

APU Seminar House User Guide

1. Features of APU Seminar House

APU Seminar House aims to facilitate students' voluntary and collaborative learning, research, as well as academic and cultural activities through workshops. Located within APU House and with meeting rooms and accommodation facilities, it provides a conducive environment for learning and interaction, enhancing the overall educational experience for students.

【Requests Regarding Infectious Disease Control Measures】

AP House is a place where a large number of dormitory students live together, and we have made various efforts to prevent the spread of the various infectious diseases, and with the cooperation of AP House residents, we have been successful in doing so.

We request that all users of the Seminar House do the following, in order to continue our efforts to prevent the spread of infection and to ensure the health and safety of residents.

1. The users of the Seminar House and the office in charge are responsible for infection control and health maintenance of the user.
2. In case of emergency, arrange for an additional spare room (one for each gender) in the required number of rooms so that seminar house users can recuperate away from other users in the case of a designated infectious disease or ill health.
3. The users of the Seminar House and the office in charge should prepare in advance for the

Floor	AP House 1		AP House 2		
	Bldg. C : 1F	Bldg. C : 2F	Bldg. M : 1F	Bldg. M : 2F	Bldg. M : 3F
Student facilities (8 person capacity)	-	2 rooms (C201, C202)	-	4 rooms (MS201-MS204)	8 rooms (MS303-MS310)
Faculty & Staff facilities (Single- room)	-	-	-	-	2 室 (MS301, MS302)
Multi-purpose space			AP Hall (80 people)	Meeting room2 (50 people)	-
Shower	-	Female: 4 Male: 4	-	Female: 3 Male: 3	-
Washing machine	-	-	-	3	3
Kitchen	-	-	AP Kitchen (20 people)	-	-

*Please inquire at AP House 1 Security Office for use of equipment or facilities. (Class days 10:00-16:30)

2. Location

Ritsumeikan Asia Pacific University

AP House 1・2

1-2 Jumonjibaru, Beppu, OITA 874-8577

3. Eligible Users

- (a) Eligible users of the Seminar House are students, faculty and staff of Ritsumeikan Trust.
(Personal usage of the facilities is not permitted.)
- (b) The Dean of Student Affairs authorizes the use of the facilities.

4. About the facilities

*There is no free Wi-Fi for Seminar House users in AP House. In addition, personal Wi-Fi routers are not allowed in AP House.

(1) Guest Room

For Students (each room has a capacity of 8): 14 rooms

AP House 1 → 2 rooms (Central Hall 2F)

AP House 2 → 12 rooms (Middle Hall 2F/3F)

For Faculty (each room has a capacity of 1): 2 rooms

AP House 2 → 2 rooms (Middle Hall 3F)

(2) Shower corner / Communal Bath

Seminar House guests can use the exclusive shower corner. The communal bath is reserved for AP House residents only so, in principle, is not available for use by Seminar House guests.

<Location> AP House 1 Central Hall 2F · AP House 2 Middle Hall 2F

Please follow these rules when using the facilities.

- Practice water conservation.
- Do not cut or dye your hair in the shower.
- No amenities provided (toothbrush, towel, nightclothes, shampoo, conditioner, body soap, etc.)

(3) Laundry room

Coin operated washing machines and dryers are available. (Usage fee: ¥100 / use, Laundry detergent: available (free of charge).)

<Location> AP House 2 Middle Hall 2F and 3F

(4) Study room

Study room is reserved for AP House residents only, and cannot be used by Seminar House guests.

(5) Meals / Refrigerator

Meals are NOT provided and the kitchen of each floor cannot be used. If you wish to use the kitchen, please reserve AP Kitchen in advance. You can bring your own meals. There are vending machines selling bread, drinks and other amenities located in AP House.

The campus cafeteria can also be used. The refrigerator in the Seminar room may be used, but please be sure to empty it when you leave. **If items are left behind, they will be disposed of.**

(6) Garbage

When you arrive at the AP House, please pick up a "Beppu city designated garbage bag (burnable/recyclable)" for your garbage at AP House Security Office. Please dispose of your garbage in the designated area or take all your garbage with you when you leave.

(7) Bedding

Sheets will be provided upon check-in at the AP House Security Office. Please prepare the bed by yourself. Please return used sheets to the Security Office upon check-out.

*When collecting sheets, please take only the number needed for the total occupants. The usage fee

will be charged based on the number of sheets borrowed.

(8) AP House entrances and exits

All entrances and exits are automatically locked 24 hours a day. A card key is loaned to guests at the AP House Security Office where you will be staying, which can be used to open the doors. Seminar House users can stay only in AP House 1, Building C (common area on 1F and 2F) and AP House 2, Building M (common area on 1F and seminar room side on 2F and 3F).

Entry into the residential areas of AP House residents is prohibited.

(9) Relaxation facilities (Table tennis, Piano)

- Relaxation facilities are available when equipment is not in use.
- No advanced reservation is required, but if multiple individuals or groups wish to use it simultaneously, please coordinate to avoid inconvenience to each other.

(10) Copy Machine

AP House 2 M Hall: 1F (Near the Security Office) Coin operated machine

(12) Common facilities

● Meeting rooms

AP House 2: Meeting Room2 (2F) Capacity: 50 people

<Usage hours> 9:00 – 22:00

<Equipment> Table, Chair, Whiteboard

<Equipment available for loan> Projector, portable projector screen

● AP Hall (AP House 2 – 1F) Capacity: 80 people

Multi-purpose hall. Lectures and conferences can be held in this hall.

<Usage hours> 9:00 – 22:00

<Equipment> Table, Chair, Whiteboard

<Equipment available for loan> Sound equipment, projector and portable projector screen

● AP Kitchen (AP House 2 -1F) Capacity 20 people

< Usage hours> 9:00-22:00 <Equipment> Cooking utensils can be borrowed.

*If you need to use the AP Kitchen in the early morning, please let us know when you apply to use the APU Seminar House.

Please follow these rules when using the facilities.

- Submit a 'Request for Using Facilities' in advance at AP House 1 Security Office. Also, use the facilities in accordance with the purpose of Seminar House usage.
- After use, clean and restore the room to its former state.
- Do NOT cause any inconvenience to other residents.
- Do NOT use any open flames.
- The Meeting room can be used to hold parties that involve the consumption of soft drinks and food. Residents who wish to use the Meeting Room are required to submit a pledge to AP House 1 Security Office in advance.
- Eating / Drinking is not permitted inside AP Hall.
Do NOT leave ingredients in the refrigerator after finishing your activity. **Also, do NOT take**

equipment out of AP kitchen.

5. Procedures for use of the Seminar House

(1) Checking room availability

Please check the availability by contacting the CreoTech counter on the 1st floor of Building A, either through email or phone, from one month before the desired date of use until 10 business days before.

*If you wish to use the room for extracurricular activities, you must separately apply for and receive permission from the Student Office (person in charge of extracurricular activities). Please follow the instructions of the Student Office staff in charge of extracurricular activities.

(2) Reservation

Please make reservations for the Seminar House one month but no less than ten business days in advance by submitting the following application forms to CreoTech. Forms are available for download from the Student Office website. Reservation CANNOT be made by telephone. **Room allocation and the number of rooms cannot be specified.**

① APU Seminar House Application Form

*Cannot be used for more than 3 consecutive days.

② APU Seminar House Guest List

*When student organizations use Seminar House, only the students on the circle member list submitted to the Student Office are permitted to stay at the APU Seminar House. Please be sure to provide an up-to-date list.

*If the usage includes faculty, staff, or external individuals, please convey this at the time of booking.

(3) Changes and cancellations

Please be sure to contact CreoTech at least one week prior to changing or canceling the reservation.

(4) Day of Use

Upon entering on the date of use, present a copy of the 'APU Seminar House Application Form' and identification (student ID, staff ID) at the relevant AP House Security Office. Receive the visitor-exclusive card (Seminar Card) and the key to the seminar room, then follow the instructions of the Security Office. The room key should be collected at the AP House Security Office between **17:00 and 22:00**.

(5) Checking-out

Please clean the rooms yourselves and return the sheets, guest room key and Seminar card to the Security Office **between 8am and 10am** on the last day of your stay. You can leave after the AP House Security Office has checked the room. **Forgotten items will be disposed of one week after the check-out date.**

6. Accommodation fees

① Students of schools established by the Ritsumeikan Trust

Please specify the accommodation fee on the seminar house usage request form at the time of checkout in the manager's office.

Please purchase the stamps for the accommodation fee at the automatic certificate/stamp issuing machine and make the payment.

② Use by programs or other

An invoice will be issued to the person in charge.

For internal corporate use, please make the payment by bank transfer.

If you wish to make payment by other means, please contact us.

Curricular Activities	Free
Extracurricular activities	APU & RU Students : ¥500/person/night
	Non-APU Students: Faculty and Staff Guest Rooms: ¥4,000/person/night : ¥2,000/person/night after the second night
	Student Guest Rooms: ¥2,000/person/night

7. Important Usage Information

< Manners >

- Please make an effort to uphold good manners and ensure a pleasant experience for all Seminar House users.
- In order to avoid being a nuisance to AP House residents, please keep loud voices down to a minimum when entering, exiting and at night.

< Prohibited Actions >

- AP House is a **non-smoking** facility. **The designated smoking area is reserved for AP House residents only and cannot be used by Seminar House guests.**
- **Bringing alcoholic beverages is prohibited.**
- Parking bicycles or cars on the surrounding roads is not allowed. Only motorbikes registered with the university are permitted to be parked in the AP House parking areas.
※Consult with us in advance if vehicles will be entering the premises to bring in luggage or other items.

< Emergencies >

- Please contact the Security Office should anyone fall ill or suffer an injury.
- Please be informed that APU does not accept any responsibility for theft or accidents in the Seminar House. Please inform the Security Office of any thefts or accidents.

< Obligations >

- In case of damage to room fixtures or shared facilities, or if keys are lost, please report it to the AP House Security Office. Restoration expenses will be billed at a later date.
- If members of your group have different entry and exit times, the representative of your group must contact the Security Office each time they enter or leave the Seminar House.
- The university will make the room allocations. Please do not change the room allocations within the group without permission. Please make sure that there are no discrepancies between the guest list submitted to the security office and the actual rooms.

< Electricity Usage within Seminar House >

- 15A (1500w)
- Using two or more dryers at the same time will cause the circuit breaker to trip. Please try to save power.

< Rental equipment >

- Irons and ironing board can be borrowed from the AP House Security Office.
- No other equipment is available for rent.

< Health Clinic >

- The Health Clinic provides only emergency first aid to off-campus visitors.

Medication cannot be prescribed.

Hours: Monday-Friday 10:00-17:00.

What to bring with you when entering the Seminar House

ID	Health insurance card
Daily necessities	Clothing (change of clothes, pajamas, etc.), footwear, toiletries (face wash, toothbrush, etc.), bath utensils (shampoo, conditioner, body soap, etc.), towel, thermometer, first-aid kit (cold medicine, fever reducers, pain relievers etc., band-aids, wet compresses, etc.), washing utensils (detergent is available), hair dryer

Equipment provided in the Seminar House

Inside the room	Bed, bedding (pillow, comforter, quilt, etc.), sheets (to be picked up at the security office when entering the building), refrigerator, Beppu City designated garbage bags (to be picked up at the security office when entering the building)
Within the facility	Coin-operated washing machine and dryer (100 yen per use), shared toilets, shared washstands, shower corner
Equipment available for rent	Iron and ironing board (available for rent at the security office)