

Okuma Town Exchange Facility "link Ru Okuma" Terms of Use

As of October 25, 2021

In order to ensure the public nature and safety of this exchange facility, all users of this exchange facility are required to comply with the following guidelines.

Please abide by the rules. If you do not comply with the matters stipulated in this rule, we will refuse your application.

shall be able to do so. In addition, even if it is not stated in these Terms of Use, it may be necessary to ensure safety or prevent inconvenience to others.

From the standpoint of safety, staff may refuse use at their discretion.

•Purpose of use•

Article 1

1 The purpose is to revitalize the area by promoting interaction between local residents and visitors from outside the town.

To do.

2 Anyone can use it, but if it is for commercial purposes, permission from the general manager and Okuma Town Hall is required.

After receiving approval, you will be required to apply for a reservation.

•How to make a reservation•

Article 2

1. Please make a reservation in advance when using the facility. However, when using the multipurpose hall,

This does not apply if there are no other users and the site is used temporarily by individuals or groups.

This also does not apply to the use of exercise studios. Please note that if

you use the wooden deck space outside the multipurpose hall or the central plaza for business purposes, there will be a fee.

There is no charge, but please make a reservation in advance.

2 For organizations/groups wishing to use the facility, at the beginning of the month six months prior to the month of use.

You can apply from here.

3. Please submit your request to our exchange facility office in person, by phone, email, or fax. 4 When

applying, please fill out the "Application for Use Form", and the application will be considered established upon filling out the "Application Form for Use".

Masu. We will also check your ID at that time.

5 When used by groups or circles consisting of junior high school students or younger, they must do so under the guidance and supervision of an adult.

This is a necessary condition, and the instructor/supervisor must apply.

6 Check in advance about the equipment, tools, equipment, etc. that will be used. Also, loading and unloading large items

Check if there is.

7 Same-day reservations can be accepted at the counter until 15 minutes before the usage time. At that time, the applicant's ID

Make sure.

8 Only the library corner and kids room can be used without reservation (free of charge).

•Usage fee•

### Article 3

1 Usage fees and penalties to be paid by users are as shown in the "List of Usage Fees" and "List of Penalties" (attached table).

I will.

2 In principle, usage fees must be paid in advance and must be paid before using the facility on

the day of use. 3. Usage fees will be collected for multipurpose halls only if they are used

exclusively. 4 The usage fee for commercial purposes will be increased by 150% of the

basic fee. 5 Used by people other than those who have a resident card of Okuma Town, those who work in the town, and those equivalent to these

If so, the fee will be increased by 50% of the basic fee. (Indicate the 50% increase in the fee in parentheses in the "List of Usage Fees")

description.)

### Usage hours/Closed days

### Article 4

1 Hours of use Individual high school students and above (including groups) 9:00 a.m. to 9:00 p.m.

Individual junior high school students: 9:00 a.m. to

7:00 p.m. Individual elementary school students: 9:00 a.m. to 5:00 p.m.

\*If you are an adult or accompanied by a guardian, you will be able to use the service even after the times listed above.

2 Closed from December 29th to January 3rd of the following year

Facility maintenance date (date determined after consultation with the town)

3 Usage time includes preparation and cleanup, loading and unloading equipment, restoration to original condition, cleaning, etc.

Contains.

### Change and cancellation of application for use

### Article 5

1 Penalties are based on the "List of Penalties". The penalty fee must be paid within 7 days after applying for cancellation.

Please attach it.

2 If it is not the user's fault, no penalty will be collected. 3 Changes are

accepted at any time, but reservation changes for group use must be made at least 8 days prior to the date of use.

It's free, but if you cancel less than 7 days in advance, a cancellation fee will apply.

### Extension of usage time

### Article 6

1 Extensions on the day of use will only be accepted if there are no other groups making reservations.

Masu. Please note that the extension fee will be for one slot in the following time slot.

### Bringing food and drinks

### Article 7

1 In principle, it is possible to bring in food and drinks, but this varies depending on the room. Please check in advance

Please.

2 As a general rule, drinking alcohol or bringing alcoholic beverages into the venue is prohibited, however, gatherings such as social gatherings are prohibited.

If you wish to do so, please contact us in advance.

• Parking lot use •

Article 8

1 When using the parking lot of this facility, this facility rents out the space and does not manage the vehicle.

I do not take any responsibility.

2 Please also check the "Parking Lot Usage Rules".

• About the bulletin board •

Article 9

1 Signs, banners, flags, posters, etc. (hereinafter referred to as "signboards") may not be posted in areas other than designated areas.

plug. However, this does not apply if approval is obtained from the general manager and Okuma Town Hall.

2 Even if the facility is in a designated location, we may move or move signs if we deem it necessary for management and operation.

Please call and remove it.

3 Do not use thumbtacks, needles, duct tape, etc. on facility walls, doors, incidental equipment, etc. when posting signboards.

you can't.

• Prohibited matters •

Article 10

1 Smoking, use of open flames, and bringing in hazardous materials within the facility.

2. Bringing in items that may harm hygiene or cause offensive odors. 3 Acts that cause trouble

to others, such as acts of violence, illegal acts, acts that disrupt public morals or order. 4 Guests may

bring pets (excluding service dogs). 5 Prohibition of

political and religious activities. 6. Taking

equipment and equipment from this facility outside the facility without permission.

• Usage restrictions •

Article 11 In

the following cases, reservations and usage permissions will be canceled, and usage will be canceled immediately even if usage permission has been obtained.

I'll eat it. Please note that any fees paid cannot be refunded.

1 If the facility determines that the user is a member of an organized crime group or other anti-social organization.

2 If this facility determines that it violates public order and morals.

3 If the facts are significantly different from the contents stated in the "Usage Application Form" • If there is an act that is contrary to this User Guide

If the facility determines that there is.

4 If the facility determines that it violates related laws and regulations such as

ordinances. 5 If it is determined that there is a risk of damage to the facility's facilities and

equipment. 6 If you are unable to follow the usage guide or the instructions of our facility staff.

7 In other cases where this facility deems it inappropriate.

• Reasons for disclaimer •

#### Article 12

The Administrator shall not intentionally or severely damage the User due to the reasons listed in the following items.

We will not be responsible for compensation unless there is gross negligence.

1 Damage caused by difficulty in using the facility due to natural disasters or other force majeure events.

2 Damages caused by accidents that cannot be attributed to the administrator (other users or  
(including damages sustained as a result of the actions of other persons).

3 Other damages caused by the user's own negligence.

4. Damages to users due to troubles between users or troubles received from third parties. 5 Any  
damage caused by not obtaining usage permission.

• User's liability •

#### Article 13

1 If the user damages or loses equipment, equipment, or supplies intentionally or due to gross negligence,

Damage suffered by the administrator as a result (as a result, the facility may have to close all or part of the facility)

If not, the User shall compensate for the loss (including any business profits lost as a result).

• Other notes •

#### Article 14

1 Usage time includes preparation and cleanup. After use, please put the used equipment and supplies in the designated place.

Please return the property to its original condition and clean (mop and rag) before leaving. 2 Users are

responsible for taking home any trash they bring with them. 3. If someone does not feel

well, please notify a staff member immediately. 4. Users are requested to keep valuables and other

items with them. detention

If any item is found in a damaged condition, it will be temporarily stored at the facility as a found item.

5 Personal information provided by users when using this facility will be handled in accordance with laws and regulations.

Manage properly.

6 If you would like to take various types of photography (videos, photos, etc.) within our facility, it is possible in principle, but please note that

We may decline your request depending on the size. Please confirm at the time of reservation.

7 It is not allowed to photograph content that violates public order and morals or is problematic in terms

of social norms. 8 This facility assumes no responsibility for any troubles that may occur during interviews, filming,

broadcasting, or publication. 9 Any act that violates these Terms of Use or that the staff deems to be a nuisance to other users will be

To have the user promptly stop the act. If you violate the instructions, you will be asked to leave.

10 If a user who violates the rules does not leave the premises despite instructions from staff, the police will be involved.

Report to the agency. In this case, facility usage fees are non-refundable.

11 In the event of an emergency that requires evacuation, we will make announcements within the building to guide users.

12 These Terms of Use are subject to change, and we will notify you in advance of any changes.

Usage rules for each classroom

Article 15

The usage rules for each room in this exchange facility are as follows.

#### 1 (Cooking Studio)

(a) The purpose of use of the facility is as a rental kitchen. Specifically, cooking classes, culture school

It is intended to be used for the purpose of cooking, food photography, seminars, training, and self-catering for guests.

Masu.

(a) Please be careful when using gas, flames, and cutlery. Start a fire when leaving

After checking, restoring the property to its original condition and cleaning, staff will conduct a final check.

(C) Users are responsible for safety management such as disaster prevention and crime prevention, and

hygiene management. (d) Food and seasonings provided with facilities will not be provided.

#### 2 (exercise studio)

(a) Please be sure to change into indoor shoes before using the studio. (a) Please use

equipment and equipment with care and return them to their original positions after use. In addition, the provided tao

Please wipe off any sweat etc.

(c) In the event that damage, defacement, or loss is discovered, the user of the equipment shall be provided with on-site recovery, repair, or damage.

Please handle with care as you may be required to pay compensation for damages.

(d) Please prepare and clean up, and use changing rooms and shower rooms within the designated time. (e)

When making a reservation, confirm whether group instruction or events will be held. Refuse use depending on the situation

There may be cases.

(f) Users are responsible for taking home any trash they bring with them. (g) The facility

is not responsible for any injuries or accidents, unless the facility is intentionally or grossly negligent.

not here.

#### 3 (Multipurpose hall)

(a) Ball games such as baseball and soccer are not available in the multipurpose hall. (b)

After use, the equipment and equipment used were returned to their designated locations and cleaned and restored to their original condition.

You will then be asked to leave. (c)

Confirm in advance whether you will use the control room (lighting, sound, etc.). Also, after use, please return it to its original condition and clean it.

Please do it.

(d) When bringing and using a radio cassette player, etc., if the volume is judged to be a nuisance to other users.

We request that it be stopped immediately.

#### 4 (music studio)

(a) The purpose of the facility is to be used as a music studio. As a general rule, the use is for performance and recording purposes.

(b) As a general rule, hard disks, tapes, musical instruments, equipment, etc. will not be kept. just

Hard disks, tapes, musical instruments, equipment, etc. that have been entrusted to us by users.

We receive consent from users on the condition that we do not take any responsibility for any damage or malfunction that may occur.

This does not apply if you get it.

(C) We do not rent or sell equipment other than equipment and equipment provided at this facility. (d) Eating

inside the studio is prohibited. Limited to non-alcoholic drinks (tea, water, etc.)

Can be brought inside. However, placing beverages on equipment or equipment is prohibited.

(E) After use, the equipment and equipment used were returned to their designated locations and cleaned and returned to their original condition.

You will then be asked to leave.

#### 5 (Training room)

(a) The purpose of use of the facility is assumed to be meetings, training, seminars, workshops, etc. (b) After use, the equipment and equipment used were returned to their designated locations and cleaned and restored to their original condition.

You will then be asked to leave.

(c) Please confirm at the time of reservation whether you will use the microphone equipment provided. Also, regarding the volume, please refer to other

If we determine that it is causing inconvenience to users, we will promptly request its cancellation.

(d) It is possible to bring in food and drinks, but please do not leave the room dirty with spilled food, drinks, etc.

Tell them not to. When you leave, please return the property to its original condition and clean it.

(e) If you wish to have food and drinks delivered to your home, such as through catering, you must do so yourself.

Furthermore, this facility does not take any responsibility for any trouble or damage that may occur at that time.

Please take all trash etc. with you.

(f) In principle, it is possible to store your luggage in advance, but this will be confirmed at the time of reservation. Please use

We will not accept shipments after this date.

#### 6 (Book corner)

(a) We do not lend out items outside the facility. However, approval must be obtained from the general manager and Okuma Town Hall.

This does not apply if

(b) The library corner may be closed when this facility deems it necessary, such as for special sorting of materials in the library corner.

Changes in library hours and temporary closure times will be established.

(c) It is prohibited to occupy reading seats for long periods of time for purposes other than reading, research, or research (leaving luggage unattended) is prohibited.

(including being away from the office for long periods of time).

(d) In principle, eating in the library corner is prohibited. Beverages that do not contain alcohol (tea, water)

(etc.), but it is prohibited to place beverages on top of books, magazines, newspapers, etc.

To do.

(e) After use, carefully return books, magazines, newspapers, etc. to their designated locations, and restore used equipment to its original condition.

You will then be asked to leave.

(f) Persons who wish to copy and reproduce the book corner materials must comply with the scope stipulated in Article 31 of the Copyright Act.

Photocopying services (charges apply) may be provided at the management office within the area.

(g) Use of the Internet on a search personal computer is limited to general information searches, etc.

Because it is installed for the purpose of being used by many people, the limited facilities can be used comfortably by many people.

We may set a time limit for your use. (h) When you have finished using the site, please return to the browser screen and shut down your computer. (k) The following acts are prohibited when using the Internet. a) Searching and browsing games

and adult sites. b) Acts of posting or uploading information on electronic bulletin boards, blogs, SNS, etc. c) Browsing videos, downloading large files, etc. may place an excessive load on the network.

The act of kicking.

d) Use of sites that can only be used by specific individuals by entering an ID and password (webmail, etc.) e)

Use that violates laws such as copyright laws, such as viewing illegally uploaded content. f) Viewing information that commits, recommends, or encourages crimes or illegal acts. g)

Use that violates public order and morals in public places. h) Browsing sites that are extremely biased towards entertainment and are far removed from research use. i) Viewing other sites whose use is restricted by the library corner.

#### 7 (kids room)

(a) The purpose of using the facility is to provide a temporary play space for children. In addition

There are no full-time staff members stationed in the kids room.

(b) Children from 6 months old to 3rd grade of elementary school can use the service. When using it, be sure to

Please be accompanied by a person or guardian.

(c) It is possible to bring in food and drinks, but please do not leave food or drinks spilled, messes, etc. inside the room dirty.

Please make sure not to. When leaving, please return the property to its original condition.

(d) You may bring toys, etc., but please write your name on them to avoid any problems such as loss.

Recommended. You may also bring your own games, but if you find them being used at high volume. will promptly request cancellation. We will not be responsible for any loss or damage if brought in.

I am not responsible.

(e) Please do not roughly handle the facility's equipment, supplies, toys, etc. In case of damage,

If your item is lost, we may charge you the full cost of repair and compensation.

Masu.

(F) Your child's symptoms have worsened due to using this facility, or if your child has contracted an illness from another child.

We cannot be held responsible for any transfers, etc., so please use at your own risk.

Separate table

## [Usage fee list]

Usage category	From 9:00 to 17:00	From 9:00 to 17:00	17:00-21:00
	less than 4 hours of	over 4 hours of	
Multipurpose hall	10,000 yen (15,000 yen)	20,000 yen (30,000 yen)	20,000 Yen (30,000 yen)
	9:00-21:00 (all day)		
	40,000 yen (60,000 yen)		
Usage category	From 9:00 to 17:00	17:00-21:00	
	per hour		
music studio	500 yen (750 yen)	1,000 yen (1,500 yen)	
exercise studio	100 yen (150 yen)	200 yen (300 yen)	
cooking studio	1,000 yen (1,500 yen)	2,000 yen (3,000 yen)	
Training room 1	500 yen (750 yen)	1,000 yen (1,500 yen)	
Training room 2	500 yen (750 yen)	1,000 yen (1,500 yen)	
Usage category	9:00-21:00 (all day)		
When occupying facilities, event plazas, etc.	50,000 yen (75,000 yen)		
challenge shop	1 month	10,000 yen (15,000 yen)	

1 Usage fees include consumption tax.

2 Usage fees will be collected only when using the multipurpose hall exclusively. 3 If

you use the service beyond 5 p.m., the charge based on the usage time from 9 a.m. to 5 p.m. will be increased after 5 p.m.

A usage fee will be collected that is the sum of the

fees. 4 The usage fee for commercial purposes shall be increased by 150% of the basic

fee. 5 Used by people other than those who have a resident card of Okuma Town, those who work in the town, and those equivalent to these.

If so, the fee will be increased by 50% of the basic fee. Prices are listed in parentheses.

\*Usage fees will be reduced or exempted when used by the following organizations.

ÿ When used by national, prefectural, or municipal organizations, the entire usage fee will be waived. ÿWhen used

by schools such as universities, high schools, junior high schools, and elementary schools, whether national or private,

The amount will be reduced by an amount equivalent to 60/100 of the fee.



[List of penalties]

classification	penalty		
Cancellation date	Unauthorized cancellation	On the day	The previous day to 7 days ago
Okuma townspeople and employees	100%	50%	30%
general	100%	100%	50%

1 The percentage in the table is the penalty fee ratio to the usage fee.