

Rules for Using the JICA Global Plaza (Conditions of Use, etc.)

1. Prohibited acts when using the facilities
 - (1) Profit-making activities
 - (2) Religious activities
 - (3) Political activities
 - (4) Illegal or improper activities (actions that offend against public order and decency)
 - (5) Sale of goods (except where approved by JICA in advance)
 - (6) Collection of donations (except where approved by JICA in advance)
 - (7) Recruitment of members
 - (8) Acts that cause nuisance, such as those that involve noise or vibration
 - (9) Subleasing or lending of facilities or fixtures approved for use, to third parties
 - (10) Use of facilities, etc. for purposes other than those approved

2. Conditions of use
 - (1) Once you have finished using the facilities, etc., you are required to promptly straighten up and clean them, and to return the tables and chairs, etc. to their original layout.

 - (2) Complete safety management
 - For reasons of safety, you are required to assign the following personnel.
 - (i) **Safety officer**
Regardless of the number of participants, you must assign one (1) safety officer.
 - (ii) **Safety guides**
In cases where the number of participants will exceed 100, in addition to the safety officer, you are required to assign safety guides (cannot be the same person acting as the safety officer), and they are required to receive the necessary briefing from Security before using the facilities.
In general, one (1) safety guide shall be assigned per 50 participants.
For example, assign two (2) safety guides in the case of 100 participants.
 - Thorough prevention of fires
 - Smoking is prohibited outside the smoking areas.
 - Use of flames and fire is prohibited.
 - Compliance with the instructions given by security personnel

 - (3) Set up of reception desk
For events and other cases where facilities will be used by a total number of participants and people involved of more than 20, in addition to setting up a reception desk within your organization, you must also assign necessary personnel to prevent users from becoming confused.

 - (4) After you have finished using the facilities, you are required to submit a *Report on Use of Facilities*.

3. Other points to note
 - (1) In cases where the user violates these prohibited acts or conditions of use, all or part of the approval for use may be revoked, even if the user is in the middle of using the facilities.

 - (2) In cases where the user damages or destroys the facilities, equipment or fixtures, etc., either intentionally or negligently, the user may be charged for the costs of restoring them to the original state.