservation for CI403 required
Lipped serving tray	11	Office of Campus Management and Security	
Picture hanger	30	Office of Student Affairs	
Video camera	3	Office of Student Affairs	
Fresnel spotlight L	4	Small storage space at the Union Square entrance	
Baby spotlight L	20	Small storage space at the Union Square entrance	
Baby spotlight base (Hanger for baby spot spotlight)	14	Small storage space at the Union Square entrance	
Adapter cord (parallel male, T female)	18	Office of Student Affairs	
Adapter cord (T male, two-prong female)	21	Office of Student Affairs	
Adapter cord (C type)	15	Office of Student Affairs	
Microphone stand - tabletop	10	Office of Campus Management and Security	

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Item	Quantity Available	Storage Location	Notes
Microphone stand - floor	8	Office of Campus Management and Security	
Wired microphone	10	Office of Campus Management and Security	Not available for use at the Prism Hall
Wired microphone extension cord (male female cord)	4	Office of Campus Management and Security	
Light stands (4 black, 2 white)	6	Small storage space at the Union Square entrance	
Cart key	3	Office of Campus Management and Security	
Wireless pin microphone (for the Union Hall)	3	Office of Campus Management and Security	
Wireless Microphone (for the Central Arc [DCL])	4	Office of Student Affairs	
Wireless microphone (for the Union Hall)	3	Office of Campus Management and Security	
Armband	42	Office of Student Affairs	

### 4.2. Procedures

#### (1) Procedures for Regular Use

- (1) Please fill out a use request form for facilities/equipment at the Office of Student Affairs at BKC. Staff will check on availability.
- (2) After completing the reservation, you will receive a copy of the form.
- (3) On the day of use, receive the equipment at the storage location (Office of Student Affairs at BKC or the Office of Campus Management and Security [first floor of the Core Station]; see the table under “1. Equipment Available”). At this time, bring the copy of the form.

\*When borrowing equipment from the Union Square storage space, the small storage space at the Union Square entrance, or the storage space at the jungle gym of expression, you must also apply for a key for each storage space. Key borrowing is handled by the Office of Campus Management and Security.

#### (2) Large Equipment

- (1) To arrange delivery, applications for large equipment (long desks, folding chairs, sawhorse signboards, and tents) must be submitted **at least three business days\* prior to the date of use.**

\*: Does not include Saturdays, Sundays, or holidays when the office is closed. Please apply well in advance since the office closure may affect your application deadline (e.g., equipment use on or after weekends).

- (2) Large equipment will be delivered to a location specified in the use request form for facilities/equipment. (Please refer to the table below for the delivery location.)

\*Equipment in the Union Square storage space, the small storage space at the Union Square entrance, and the storage space at the jungle gym of expression should be carried to the place of use by users.

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### Delivery Locations of Large Equipment

No.	Facility	Location
1	Epoch Ritsumei 21	After-hours entrance
2	Across Wing	Be-ing Square side (Immediately on the right after entering the entrance hall)
3	Ad-Seminario	Bottom of the indoor stairs
4	Union Square	In front of the Union Hall
5		Across Wing side (In front of the building)
6	Central Arc	Pilotis
7	Prism House	In front of the teacher's lounge
8		Prism Hall
9		In front of P109
10	Co-Learning House I	Perimeter road side
11		Campus promenade side
12	Co-Learning House II	Perimeter road side
13		Campus promenade side (Note this is not the central entrance)
14	ACT $\sigma$	Front entrance
15	BKC gym	In front of the arena 1
16	ACT $\beta$	Entrance
17	Tennis courts	Behind the vending machines
18	Science Core	Athletic field 1 side
19		Creation Core side
20	Creation Core	Front entrance
21	ACT $\alpha$	Perimeter road side
22	Link Square	In front of the entrance
23	Forest House	Campus promenade side
24		Frontier Research Center side
25	Core Station	Between the Core Station and the East Wing
26	Rohm Plaza	First floor entrance (Walkway in front of the restroom)
27	Athletic field 3	Entrance
28	Frontier avenue	Near road side of the former C-Cube
29	Quince Stadium	In front of the equipment room
30	Green Field	Next to the athletic field
31	Rarcadia	1st floor, behind the elevator
32	Sports and Health Commons	First floor entrance



## 5. Printer and Digital Duplicator Use

Extracurricular activity groups can use a digital duplicator and large format printer for printing. During the new student welcome season and school festival season, please plan to print well in advance since many other groups will also use them.

### 5.1. Digital Duplicators

- (1) Location: Central Act office, 4th floor, Central Arc
- (2) Items that can be printed: Leaflets, handouts, etc. necessary for the group's activities

Only groups whose activities have been approved by the Student Union may use the digital duplicators.

For more information, please contact the Central Secretariat of the Student Union.

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



### 5.2. Large Format Printers

- (1) Location: Office of Student Affairs at BKC, 1st floor, Central Arc
- (2) Items that can be printed: Posters and other materials necessary for the group's activities
- (3) Sizes: A0 to A2
- (4) Printing limit: 20 pages per group (per academic year)
- (5) Printing method: Please save and then bring the data to be printed on a USB stick
- (6) Notes

1) Large format printers take longer than normal to print. Please plan to finish during the opening hours of the Office of Student Affairs at BKC.

2) Please prepare and print your materials as early as possible during the new student welcome season and festival season, as many other groups will also use the printers.

\*This is only available to groups affiliated with the Student Union, groups and individuals approved by the Division of Student Affairs (undergraduate project groups, groups and individuals receiving various scholarships/incentive scholarships from the Division of Student Affairs, etc. (only for the relevant academic year)).

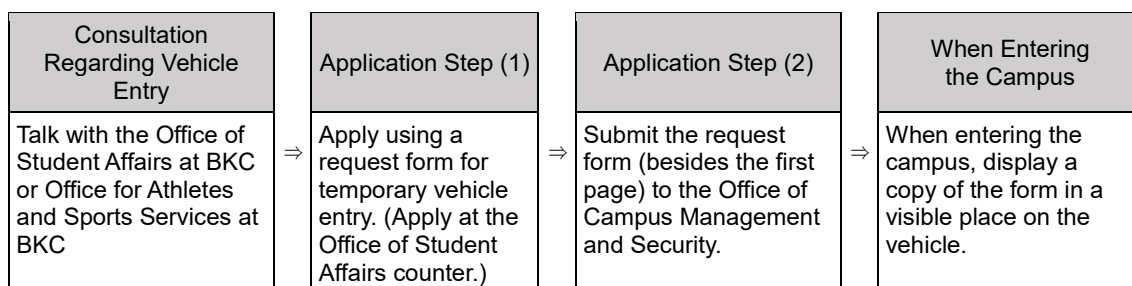
## 6. Campus Entry of Large Buses and Other Vehicles

### Basic Rules:

- The entry of vehicles that are deemed necessary for extracurricular activities (e.g., loading and unloading for an event) can be arranged at the Office of Student Affairs at BKC by completing vehicle entry procedures. Hours: 9:00 to 22:00 \*No vehicles are allowed to enter the campus for the purpose of commuting to school.
- Applications must be made at least **eight days in advance including the day of use**. In principle, applications not received by this deadline will not be accepted. (Applications cannot be submitted on Sat., Sun., public holidays, and other days when the office counter is closed).
- Unauthorized campus entry of vehicles and 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 BKC.
- Overnight parking is not allowed. Please be sure to remove the vehicle on the same day. (9:00 to 22:00)
- If necessary, long-term parking is limited to three hours on weekdays and one hour on weekends and holidays.
- The following groups are eligible to have vehicles enter the campus: Student Union-affiliated groups, undergraduate project groups, and groups approved by the Division of Student Affairs.

### 6.1. Vehicle Entry

#### Application Procedures



\*Athletic Association affiliated groups should apply at the Office for Athletes and Sports Services.

### 6.2. 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 your application at least **eight days in advance including the day of use** at the Office of Student Affairs counter. In principle, if applications are not made by the deadline they will not be accepted. (Applications cannot be submitted on Sat., Sun., public holidays, and other days when the counter is closed).

#### (1) Procedures

Please fill out the request form for large bus entry regarding extracurricular activities with the

## VI. Activities at Biwako-Kusatsu Campus (BKC)

details of why you will be using a large bus. Have the form checked by and obtain permission at the Office of Student Affairs at BKC.

### (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.

## 7. Waste Disposal

If you need to dispose of a large-amount or large-size waste generated by extracurricular activities, please submit a waste/unneeded items disposal request form in advance.

You can download this form from the following website. However, this form can only be submitted to the counter at the Office of Student Affairs at BKC (Office for Athletics and Sports Services for Athletic Association affiliated groups.)

<https://www.ritsumeai.ac.jp/file.jsp?id=556114>



### 7.1. Procedures

Fill out the waste/unneeded items disposal request form with the relevant details (amount, size, location) and have the Office of Student Affairs at BKC (or the Office for Athletes and Sports Services for Athletic Division-affiliated groups) review it.

### 7.2. Notes

- Depending on the amount and type of waste to be disposed of, a fee may be charged. For more information, please contact the Office of Student Affairs at BKC (or the Office for Athletes and Sports Services for athletic association affiliated groups.)
- **“Experiment-related waste collection,”** for waste from experiments and other similar waste is conducted four times a year (June, September, December and March). Eligible groups should follow the disposal steps after they are informed when their waste will be collected.
- **Waste not produced by extracurricular activities is not accepted for disposal.**
- 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 Grants.
- **Please consult with the Office of Student Affairs in advance when disposing of the equipment (whiteboards, desks, chairs) in the Circle Room. Depending on their condition, it may not be possible to dispose on them.**

## 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. (Rehearsals, regular group practice, and new group member recruitment information sessions are not included.) Applications are required regardless of whether the event will be held on or off campus.

### 8.1. Holding an Event

#### (1) Event Applications

A notification to the Office of Student Affairs at BKC is required to hold events. Please submit the “Prospectus and Notification Form” to the Office of Student Affairs at BKC. It usually takes time to gain approval, and it takes even longer if you get feedback on your event content and need to make changes. Please submit your application about **one month prior to the event**.

#### (2) Event Venue Reservations

To encourage groups to hold events in a planned fashion and ensure equal use of the University's limited facilities, applications will be accepted once a year during the spring semester. If you are planning to hold an event, please make sure to check the Office of Student Affairs at BKC for an announcement regarding the application period and other information. Applications can also be submitted after the end of the annual reservation period if there are still available slots.

After the annual reservation period, please submit your reservation application with the usual prospectus and application forms.

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

The Student Union Central Office Special Business Division will accept reservations during specific periods. The Office of Student Affairs at BKC will not accept applications during this period, so please check the details in leaflets provided by the Special Business Division.

### 8.2. Facilities and Equipment Use for Events

#### (1) Facilities Available for Events

Facility	Capacity*	Notes
Union Hall	200 people	Sound system, lighting system, projector
Prism Hall	900 people	Sound system, projector, blackout curtains
Epoch Hall	130 people	Sound system, lighting system, height-adjustable stage
Dream cross lounge stage	n/a	Sound system, large projector
Jungle gym of expression	n/a	Display panel
Plaza in front of the fountain	n/a	Can be used only from 12:10 to 12:50 Sound-producing activities are allowed from 12:20 to 12:50.

\*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 Prism Hall cannot be rented for sound producing events or other events that interfere with classes.

\*The Dream cross lounge (except the stage) is not available for exclusive use.

\*Capacity is subject to change depending on the spread of infectious diseases.

#### (2) Equipment Use for Events

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If you need any equipment for your event, please apply for it using the use request form for facilities/equipment.

### 8.3. Application for Use

- (1) **Application Period:** Once a year (early to mid-March).  
Applications outside this period are also accepted depending on availability.
- (2) **Eligible Groups:** Eligible groups: Student Union-affiliated groups (official organizations, student clubs, voluntary associations, and registered student groups) and undergraduate project groups
- (3) **Required Documents:** Prospectus and Notification Form, and use request form for facilities/equipment
- (4) Application Form: <https://cw.ritsumei.ac.jp/campusweb/sv/main>



## 9. Promotional Activities

Only extracurricular activity groups 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 rules.

### 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 or lounge is also prohibited. These leaflets will be thrown out upon being found.
- 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 at BKC. Only approved groups can sell tickets and open stalls.

### 9.1. Types of Promotional Activities

Form	Location	Eligible Groups	Period	Where to Apply
Bulletin board	Central Arc 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.*1) *1: Applicable only to the academic year in which groups/individuals receive scholarship/grants	Until the end of each event	The Central Secretariat of the Student Union *3
Streetlight flags	Central circus, campus promenade, butte street, frontier avenue, Central Arc space, Central Arc terrace		2 weeks	
Banner	Union Square, north of the entrance on the fountain side, Union Square, terrace walls, north of the entrance to Link Square	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.*1), groups affiliated with offices*2  *1: Applicable only to the academic year in which groups/individuals receive scholarship/grants  *2: Refers to groups under the jurisdiction of the university's offices. Be sure to obtain permission from the appropriate office before the promotional activities.	2 weeks	Office of Student Affairs at BKC
Kite train	Central circus, frontier avenue		1 week	
Digital signage	BKC Sports and Health Commons		1week	
Projector	BKC Sports and Health Commons, Relaxation Commons			
Discussion required	Co-op		Discuss with the Co-op	After applying at the Office of Student Affairs at BKC please consult with the co-op shop(s).
Leaflet distribution	Outdoors		n/a	See “9.2. Application of Leaflet, Posters, etc.”

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Form	Location	Eligible Groups	Period	Where to Apply
Sawhorse signboard	See "9.3. Use of Sawhorse Signboards."			

\*3: If you wish to post a notice on a bulletin board managed by the Student Union, please read the terms of use below and submit one copy of the notice to the Central Secretariat of the Student Union for approval before posting.

[https://www.ritsumeitclub/2023/0724\\_13482/](https://www.ritsumeitclub/2023/0724_13482/)



### 9.2. Application of Leaflet, Posters, etc.

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

- 1) Please include the following information on any posters displayed on bulletin boards.
  - (a) Name and contact information of the issuing group (group email address, SNS, 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, date and location
- 2) If you wish to display a poster on the Student Union bulletin boards, please apply via the Central Secretariat of the Student Union. Please refer to "9.1.Types of Promotional Activities," "Bulletin Board."
- 3) Use of scotch tape, packing tape, glue, and staples when posting is prohibited as they leave marks.
- 4) For fire and disaster prevention, please be sure to secure all postings with thumbtacks at all four corners.
- 5) When the posting period has passed, the group displaying posters should remove them immediately. If a poster that should have been removed is found, the Division of Student Affairs or Student Union will dispose of it.

#### (2) Distribution of Leaflets

Groups listed in the table found in "9.1. Types of Promotional Activities" may distribute leaflets on the campus's outdoor walkways. However, please distribute them in a manner that does not disturb passersby or others. Before distributing leaflets, please be sure to borrow an armband from the Office of Student Affairs counter. You are required to wear an armband when distributing leaflets.

- 1) Please include the following information on any leaflets you distribute.
  - a) Posting group's name and contact information (personal cell phone is not acceptable, group's email address, SNS, etc.)
  - b) Affiliation (e.g., Approved Arts and Sciences group, College of xx project group, College of xx, xx Research Laboratory, etc.)
  - c) (For events): Event name, time and location.

### 9.3. Use of Sawhorse Signboards

To set up sawhorse signboards, please follow the application procedures and apply to the below counter. The below information does not apply to special periods such as the school festival season. Priority may be given to promotional activities for university-wide events.

Form	Location	Eligible Groups	Period	Where to Apply
Sawhorse signboard	Locations available for sawhorse signboards	Eligible groups as outlined in 9.1.	At any time (up to 3 weeks)	Office of Student Affairs at BKC



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- (1) A group may use up to three sawhorse signboards at once. When you apply to rent a sawhorse sign, a set of sand bags and plastic sheets will also be loaned.
- (2) When setting up sawhorse signboards, please ensure that they do not obstruct traffic and secure them using the sand bags so that they do not fall over due to wind or for other reasons.
- (3) Please check with the Office of Student Affairs at BKC when applying regarding the places where sawhorse signboards may be installed.

### **9.4. Display of Banners, Kite Trains, and Streetlight Flags (R Symbol)**

- (1) These may be displayed only in locations approved upon application. Displaying them in classroom buildings is not allowed. Applications required 1) Application form (application and permission form for special use related to promotional activities) and 2) prospectus (only for particular types of promotional activities.) Please submit 1) application form to the Office of Student Affairs at BKC beforehand and 2) prospectus to the Office of Athletics and Sports Services for Athletic Association affiliated groups, and the Office of Student Affairs at BKC for non-Athletic Association affiliated groups.
- (2) Make sure that they are firmly fixed in place and will not get in the way of passersby. BKC is a very windy campus. Any object that obstructs passage or endangers passersby must be removed immediately.
- (3) When using streetlight flags, please do not remove the R symbol flags. Layer the flags so that the R symbol flags are covered. Please be sure to return the R symbol flags to their original state at the end of the posting period.
- (4) Please take precautions to prevent colors from bleeding due to rain. If flags significantly disturb the scenery, you may be asked to remove them.

### **9.5. Use of the BKC Sports and Health Commons & Relaxation Commons**

Please consult with the Office of Student Affairs at BKC in advance regarding the advertising of events in the BKC Sports and Health Commons.

### 9-6. 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	During Office of Student Affairs at BKC counter hours (9:30 - 17:00 on weekdays)	Submit the prescribed application form to the Office of Student Affairs at BKC to obtain approval in advance. (At least 3 business days prior) *After receiving your application, the Office of Student Affairs at BKC will issue a report and request confirmation from the relevant office, after which it will notify the applying organization of the screening results.	<ul style="list-style-type: none"> <li>You must wear a Ritsumeikan University (or Ritsumeikan University Student Union) armband when shooting.</li> <li>When shooting, take care not to infringe on anyone's portrait rights. Avoid showing other students, faculty, staff, or local residents in your photographs or videos.</li> </ul>

\* Please check with the respective office counter for the prescribed application form.