

Chapter 21. Use of University Resources

21.1 Policy

University resources [\[link: 21.8.1\]](#) must be reserved for University purposes and for those activities that further its education, research, and socio-economic missions. University purposes include contributing to the physical and cultural development of University students, faculty, staff and the greater Okinawan community as well as stimulating the intellectual lives and personal development of University students, faculty, staff, and the broader community.

21.2 General Considerations

21.2.1 University property and facilities are valuable public assets, such that the University's Common Spaces will be made available to the public as well as to University personnel to serve broader community purposes.

21.2.2 University resources may never be used for personal gain as a general rule. However, use of Common Spaces and University Vehicles for Non-University Purpose may be permitted pursuant to the PRP 21.3.1.1 (for Common Spaces) and PRP 21.3.3.1 (for University Vehicles).

21.2.3 University resources may not be used by external persons (either individuals or corporations) except for use by visitors whose acceptance has been approved by the University. However, the use by external persons may be permitted if the external person agrees to pay the appropriate price and if the President/CEO (Vice President for Buildings and Facility Management or Vice President for Communication and Public Relations in the case of University's Common Spaces; Dean of Research in the case of University's Research Facilities and Related Services) authorizes the use in advance. Apart from the above, the use by external persons may also be permitted on a contract basis if the purpose of the use is to provide welfare programs to University students, faculty and staff members or to entrust the work of the University.

21.2.4 University may charge internal and external users for the partial use of the University's buildings or use of the University's research facilities, vehicles or services. The usage charge for a part of the University's buildings, vehicles and services as well as the "appropriate price" pursuant to the Article 21.2.3 of the PRP are stipulated separately.

The usage fee for University's Research Facilities and the Related Services are provided by the procedure stipulated in Article 21.3.7 of the PRP.

21.3 Rules

21.3.1 Buildings, Facilities, Land

The University is required to maximize the efficient and effective use of University property and facilities in order to provide appropriate, high quality, sustainable and sufficient space and infrastructure for University purposes and programs. See also Chapter 10, Land, Buildings and Facilities [\[link: 10\]](#).

21.3.1.1 Use of Common Spaces for Non-University Purposes.

The University wishes to be a venue for activities of local communities, staff, students, and their friends and family members. The University will make available Common Spaces for meetings, artistic activities, conferences and workshops, cultural clubs, and other purposes not related to University operations. Such use must be made through and coordinated with the Conference and Workshop Section [\[link: 19\]](#) of the Division of Communication and Public Relations to ensure there is no conflict with scheduled University activities. With regard to use of University Common Spaces, the University's requirements have priority and take precedence.

21.3.1.1.1 The University's Common Spaces are:

On the Main Campus

- Café (Outside operating hours)
- Space for a restaurant
- Center Court
- Main Entrance Gallery
- Meeting and Seminar rooms:
 - Seminar room B250
 - Seminar room C209
 - Seminar room C210
- Conference Center:
 - Auditorium
 - Meeting room 1
 - Meeting room 2
 - Meeting room 3
 - Meeting room 4

At Seaside House

- Chura Hall

-Meeting and Seminar rooms:

Seminar room

Meeting room 1

Meeting room 2

21.3.1.1.2 Use of University Common Spaces, and of other areas as may be determined on a case-by-case basis, for non-University purposes may be permitted under the following conditions:

21.3.1.1.2.1 The Common Space or other area (chapter 21.4.1.3 [\[link: 21.4.1.3\]](#)) is available and not being used for a University purpose or program; and

21.3.1.1.2.2 Reservations have been made and an agreement regarding use has been developed (Chapter 21.5.1 [\[link: 21.5.1\]](#)) between the University and the individual or non-University entity.

21.3.1.1.3 Restrictions on Use

- Smoking is permitted only at a designated smoking area near the Central Control Room.
- Posters, flyers and other such materials must only be placed on the noticeboards provided. No such materials may be attached to walls, doors, windows or any other part of the buildings, including the elevators.
- Waste must be disposed of in designated boxes in the appropriate manner.
- Alteration to the facilities, equipment, furnishings, etc. is not permitted unless authorized in writing in advance.
 - facilities must be returned to their original condition after use.
- Users will be liable for any damage or loss caused by their use.
 - The contact person [\[link: 21.4.1\]](#) will be held responsible for all damage or loss

21.3.1.1.4 Prohibited uses and activities

- Commercial use or for-profit activities (this does not include fundraising such as bake sales and rummage sales by voluntary non-profit groups and associations)
- Political activities
- Uses that are offensive to public order and morals

- Uses that may disturb or interfere with University activities (noise, vibrations, and the like)

21.3.1.1.5 Permission to use Common Spaces may be revoked by the University at any time, up to and including the date of the reserved use.

21.3.1.2 Accommodation

Please refer to the following procedures regarding the rules for accommodations of the university.

- Accommodation Procedure for Short-term Lodging in Campus Housing [\[link: \]](#)

21.3.2 Equipment, Information Technology, Shops and Services

The education and research operations of the University involve machinery and machine shops, a vast assortment of research tools and scientific equipment, cranes and hoists, as well as workshops, work benches, and assorted hand tools. In addition to this hardware, the University utilizes computers, networks and electronic information systems as well as copiers and other peripherals, facsimile machines and other office equipment. All of these resources are essential to the University's mission [\[link: 1.2\]](#). All of these resources are reserved for University purposes and business, and are to be used and managed responsibly to ensure their integrity, security, and availability for appropriate educational and business activities. All authorized users of these resources are required to use them in an effective, efficient, safe [\[link: 13\]](#) and responsible manner.

The University grants members of the University community shared access to these resources in support of accomplishing the University's mission. Incidental personal use is permitted if reasonable in light of the user's duties and responsibilities. In no case may University equipment or services be used for private inurement or other personal gain. Use of University computing to store personal data, information, or messages is not permitted.

21.3.3 University Vehicles

Faculty, staff, students and persons who are invited by the University and whose use of vehicle is approved by the University may use University owned, leased or rented vehicles only for University business as a general rule. However, considering the situation such as public transportation around the University and the effective use of University resources, it may be acceptable for persons above who do not have their own vehicle to use University Vehicles for non-University purposes,

provided University Vehicles are available. University Vehicles must be operated and driven in a safe and responsible manner, with awareness that the user is acting as a representative of the University. Smoking is not allowed in University Vehicles. Unsafe driving may result in withdrawal of the privilege of driving University Vehicles, in addition to other disciplinary action, up to and including termination of employment.

All accidents involving University Vehicles must be formally reported (Chapter 21.3.3.3[\[link: 21.3.3.3\]](#)).

21.3.3.1 Criteria for Permitting Use of University Vehicle.

Authorization to use a University Vehicle may be granted by the Facility Management Section only if the applicant has a current, valid driver's license recognized in Japan, and the applicant states a University purpose justifying such use as a general rule. However, it may be acceptable for persons above who do not have their own vehicle to use University Vehicles for non-University purposes, provided University Vehicles are available.

21.3.3.1.1 Visiting Faculty. Visiting faculty members are not allowed to use University Vehicles for any use other than official University business as a general rule. However, it may be acceptable for persons above who do not have their own vehicle to use University Vehicles for non-University purposes, provided University Vehicles are available.

21.3.3.2 Use of Personal Vehicle for University Business

The University may authorize drivers to use a personal or other private vehicle for official University business. Employees who are authorized drivers will be reimbursed by the University for University business related expenses provided the following conditions are met:

21.3.3.2.1 The driver must be prepared to provide proof of personal automobile insurance for the vehicle.

21.3.3.2.2 The vehicle's personal auto insurance provides primary insurance as follows:

- 1) Body injury liability insurance: unlimited
- 2) Property damage liability insurance: JPY10M or more/per accident
- 3) Passengers' personal accident insurance: JPY10M or more/ per person

21.3.3.2.3 The driver is responsible for the personal auto insurance deductible(s).

21.3.3.2.4 A University accident report (Chapter 21.3.3.3 [\[link: 21.3.3.3\]](#)) must be filed if there are personal injuries to anyone involved in the accident or if non-University property is damaged, other than the driver's vehicle.

21.3.3.3 Accident Reports

Drivers must complete a University Vehicle Accident Report to report any instance of vehicle damage, including vandalism.

University insurance cannot process either liability or physical damage claims without a completed Accident Report. The report must be completed within ten working days of the occurrence.

Accident Reports that do not specify the date, time, location and driver will be denied.

- Physical damage losses will not be reimbursed if the Accident Report is not on file within 10 days of the occurrence.
- Physical damage losses will not be reimbursed if the damage is not repaired within 60 days of the occurrence.
- Liability and physical damage losses will be charged to the driver's division/unit if no accident report is filed.

21.3.3.3.1 Accident Resulting in Personal Injury or Death

Accidents in which there is a personal injury or death are to be reported immediately to local law enforcement.

Drivers of a University Vehicle involved in an accident involving bodily injuries must first and foremost see that any one injured in the accident gets all necessary medical attention.

- Drivers must remain at the scene of the accident until authorized to leave by the police. To leave the scene of the accident is a crime.
- Drivers should notify their supervisor or manager (for staff), Dean of the Graduate School or relevant Faculty member (for students) of the accident as soon as possible.
- Drivers of a University Vehicle involved in an accident must report the accident to the Facility Management Section as soon as possible.

21.3.3.3.2 Reporting Non-Injury Accidents

Accidents in which there is no injury are also to be reported immediately to local law enforcement. Within two working days of a non-injury accident, drivers of a University Vehicle must complete a University Vehicle Accident Report. Care and diligence is to be exercised to obtain accurate information on driver, passenger and witness names, facts, and circumstances of the accident.

21.3.4 Personal Long-Distance Telephone Calls

University telephones (landlines and cell phones) may not be used for personal long distance calls, unless charged to an individual's residential telephone or personal credit card. In addition, charges for personal calls from an off-campus phone through the operator to any University number or credit card are not allowed.

The IT Division is responsible for monitoring the charges being made to University phones. If any person causes an improper charge, the University will collect the amount and deposit it in the account from which the bill is to be paid. The supervisor, manager or the Dean of the Graduate School (for students) is expected to take appropriate action to see that the infraction is not repeated.

21.3.5 University Inter Office Courier, External Mail and Related Services

University mail, courier, and printing/copying services may not be used by employees and students for personal mail, copying, printing or related services.

21.3.6 Gymnasium

A Gymnasium facility has been established for use by Students of the University. This gymnasium can be used by the University's faculty and staff as well as family members in the same household to promote health, in exchange for a stipulated fee. For details, please refer to "Rules for use of the OIST Graduate University Gymnasium"[\[link: \]](#).

21.3.7 Internal Cost Management Committee

The President shall decide which research facilities and services will be charged and the usage fee chargeable, after receiving proposals from the Internal Cost Management Committee [\[link:\]](#), based on suggestions from the Section with jurisdiction over the applicable research facility or service.

21.4 Responsibilities.

21.4.1 Persons Seeking to Use University Resources

Persons seeking to use University buildings and facilities must make reservations and obtain any other approvals (Chapter 21.5.1 [\[link: 21.5.1\]](#)).

21.4.1.1 The President or delegate shall maintain administrative policies and procedures to implement this policy, define permissible uses, set contracting guidelines, ensure appropriate property and facility management, and establish scheduling priority of University property and facility use.

21.4.1.2 Personnel responsible for making reservations must contact the Conference and Workshop Section [\[link: 19\]](#) as well as the Facility Management Section of the Division of the Vice President for Buildings and Facility Management [\[link: 10\]](#), to ensure that the space is available for the time sought and that its use will not conflict with any other University activities.

21.4.1.3 The Vice President for Communication and Public Relations is authorized to determine, on a case-by-case basis, whether requested use of areas other than Common Spaces for a non-University purpose may be permitted.

21.4.1.4 As for the External Use of Research Facilities and Services, please contact the Open Technology Center.

21.4.2 Prospective Drivers

University Vehicle drivers must have a valid, current driver's license recognized in Japan.

21.4.3 Persons Seeking to Lease/Rent Vehicles for University business

Persons seeking to lease/rent vehicles for University business must obtain approval of the division/unit to which he/she belongs; if the applicant is also seeking to operate such vehicles, she/he must have a valid current driver's license recognized in Japan.

21.4.4 Authorizers of University Vehicle Use

The Facility Management Section must authorize use of University Vehicles in writing and must ensure that applicants for use of University Vehicles have a current valid driver's license recognized in Japan.

21.4.5 Drivers of University Vehicles

Drivers of University Vehicles must operate those vehicles responsibly,

safely, and in compliance of all Japanese laws applicable to the operation of motor vehicles.

21.4.6 Drivers of University Vehicles Involved Accidents/Collisions

Drivers of University Vehicles involved accidents/collisions must timely complete an Accident Report (Chapter 21.3.3.3 [\[link: 21.3.3.3\]](#)).

21.4.7 IT Division

The IT Division must maintain records of use of telephone and computer and report to the user's supervisors (or the Dean of the Graduate School for students) any instances unusual or inappropriate use.

21.5 Procedures

21.5.1 Reserving Use of University Common Space

Reservations must be made at least 10 days prior to the desired day of use by using the University's online Exchange room reservation system. Note: Reservation of Conference Center and certain other spaces can only be made by the Conference and Workshop Section. Requests for reservations should be made to this Section.

21.5.2 Authorization to operate a University Vehicle

To obtain authorization to operate a University Vehicle, complete and submit a Form, **Terms of Use Agreement** [\[link: 21.6.1\]](#) to designated person of the Facility Management Section in accordance with the following procedures.

- Procedure for Use of University Vehicle [\[link: \]](#)

21.5.3 Report of vehicular accident

To report a vehicular accident, complete and submit a Form, **University Accident Report** [\[link: 21.6.2\]](#), to designated person of the Facility Management Section.

21.5.4 Reservation for accommodations

Please refer to the following procedures for reservation of accommodations.

- Accommodation Procedure for Short-term Lodging in Campus Housing [\[link: \]](#)

21.5.5 External Use of Research Facilities and Services

Please refer to PRP 4.13 “External Use of Research Facilities and Services” [\[link:\]](#) for procedures and other related matters.

21.6 Forms

21.6.1 Terms of Use Agreement (to Operate a University Vehicle)

Terms of Use Agreement [\[link: \]](#)

21.6.2 University Accident Report

University Accident Report [\[link: \]](#)

21.7 Contacts

21.7.1 Policy Owners

Vice President for Buildings and Facility Management

Vice President for Communications and Public Relations

Dean of Research

21.7.2 Other Contacts

Facility Management Section

Conference and Workshop Section

IT Division

Open Technology Center

Accounting Section

21.8 Definitions

21.8.1 University resources

University resources includes all University property, buildings, facilities, and land, as well as the University's voice and data communications systems and devices, information technology and software, networking services, electronic communications forums, the University's equipment (including but not limited to vehicles, computers and peripherals, research tools and instruments, appliances, machinery, machine shops, and furniture), and the University's procurement tools, such as purchasing cards and petty cash.

Additionally, the time and effort of staff, students, and others carrying out transactions on behalf of the University are considered "University Resources."