

## Guidelines for YNU BASE HAZAWA's facilities

### 【For Free Space Users】

YNU BASE HAZAWA (hereinafter referred to as “the facility”) is **available for free space use except for times when the facility has been reserved**. This guideline outlines how to use of the facility.

#### Chapter 1 Basics

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##### 1. Location

- 3<sup>rd</sup> floor, 2-44-7 Hazawaminami, Kanagawa-ku, Yokohama, Kanagawa Prefecture (54.10 m<sup>2</sup>)

##### 2. Purpose of the establishment

- The purpose of this facility is to promote community development in the area around Hazawa Yokohama-Kokudai Station, and to contribute to the development of the region. Yokohama National University (hereinafter referred to as “the University”) conducts research and activities to solve social and regional issues from various perspectives in collaboration with various stakeholders (e.g. local government, industry, schools, citizens). To do this, we utilize the various academic and practical knowledge possessed by the University.

##### 3. Operation and management

- The facility is operated and managed by the Organization for local collaboration networking (hereinafter referred to as "this organization").
- The person responsible for the facility is the Director of the Organization for local collaboration networking (hereinafter referred to as "the Administrator").
- The administrative affairs of the facility is handled by the Industry-university and Local Collaboration Division, Research and Academic Information Department.

##### 4. Authority of the facility manager

- If a user acts in violation of these guidelines or in a manner that impedes the sound operation of the facility, the user's eligibility may be revoked and use may be suspended. In this case, the Organization shall not be liable for any damages arising from the revocation of user eligibility and the suspension of use.

## Chapter 2 Facility Overview

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### 5. Opening days and hours

- The opening days and hours of this facility are as follows.
  - **Opening days: All days excluding days when the HAZAAR Building is closed**
  - **Opening hours: 8:00 - 22:00**

### 6. Capacity

- **25 people** (excluding operating staff).

## Chapter 3 Users

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### 7. Users

- Users must abide by these guidelines and use the facility appropriately.
- The following people cannot become users.
  - People associated with organized crime groups or those involved in antisocial activities.
  - People whose purpose is missionary activities, religious activities, political activities, or malicious solicitation.
  - Other people who the administrator determines are not suitable to use the facility.

## Chapter 4 How to Use

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### 8. Flow of use

- Feel free to use the facility when it is open. However, **if there is a reservation, you will not be able to use it during that time.** Please check the reservation status on the sign in front of the facility.
- **Please return the facility equipment and fixtures to their original state when you leave.**
- **Please leave the facility 10 minutes before any reservation.**

### 9. Usage fee

- Use of the free space is free

### 10. Precautions for Use

#### (1) Food, Drink, and Tobacco

- **Light meals are permitted, but alcohol is not permitted, and smoking is prohibited within**

**the facility.**

(2) Garbage disposal

- There are no trash cans in the facility, so **please take your garbage home with you.**

(3) Cleaning

- Please use the cleaning tools provided and **help maintain the facility's appearance.**

(4) Closing the doors

- **Please leave the doors open when using the facility.**

(5) Other

- Please keep all items under the control of the user and remove them promptly after use.
- If any damage to the facility or equipment is caused intentionally or accidentally by the user, we may charge you for the repair fee or the cost of the equipment itself.
- Leaflets and other materials cannot be placed on shelves.
- Please refrain from making loud noises or talking loudly that may disturb other visitors. The facility is not fully sound-proofed.
- Please ensure that odors do not disturb other users.
- Selling items or using the facility for commercial purposes is prohibited.
- Posters or signs cannot be displayed on the walls of the facility.
- Please observe the HAZAAR Building regulations.
- We may ask you to cooperate with various surveys, such as questionnaires, conducted by the university, in order to consider the effective operation of the facility.

## 11. Prohibited Items

- Any actions deemed to be harmful to public order or good morals
- Using the facility as a main office or placing an address there
- Subleasing all or part of the use rights of the facility to a third party
- Bringing in the following items
  - Dangerous items such as flammables and explosives
  - Items that generate odors or noise
  - Items with a floor load exceeding 200kg/m<sup>2</sup> (please consult in advance for items that are considered to be heavy.)
  - Living creatures other than guide dogs and hearing dogs
- Any other actions that the administrator deems inappropriate.

Examples

- Direct work on the building with nails, adhesive tape, etc.
- Moving attached equipment to places other than the designated places
- Distributing flyers within the facility, forcing donations, etc.
- Using open flames
- Installing signs, etc. outside the facility without permission
- Actions that cause inconvenience or discomfort to facility users
- Actions that cause damage to facility users
- Smoking outside the designated areas

※As soon as we discover any prohibited items, we will suspend use of the facility.

## Chapter 5: Others

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### 12. Revision of the Guidelines

- If these guidelines are revised, they will be announced on the website etc. for a certain period of time before the revision is made.

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### Inquiries and contact information

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