

# **KYOTO UNIVERSITY REGULATIONS ON THE INTERNATIONAL SCIENCE INNOVATION BUILDING**

Approved by the President and enacted March 10, 2015

Revisions: Approved by the President March 31, 2015

Approved by the President October 28, 2015

Approved by the President on July 1, 2016

## **Article 1. Purpose of Regulations**

These regulations shall provide for necessary matters concerning the management and administration of the Kyoto University International Science Innovation Building (“Innovation Building”).

## **Article 2. Purpose of Innovation Building**

The purpose of the Innovation Building shall be to facilitate the generation of new knowledge deriving from Kyoto University (“the University”) and to help create new value that contributes to the global community by serving as a single hub for effective everyday exchange between the University, other universities and institutions of learning and research, government and other public agencies, enterprise, and other organizations, both in Japan and overseas, involved in industry-government-academia collaboration.

## **Article 3. Facilities**

1. The Innovation Building shall have facilities including the following:

- (1) Offices and laboratories (“long-term use facilities”)
- (2) Symposium hall, conference rooms, meeting rooms, and lounge (“temporary use facilities”)
- (3) Kyoto University Venture Incubation Center (KUViC)

2. The General Manager, described in Article 4, shall make all necessary decisions regarding the KUViC.

(Approved on October 28, 2015; partially revised and approved on July 1, 2016)

## **Article 4. General Manager**

The Director of the Office of Society-Academia Collaboration for Innovation (“SACI”) shall be appointed General Manager of the Innovation Building.

## **Article 5. Days Open**

1. The Innovation Building (excluding the KUViC; the same shall apply hereinafter) shall be open daily except on the following days:

- (1) Sundays and Saturdays
- (2) Holidays designated by the Act on National Holidays (Act No. 178 of 1948)

- (3) From December 28 to January 3 of the following year
  - (4) June 18 (Foundation Day)
  - (5) Monday, Tuesday, and Wednesday of the third week of August (summer holiday)
2. Notwithstanding the provisions of the preceding paragraph, the Innovation Building may temporarily open or close when deemed particularly necessary by the General Manager.

(Approved and partially revised on July 1, 2016)

#### **Article 6. Opening Hours**

1. The opening hours of the Innovation Building shall be from 8:30 a.m. to 5:15 p.m.
2. Notwithstanding the provisions of the preceding paragraph, the opening hours may be lengthened or shortened when deemed particularly necessary by the General Manager.

#### **Article 7. Use of Long-Term Use Facilities**

1. Long-term use facilities shall be used, in light of the purpose described in Article 2, for projects of the following kinds having a duration of at least 6 months:
  - (1) Joint industry-government-academia projects that accelerate the realization and dissemination in society of the results of research at the University
  - (2) Projects that support the transfer and commercialization of technologies in order to accelerate the practical adoption of the results of research at the University
  - (3) Projects that coordinate industry-government-academia collaboration by private enterprises and other outside agencies
  - (4) Other projects deemed appropriate by the General Manager
2. The period of use of facilities in the preceding paragraph shall be the period allowed by the General Manager and not exceeding the term of the project concerned; provided, however, that this period may be extended where deemed particularly necessary by the General Manager.
3. An applicant who wishes to extend the period of use provided for in the proviso of the preceding paragraph shall submit to the General Manager the prescribed application form no later than 2 months prior to the date of expiration of the period of use.

#### **Article 8. Use of Temporary Use Facilities**

1. Temporary use facilities shall be used for events of the following kinds:
  - (1) Conferences, information sharing events, lecture meetings, workshops, symposiums, ceremonies, and other meetings held by a person who has applied for and obtained permission for use of long-term use facilities pursuant to the provisions of paragraph 1 of the following article.
  - (2) Other events deemed appropriate by the General Manager
2. The period of use of the facilities referred to in the preceding paragraph shall be from 9:00 a.m. to 5:00 p.m.; provided, however, that use on days other than days open and extension of the hours of use until 9:30 p.m. may be permitted when deemed particularly appropriate by the General Manager.

## **Article 9. Application for Use**

1. An application for use of a long-term facility or temporary use facility shall be made to and permission obtained from the General Manager prior to use.
2. The application specified in the preceding paragraph shall be made by a person conducting a project of a kind specified in any of the items of paragraph 1 of Article 7 that lasts at least 6 months or a person conducting an event of a kind specified in either of the items of paragraph 1 of the preceding article, and is deemed appropriate by the General Manager.
3. An applicant who is not an employee of the University shall require introduction by an employee of the University when making the application specified in paragraph 1; provided, however, that this shall not apply in the case of an application for an event specified in paragraph 1, item (1) of the preceding article.
4. The person who receives the permission specified in paragraph 1 shall be the person responsible for use of the facility (“person responsible for use”).
5. If, after obtaining permission for use, the person responsible for use intends to change the period of use or other details of use or to discontinue use, he/she shall promptly notify the General Manager and obtain permission therefor.
6. In the case that the person responsible for use is not an employee of the University and he/she does not comply with these regulations, the employee who introduced the person responsible for use as provided for in paragraph 3 (the introducing employee when an application for use of long-term facilities was made in the case of the proviso of said paragraph) shall contact or provide necessary guidance to the person responsible for use, or shall assume responsibility instead.

## **Article 10. Deadline for Applications, etc.**

1. An application made as specified in paragraph 1 or paragraph 5 of the preceding article regarding use of a long-term use facility shall be made by submitting to the General Manager the prescribed application form not later than 2 months prior to the date from which use may commence specified by the General Manager.
2. An application made as specified in paragraph 1 or paragraph 5 of the preceding article regarding use of a temporary use facility shall be made by submitting to the General Manager the prescribed application form between 1 year and 10 days prior to the day of intended use (the first day of use in the case that use spans multiple consecutive days).
3. Notwithstanding the provisions of the preceding paragraph, in the case that a person intends to use a temporary use facility as the venue for a large-scale conference or similar event and it is necessary to obtain permission for use of the temporary use facility more than 1 year prior to use in order to make preparations for the conference or due to other such reasons, an application for use may be made to the General Manager from an additional 6 months prior to this period.

## **Article 11. Permission for Use**

1. The General Manager shall decide whether to permit use of facilities applied for as provided for in the preceding article.
2. The decision whether to permit use of long-term use facilities made by the General Manager pursuant to the provisions of the preceding article shall be made after deliberation by the International Science Innovation Building Administrative Committee provided for in Article 20.
3. When the General Manager has made a decision on whether to permit use of a long-term use facility or temporary use facility pursuant to the provisions of the preceding two paragraphs, he/she shall notify the applicant of his/her decision.
4. When permitting use, the General Manager may impose necessary conditions on use of the facility.

#### **Article 12. Responsibility of Person Responsible for Use**

The person responsible for use shall use the facility properly and shall comply with these regulations, any regulations on use provided for separately by the General Manager, and the matters specified in following items:

- (1) He/she shall actively use the facility for the permitted purpose.
- (2) He/she shall endeavor to preserve the condition of the facility and its equipment, fixtures, etc.
- (3) He/she shall not use the facility for any purpose other than that permitted.
- (4) He/she shall not allow the facility permitted to be used and its equipment, fixtures, etc. to be used, in whole or in part, by any other party.
- (5) He/she shall not perform any special work on or change the original state of the facility permitted to be used and its equipment, fixtures, etc.; provided, however, that this shall exclude cases permitted by the General Manager.
- (6) He/she shall comply with all conditions imposed when use was permitted pursuant to paragraph 4 of the preceding article.
- (7) He/she shall comply with all other matters specified by the General Manager.

#### **Article 13. Withdrawal of Permission for Use, etc.**

1. In the case that any of the following items apply, the General Manager may withdraw permission for use or require use to be discontinued:
  - (1) The General Manager deems that the person responsible for use has violated or is likely to violate these regulations.
  - (2) The person responsible for use made a false statement in the application for use.
  - (3) Administrative grounds have arisen at the University.
2. The University shall not be liable in the case that the user incurs loss or damage due to withdrawal of permission for use or discontinuation of use pursuant to item (1) and item (2) of the preceding paragraph.

#### **Article 14. Facility Charges**

1. A person responsible for use shall pay facility charges by the method specified by the University.
2. The amounts of facility charges shall be the amounts specified in the attached table.
3. Facility charges shall not be refunded once paid; provided, however, that facility charges may be refunded, in whole or in part, in the case that permission for use was withdrawn or changed at the convenience of the University.

#### **Article 15. Reduction of and Exemption from Facility Charges**

The General Manager may, where he/she deems there to be special grounds, reduce or allow exemption from the facility charges provided for in paragraph 2 of the preceding article.

#### **Article 16. Restoration to Original Condition**

1. When use of a facility has terminated, the person responsible for use shall immediately restore it to and return it in its original condition (including where permission for use was withdrawn or use was required to be discontinued pursuant to the provisions of paragraph 1 of Article 13); provided, however, that this shall not apply where specifically allowed by the General Manager.
2. If the person responsible for use does not fulfil the obligation to restore the facility to its original condition, the General Manager may do so at the expense of the person responsible for use. In such case, the person responsible for use shall not be able to object to the General Manager.

#### **Article 17. Compensation for Damage**

If a person responsible for use or a person involved in use causes loss or damage to or defaces any facility, equipment, or goods of the Innovation Building for any reason attributable to such party, the person responsible for use shall provide compensation for the damage.

#### **Article 18. Entry at Any Time to Facilities**

The General Manager or a person responsible for the management and administration of the Innovation Building under the orders of the General Manager may enter the facilities of the Innovation Building at any time, irrespective of whether they are in use, when necessary for administrative reasons.

#### **Article 19. Prohibited Acts**

1. The following acts are prohibited in the Innovation Building and site thereof:
  - (1) Display of documents, drawings, etc. in a location other than that prescribed
  - (2) Display of standing signboards (excluding those displaying information about the event, etc. being held in the Innovation Building), placards, etc.
  - (3) Any other acts that mar the appearance of the Innovation Building or cause nuisance to others
2. If a violation of the provisions of the preceding paragraph is discovered, the General Manager shall order the removal of the items displayed or discontinuation of such act, or shall remove the items displayed and take other necessary measures.

#### **Article 20. Administrative Committee**

1. An International Science Innovation Building Administrative Committee (“Committee”) shall be

established in the Innovation Building to deliberate necessary matters concerning the operations of the Innovation Building.

2. The Committee shall consist of the following members:
  - (1) The General Manager
  - (2) Several professors or associate professors of the University
  - (3) The director of the Research Promotion Department
  - (4) Several other persons deemed necessary by the General Manager
3. The members specified in item (2) and item (4) of the preceding paragraph shall be commissioned by the General Manager.
4. The General Manager shall be appointed chairperson of the Committee.
5. The chairperson shall convene and chair the Committee.
6. Matters necessary to the administration of the Committee other than those provided for in the preceding paragraphs shall be determined by the Committee.

(Approved and partially revised March 31, 2015)

#### **Article 21. Administrative Work**

Administrative work pertaining to the management and operation of the Innovation Building shall be performed by the Property Management Division of the Facilities Department; provided, however, that administrative work pertaining to the Committee shall be performed by the Society-Academia Collaboration Division of the Research Promotion Department.

(Approved and partially revised March 31, 2015)

#### **Article 22. Other Matters**

In addition to what is provided for in these regulations, necessary matters concerning the use and other affairs of the Innovation Building shall be determined by the General Manager.

### **SUPPLEMENTARY PROVISIONS**

1. These regulations shall come into effect from April 1, 2015.
2. The Kyoto University Regulations on Yoshida Campus Industry-Government-Academia Collaboration Promotion Hub Facilities (approved by the President on March 6, 2012) are hereby repealed.

(Supplementary provisions on regulations revised in the interim are omitted.)

### **SUPPLEMENTARY PROVISIONS (APPROVED BY THE PRESIDENT IN JULY 2016)**

These regulations shall come into effect from July 1, 2016.

#### **ATTACHED TABLE**

(Approved and partially revised October 28, 2015)

1. Long-term use facility charges

Facility	Charge (yen)
Office	2,160
Laboratory	

Notes

1. The amounts in the table above are for the use of 1 square meter of the facility for 1 month (including consumption tax). The facility charge is the amount obtained by multiplying these amounts by the required floor area and number of months that the facility is used.
  2. If a facility is permitted to be used for a fraction of less than 1 month, the facility charge is calculated per diem based on the number of days in that month. Calculated amounts that contain fractions of less than 1 yen are rounded up.
  3. In the case of use of multiple facilities, the facility charge is the amount obtained by aggregating the charges for each facility.
2. Temporary use facility charges

Facility	Charge (yen)
Symposium hall (including waiting room)	8,300
Conference room	2,000
Meeting room	1,000
Lounge	4,000  (5,000 yen in the case of combined use with an exhibition booth)

Notes

1. The amounts in the table above are for use of the facility for 1 hour (including consumption tax). The facility charge is the amount obtained by multiplying this amount by the number of hours that the facility is used.
2. If a facility is used for a fraction of more or less than one whole hour, the facility charge shall be calculated by rounding up to the next whole hour.
3. In the case of use of multiple facilities, the facility charge shall be the amount obtained by aggregating the charge for each facility.