

Regulations for Use of Hourly-use Space of the Bristol Myers Squibb Building of the Center for Cancer Immunotherapy and Immunobiology

Established on December 24, 2024
Director of the Center for Cancer Immunotherapy and
Immunobiology of the Graduate School of Medicine

(Purpose)

Article 1: These regulations are intended to set forth the necessary matters for use of spaces in the Bristol Myers Squibb Building (hereinafter referred to as the “BMS Building”) at the Center for Cancer Immunotherapy and Immunobiology, in addition to the matters separately set forth in the “Guidelines for Use of the Bristol Myers Squibb Building at the Center for Cancer Immunotherapy and Immunobiology ” (established on April 11, 2024, by the Dean of the Graduate School of Medicine; hereinafter referred to as the “Guidelines”).

(Application for Use)

Article 2: Applications for the use of the hourly-use space specified in Article 3, Paragraph 2 of the Guidelines shall be made by submitting the designated documents during the application period as shown in the following table.

Name of Space	Application Period	Required Documents
Multipurpose Hall	From one (1) year to ten (10) days prior to the intended date of use (or the first day when booking for more than one consecutive day). However, when the Multipurpose Hall is to be used as a venue for international conferences or other large-scale conferences and it is necessary to book more than one (1) year in advance for preparations or other reasons, the application may be made from six (6) months prior to the said application period.	Application for the Use of Multipurpose Hall (Form 1-1)

(Notification of Permission to Use)

Article 3: Notifications of permission to use the hourly-use space specified in Article 5, Paragraph 1 of the Guidelines shall be made with the notification documents specified in the following table.

Name of Space	Notification Documents
Multipurpose Hall	Notice of Permission to Use the Multipurpose Hall (Form 1-2) Notice of Denial of Permission to Use the Multipurpose Hall (Form 1-3)

(Purpose of Use)

Article 4: With regard to an application approved under the provisions of the preceding article, items such as the user, purpose of use, and/or the date and time of use cannot be changed without the permission of the Director of the Center for Cancer Immunotherapy and Immunobiology (hereinafter referred to as the “Director”).

(Application for Changes)

Article 5: Changes to the purpose of use and/or the date and time of use of the space shall be made pursuant to the provisions of Article 2. In the event that an application form is submitted for such changes, the original application shall be discarded and the revised application will be treated as a new application.

(Notification of Permission for Changes)

Article 6: Notification of permission for changes under the provision of the preceding article shall be made pursuant to the provisions of Article 3.

(Cancellation of Use)

Article 7: In the event that the person(s) who applied for use of the space (hereinafter referred to as the “Applicant”) or the person responsible for the use of the space (hereinafter referred to as the “Responsible Person”) wishes to cancel the use of the space after submitting the documents specified in Article 2, or after starting the use of the space, the Applicant or the Responsible Person shall individually notify the Director and apply for cancelation using the designated form.

2. The Director, upon receiving such an application for cancelation, shall determine whether to permit or not the cancelation, and notify the Applicant or Responsible Person in writing pursuant to the provisions of Article 3.

(Facility Usage Fees)

Article 8: Fees for using a space in the BMS Building (hereinafter referred to as “Facility Usage Fees”) specified in Article 7 of the Guidelines shall be paid as specified in the following table.

Name of Space	Number of payments
Multipurpose Hall	Lump-sum payment per permission for single use of the space (or per permission for a single series of uses over multiple dates and times).

(Reduction or Exemption of the Facility Usage Fees)

Article 9: In the event that a reduction or exemption of Facility Usage Fees is made pursuant to the provisions of Article 8 of the Guidelines, the Director shall report the reduction or exemption, as well as the reasons for them, to the Management Committee of the Center for Cancer Immunotherapy and Immunobiology of Graduate School of Medicine (hereinafter referred to as the “Management Committee”).

(Obligation to Maintain Property)

Article 10: In the event that an alteration to the space to be used is made pursuant to the provisions of Article 10, Paragraph 4 of the Guidelines, a document specifying the necessity, extent, and content of the alteration, the restoration to original condition after use, as well as any other necessary particulars shall be submitted.

(Management for Safety and Health)

Article 11: The Responsible Person or the person(s) using the space shall comply with the relevant laws and regulations, as well as rules set forth by Kyoto University (hereinafter referred to as the “University”) regarding the management of health and safety in the said space, and shall follow the instructions given by the Director, based on the provisions of the such laws and regulations and the University’s rules.

2. The Responsible Person shall take measures to prevent the occurrence of environmental problems such as noise, vibration, water pollution, offensive odors during use of the space, including prompt resolution of problems that may occur.
3. The Director may revoke permission for use of the space or suspend use of the space pursuant to the provisions of Article 11, Paragraph 1, Item 3 of the Guidelines, in the event that the Responsible Person fails to take the measures specified in the preceding paragraph.

(Deadline for Return)

Article 12: The deadline for return of the space to be used to the Center is the applied-for date and time of the end of use. The said space shall be restored to its original condition pursuant to the provisions of Article 14 of the Guidelines, and will be inspected and confirmed by the Director. However, in the case that the end of use time is after 5:15 pm, the inspection may be conducted on the following day or later. In such cases, the Responsible Person cannot raise any objections to the date and time of the inspection.

(On-site inspection)

Article 13: When an on-site inspection is conducted at any time as needed, pursuant to Article 17 of the Guidelines, the Responsible Person shall cooperate with the said inspection.

2. In the event that the Director deems it necessary for management purposes as a result of the inspection described in the preceding paragraph, the Director may request the Responsible Person to take corrective measures.
3. In the event that the Responsible Person does not respond to the request in the preceding paragraph, the Director may revoke permission to use the space or suspend use of the space pursuant to the provisions of Article 11, Paragraph 1, Item 3 of the Guidelines.

(Changes to the Regulations)

Article 14: The Director may change these regulations without obtaining the consent of the Responsible Person in the following cases:

- (1) When the change to the Regulations is in the general interests of the Responsible Person.
 - (2) When the change to the Regulations does not conflict with the scope of the use specified in Article 3 of the Guidelines and is reasonable in light of the necessity for the BMS Building and other circumstances related to the change.
2. When changing the Regulations pursuant to the preceding paragraph, the information regarding changes to the Regulations, the content of the changed Regulations, and the date on which they come into effect shall be posted on the University's website in a reasonable period of time prior to the effective date, and/or the Responsible Person shall be notified such information via email.

(Use for Projects Hosted by the Center for Cancer Immunotherapy and Immunobiology)

Article 15: In the case that the BMS Building is used for projects hosted by the Center for Cancer Immunotherapy and Immunobiology, the procedures set forth in Articles 2 to 7 may be omitted. However, planned and actual use shall be recorded in the same way as use by other individuals/organizations.

(Other)

Article 16: In addition to the provisions of the Regulations, any necessary matters regarding the implement of the Regulations shall be determined by the Director following discussions with the Management Committee.

Supplementary Provision

These regulations shall come into effect on December 24, 2024.

* These regulations 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.