

# Guidelines for Use of the Bristol Myers Squibb Building of the Center for Cancer Immunotherapy and Immunobiology

Established on April 11, 2024  
Dean of the Graduate School of Medicine

## (Purpose)

Article 1: These guidelines are intended to set forth the necessary matters concerning use of the Bristol Myers Squibb Building (hereinafter referred to as the "Facility") at the Center for Cancer Immunotherapy and Immunobiology (hereinafter referred to as the "Center").

## (Management of the Facility)

Article 2: Management of the Facility shall be undertaken by the Director of the Center for Cancer Immunotherapy and Immunobiology (hereinafter referred to as the "Director") as delegated by the Dean of the Graduate School of Medicine of Kyoto University (hereinafter referred to as the "Dean").

## (Scope of Use of the Facility)

Article 3: The Facility shall be used for the following activities:

- (1) Activities related to education and research conducted by faculty members of the Graduate School of Medicine
- (2) Activities that contribute to education and research conducted by persons other than faculty members of the Graduate School of Medicine
- (3) Other activities deemed appropriate by the Director

2. The scope of use of the facility shall be as follows:

Long-term use spaces

- (1) Researchers' office
- (2) Industry-university cooperation laboratory space

Hourly-use spaces

- (3) Multipurpose Hall

## (Applications for Use of the Facility)

Article 4: Applications for use of the Facility shall be made by submitting the designated application form to the Director.

## (Permission for Use of the Facility)

Article 5: When the Director grants permission to use the Facility, the Director shall notify the person(s) who applied for use of the Facility (hereinafter referred to as the "Applicant") of such permission by issuing a prescribed notice of permission.

2. The period of use of long-term use spaces shall be limited to five (5) years, unless the Director specifically deems otherwise.

3. The period of use of hourly-use space shall be in units of one (1) hour.

4. The hourly-use space is open from 8:30 am to 9:00 pm, except for the following closed days:

- (1) Sundays and Saturdays
- (2) Holidays stipulated in the National Holidays Act (Act No. 178 of 1948)
- (3) December 28th to January 3rd of the following year (excluding the days in (1) and (2))
- (4) June 18th (Foundation Day of Kyoto University (hereinafter referred to as the "University"))
- (5) Monday, Tuesday, and Wednesday of the third week in August

5. Notwithstanding the provisions of the preceding paragraph, the Director may, when deemed particularly necessary, allow use of the Facility on usually closed days, or extend the hours of use after closing time. In addition, the Director may, when deemed particularly necessary, temporarily close the Facility or shorten its opening hours.
6. The Director may impose necessary conditions on the use of the Facility when deeming it necessary in relation to the permission for use stated in Paragraph 1.
7. The Applicant granted a permission to use the Facility shall be assigned as the person responsible for the use of the Facility (hereinafter referred to as the "Responsible Person").
8. In addition to the matters set out in the preceding article and each of the preceding paragraphs, the Director shall have the final word on any matters necessary for application and permission to use the Facility.

(Lease Contract)

Article 6: A lease contract shall be concluded for the long-term use spaces as described in Article 3, Paragraph 2, if the Responsible Person does not belong to the University.

(Facility Usage Fees)

Article 7: Fees for using a space in the Facility (hereinafter referred to as "Facility Usage Fees") shall be as specified in Appendices 1 and 2, and the Responsible Person shall pay the fees by the date specified by the University in the manner specified by the University.

2. Once paid, the Facility Usage Fees will not be refunded. However, in the event that permission to use the Facility is revoked or use of the Facility is suspended for reasons attributable to the Center, all or part of the Facility Usage Fees will be refunded.

(Reduction or Exemption of the Facility Usage Fees)

Article 8: The Director may, when deeming there to be special reasons, reduce or exempt the Facility Usage Fees set forth in the preceding article.

(Bearing of Expenses)

Article 9: In addition to the Facility Usage Fees set forth in Article 7, the Responsible Person shall bear the following expenses:

- (1) Expenses incurred for any special construction or alteration of the Facility, as well as expenses incurred for repairs and replacement of consumables related to such special construction or alteration
- (2) Expenses incurred for the delivery, installation, adjustment, and removal of laboratory equipment, etc.
- (3) For long-term use spaces, utility charges and communication fees related to the use of such spaces

(Obligation to Maintain Property, etc.)

Article 10: The Responsible Person shall maintain and manage the Facility and its equipment, fixtures, etc. with the due care of a prudent manager.

2. The Responsible Person shall not use the Facility and its equipment, fixtures, etc. for purposes other than those permitted for use.
3. The Responsible Person shall not sublease the Facility and its equipment, fixtures, etc. to any other person or pledge them as collateral.
4. The Responsible Person shall obtain a prior approval from the Director when making any special construction or alteration of the Facility and its equipment, fixtures, etc.

5. Other details regarding the use of the Facility shall be in accordance with the instructions given by the Director or the person in charge of the management of the Facility under order of the Director.

(Cancellation of Permission for Use, etc.)

Article 11: The Director may revoke permission for use of the Facility or suspend use of the Facility in any of the following cases. The University shall not be held liable for any damages incurred by the users as a result of such revocation of the permission for use or the suspension of use.

- (1) When the Director recognizes that the Responsible Person has violated or is likely to violate the regulations
- (2) When the Responsible Person has made a false statement on the application form
- (3) When an administrative reason of the cancellation arises at the University

(Exemption of Liability)

Article 12: The University shall not be liable for compensation for loss or damages suffered by the Responsible Person or the person(s) using the Facility to equipment, items, etc. owned, possessed or controlled by them due to force majeure (such as natural disasters), fire, theft, or other causes beyond their control.

(Exclusion of Antisocial Forces)

Article 13: The Responsible Person shall express and guarantee the matters listed in the following items.

In the event that the Director finds that the Responsible Person or the person(s) using the Facility has violated any of the following items, the Director may revoke permission to use the Facility and order the person(s) to leave the Facility without notice.

- (1) The person is not a member of an organized crime group, a company related to an organized crime group, a corporate racketeer, or any other group equivalent to these (hereinafter referred to as "Antisocial Forces")
- (2) The officers of the organization to which the person belongs (employees who execute business, directors, executive officers, or persons equivalent thereto) are not members of Antisocial Forces
- (3) The person will not allow Antisocial Forces to use the person's name
- (4) The person will not use threatening behavior or violence against the University
- (5) The person will not use fraudulent means or force to interfere with the business of the University or damage its credibility

(Restoration to Original Condition)

Article 14: When the Responsible Person has completed the activity specified in items of Article 3, Paragraph 1, and has finished use of the Facility permitted under Article 5, the Responsible Person shall immediately restore the Facility to its original condition and return its care to the Center. However, this shall not apply in cases where the Director particularly approves.

2. In the event that the Responsible Person does not fulfill the obligation to restore the Facility to its original condition, the Director may do so at the expense of the Responsible Person. In this case, the Responsible Person may not file a protest to the Director.

(Compensation for Damages)

Article 15: The Responsible Person shall compensate for any loss, damage, or defacement of the Facility or its equipment, fixtures, etc., caused by the Responsible Person or any other person related to the use the Facility or its equipment, fixtures, etc. due to reasons attributable to the said person.

2. In the event that the Responsible Person or related persons causes personal injury and/or damage to property of a Responsible Person using another space in the Facility or related persons, or other third parties, due to reasons attributable to the said person, the Responsible Person shall immediately notify the Director and compensate for that damage.

(Waiver of Rights to Claim Beneficial Expenses, etc.)

Article 16: The Responsible Person shall not claim reimbursement of beneficial expenses or other expenses related to the Facility, in the event that such expenses still exist at the time of expiration of use of the Facility.

(Entry to the Facility)

Article 17: The Director or the person in charge of management of the Facility by decree of the Director may enter the Facility at any time when necessary for management duties, regardless of whether the Facility is in use or not.

(Prohibited Acts)

Article 18: The following acts are prohibited within the Facility and its premises.

- (1) Posting documents, drawings, etc. in places other than designated areas
  - (2) Placing standing signboards (excluding those related to events, etc. held at the Facility), placards, etc.
  - (3) Engaging in any other act that spoils the appearance of the Facility or causes a nuisance to others
2. In the event that the Director identifies any violation to the provisions of the preceding paragraph, the Director shall order the removal of such postings/signboards and/or halt such activities. Or else, the Director shall remove such postings/signboards and/or take other measures as necessary.

(Administrative Affairs)

Article 19: Administrative affairs relating to the use of the Facility shall be handled by the administrative office of the Center or the administrative office of the Graduate School of Medicine.

(Changes to the Guidelines)

Article 20: The Dean may change these guidelines without obtaining the consent of the Responsible Person in the following cases:

- (1) When the change to the Guidelines is in the general interests of the Responsible Person.
  - (2) When the change to the Guidelines does not conflict with the purpose of the contract and is reasonable in light of the necessity for facility management and other circumstances related to the change.
2. When changing the Guidelines pursuant to the preceding paragraph, the Responsible Person shall be notified of the changes to the Guidelines, the content of the changed Guidelines, and the date on which they come into effect, via the University's website or other appropriate means, prior to the date on which they come into effect.

(Other)

Article 21: In addition to the provisions of the Guidelines, any necessary matters regarding the use of the Facility shall be determined by the Director.

Supplementary Provision

These guidelines shall come into effect on April 11, 2024.

Appendix 1 (Re: Article 7)

Facility Usage Fees: Long-term use spaces

Name of Space	Category	Responsible Person	Rates
Researchers' office	Internal	Faculty members of the Graduate School of Medicine	1,000 yen/m <sup>2</sup> per month
		Non-faculty members of the Graduate School of Medicine	2,200 yen/m <sup>2</sup> per month
Industry-university cooperation laboratory space	External	Staff member for external cooperation	4,100 yen/m <sup>2</sup> per month

Notes:

1. The above table shows the rates per square meter of floor space per month (including an amount equivalent to consumption tax), and the Facility Usage Fees to be paid shall be the result calculated by multiplying the rates for the floor area of the space to be used, by the number of months the space is to be used.
2. The floor area of the space on which the Facility Usage Fees are calculated shall be the horizontal projection area bounded by the mid-thickness (wall core) of the walls etc. of the space to be used.
3. When a space is used for a period of less than one month, or when the space is used for a period exceeding one month but is discontinued mid-month, any fractional part of less than one month shall be rounded up to one month.
4. When using more than one space, the Facility Usage Fees shall be the combined amount of the Facility Usage Fees for each space.
5. The Facility Usage Fees shown in the above table do not include fees for the use of equipment, fixtures, etc. that are not supplied within the Facility.

Appendix 2 (Re: Article 7)

Facility Usage Fees: Hourly-use spaces

Name of Space	Rates
Multipurpose Hall	20,200 yen/hour

Notes:

1. The above table shows the rates per hour (including an amount equivalent to consumption tax), and the Facility Usage Fees to be paid shall be the result calculated by multiplying the rates by the number of hours the space is to be used.
2. When the space is used for a period of less than one hour, or when the space is used for a period exceeding one hour but is discontinued in the part way through the hour, any fractional part of less than one hour shall be rounded up to one hour.

\* These guidelines are translation of the original Japanese version. In the event of any discrepancies in wording or interpretation between the two versions, the Japanese version shall prevail.