

Rules for use of the OIST Graduate University Gymnasium

Decision by Vice President, Buildings & Facilities Management, on 07/01/2015

1. Facilities

- 1-1. Hours of Operation**
- 1-2. User Policies**
- 1-3. Management Policies**

2. Membership, Eligibility and Fees/Payment

- 2-1. Students**
- 2-2. Faculty/Staff Member**
- 2-3. Family Members/Domestic Partners in the same household**
- 2-4. OIST Guests**

3. Registration Procedures

4. Withdrawal / Suspension of Membership

- 4-1.**

Forms:

- 1. OIST Graduate University Gymnasium Registration Form**
- 2. OIST Graduate University Gymnasium Liability Waiver and Consent**
- 3. OIST Graduate University Gymnasium Cancellation/Suspension Request Form**

This guideline stipulates the rules for usage and management of the OIST Graduate University Gymnasium (hereinafter referred to as “OIST Gym”) pursuant to the provision of the Article 21.3.6 of the PRP.

1. Facilities

1-1. Hours of Operation

Daily 24H

*Special events, inclement weather, or the academic calendar may impact hours of operation.

1-2. User Policies

- 1-2-1. The use of OIST Gym is a privilege, and users are expected to be good citizens and respect the rights of others.
- 1-2-2. Use of the facilities is for recreational purposes only, and may be restricted for outside instructional/coaching purposes. Unauthorized personal training or instruction is prohibited.
- 1-2-3. Organized activities must obtain permission in advance from Division of Buildings & Facilities Management.
- 1-2-4. Entry must be done with Security Card Key through the designated main entrance. All persons entering the gym must touch their card key against the sensor, regardless of whether the door is closed or already open, to enable a record to be kept of facility usage.
- 1-2-5. Proper athletic attire must be worn (Non-marking indoor athletic shoes with closed heel and toe), jewelry and accessories must be taken off.
- 1-2-6. No person under the age of 18 is allowed to enter the OIST Gym for any reason. Minors between the age of 18 and 20 can use the OIST Gym if the Liability Waiver Form is signed by a parent or her/his legal guardian.
- 1-2-7.

OIST is not responsible for any injuries or accidents that might occur to any users (Students, Faculty/Staff, their family members, or OIST Guests) while using the OIST Gym for any reason whatsoever, including ordinary negligence. OIST assumes no responsibility for medical treatment of any user or for payment of medical bills. However, this shall not apply in case of intent or gross negligence on the part of OIST.

- 1-2-8. OIST is not responsible for lost or stolen items.
- 1-2-9. Smoking and eating is not permitted in the facility.
- 1-2-10. No glass containers or alcoholic beverages are permitted in the facility.
- 1-2-11. Bicycles, Skateboards, in-line skates, roller skates and the like are not permitted in the facility.
- 1-2-12. Pets are not permitted in the facility.
- 1-2-13. Users unfamiliar with equipment shall not use the facility alone. Every inexperienced user is required to use the OIST Gym under the supervision of at least one other experienced user, to enable fast and appropriate assistance in case of an accident or emergency.
- 1-2-14. All users must register prior to the use of the OIST Gym, attend a half-an-hour orientation session, and obtain a Security Card Key access to the facility. Unauthorized access is strictly prohibited, and violators of this rule will be subject to the University's discipline policy.
- 1-2-15. All users are expected to comply with all policies and guidelines which govern the OIST Gym. Failure to comply with any policies and guidelines or any actions deemed inappropriate may result in the acting participant's usage rights being suspended or revoked.
- 1-2-16. Absolutely NO personal items (eg., shoes) can be left inside the OIST Gym facility in the user's absence, including the locker rooms and shoe lockers. Unclaimed personal belongings will be disposed of at the end of each day.

1-3. Facility Management Policies

- 1-3-1. OIST Gym is placed under the supervision and authority of the Division of Buildings & Facilities Management, its point of contact is the Facility Management Section (Email: fou@oist.jp / Ext. #18639).
- 1-3-2. No dedicated permanent supervisor is assigned to the OIST Gym. OIST Gym, however, is supervised by the Central Control Room (Bosai Center) through two security cameras installed in the facility.

2. Membership, Eligibility and Fees/Payment

Authorized OIST Students, Employees, their Family Members and OIST Guests can use the OIST Gym after completing registration. No person under the age of 18 is allowed into the facility. Minors between the age of 18 and 20 are required to take procedure under 1-2-6 above.

2-1. Students and their family members

OIST Students are eligible to use the facilities provided they are currently enrolled in OIST. (Refer to PRP5.5 “Categories of students”)

Access to the facilities will be given by Security Card Key within three business days after completing registration.

Security Card Key for qualified Family Members is provided by the Buildings & Facility Management Division of OIST.

Fees: Use of the gym is free of charge for students.

*Eligible student is who has been provided a Student ID issued by the Student Support Section.

2-2. Faculty/Staff

Faculty/Staff members are eligible to register to use the facilities provided they are hired or registered with OIST and provide a time sheet (Vendors are not eligible). Access to the facilities will be given by Security Card Key within three business days after completing registration.

Fees: JY400 per day

OIST will charge JY400 each day you enter the OIST Gym. Entry is recorded and fee is calculated and deducted monthly from the paycheck depending on number of days entering the facility using Security Card Key. (No additional charge for a second visit on the same day.) The maximum charge is JY4,000 per month.

Fee calculation cycle is monthly with a cutoff date, the 15th of every month. Total amount for a month is deducted from the paycheck of the following month.

2-3. Family Members/Domestic Partners in the same household

Family members and Domestic Partners pursuant to 2-2 above (above the age of 18 and in the same household. Minor users under the age of 20 are required to take procedure under 1-2-6 above.) of the eligible OIST Students, Faculty and Staff are eligible to use the OIST Gym after completing registration.

Security Card Key for qualified Family Members is provided by Buildings & Facilities Management Division of the OIST Graduate University.

Fees: JY400 each day

OIST will charge JY400 each day you enter the OIST Gym. Entry is recorded and fee is calculated and deducted monthly from the payroll of the relevant OIST Employee in the same household depending on the number of days entering the facility. (No additional charge for a second visit on the same day.) The maximum charge is JY4,000 per month.

When multiple members of the same family (excluding the OIST Employees) use the OIST Gym, the maximum charge is JY6,000 per month. Fee calculation cycle is monthly with a cutoff date, the 15th of every month. Total amount for a month is deducted from the paycheck of the OIST employee in the same household.

Deposit fee (JY 3,000 per card) is required to be paid in cash when a Family Member or a Domestic Partner receives the Security Card Key.

2-4. OIST Guests

Persons attending Workshops organized by OIST and taking place on the OIST premises, Visiting Researchers hosted by a member of the OIST Faculty, and other Official Visitors shall be considered as “OIST Guests”, and are eligible to use OIST Gym. OIST Guests fall into two categories below.

2-4-1. Long-term OIST Guest

OIST Guests staying at OIST for a period of three weeks or more should complete registration at the Division of Buildings & Facility Management. Access to the OIST Gym will be given by Security Card Key within three business days after completing registration.

2-4-2. Short-Term OIST Guest

Workshop attendees and other Official Visitors including Visiting Researchers staying at OIST for a period less than three weeks may use the OIST Gym if accompanied by a registered OIST Faculty or Staff Member. Users in this category shall be required to complete registration and sign liability waiver form when they first enter the gym.

Fees: OIST Guests may use the OIST Gym free of charge.

3. Registration Procedures

All eligible Students, Faculty/Staff, Family members and OIST Guests are required to register prior to using the facility. Forms indicated below must be filled out, signed and submitted to the Division of Buildings & Facility Management.

1. OIST Graduate University Gymnasium Registration Form
2. OIST Graduate University Gymnasium Liability Waiver and Consent

Following submission of Forms, all users must attend a half-an-hour orientation session. Reservation may be made upon submission of the forms.

After attending the mandatory orientation session:

Students, Faculty and Staff :

A Security Card Key will be given access to the OIST Gym within three business days after attending the orientation session. Users will be notified by email provided on the registration form. (OIST Students, Faculty/Staff are encouraged to use OIST email address.)

Family Members:

A Security Card Key with access to OIST Gym will be provided within a week (Saturday, Sunday, holidays are not counted) after attending the orientation session by the Buildings & Facilities Management Division.

OIST Guests (Long-Term OIST Guests)

Access to the OIST Gym will be given by Security Card Key within three business days after attending the orientation session.

4. Withdrawal / Suspension of Membership

To cancel/suspend membership, a Cancellation/Suspension Request Form needs to be filled out and submitted to the Division of Buildings & Facilities Management by email (fou@oist.jp).

Deposit fee (JY 3,000) is returned in cash to Family Members/Domestic Partners in exchange for the Security Card Key. Deposit will not be reimbursed in case a card was lost.

An individual Student/Faculty/Staff who has terminated his contract with OIST is automatically withdrawn from the OIST Gym membership.