

Kiteminsai Lab Terms of Use

[Usage Restrictions and Prohibited Conduct]

Hiroshima University Kiteminsai Lab (hereinafter referred to as “the Lab”) reserves the right to cancel any reservation and require the user to promptly vacate the premises after restoring the space to its original condition at the user's own expense if any of the following conditions apply. In such cases, the Lab shall not be liable for any damages incurred, and the user shall bear full responsibility. Furthermore, the Lab may refuse future reservations at its discretion, and users are deemed to have agreed to this in advance.

- If the Lab determines that the user information provided at the time of application (e.g., name, organization, phone number, email address) is false or if the user cannot be contacted. Users must notify the Lab in advance of any changes to their information.
- If the Lab determines that the user is causing or is likely to cause inconvenience to other users, other companies in the building, visitors, or nearby residents.
- If the Lab determines that the user has subleased the space to a third party without permission.
- If the Lab deems the user's conduct inappropriate in terms of public order or safety management.
- If the user engages in conduct that violates laws, regulations, or guidance from relevant authorities.
- If the user fails to follow Lab instructions or violates the Lab's terms of use or building regulations.
- Any other conduct the Lab deems inappropriate.

[Liability]

- Users are responsible for managing their belongings and valuables. The Lab is not liable for theft or loss under any circumstances.
- If personal items are left behind and the owner is identified after discovery, the Lab will contact the owner and follow their instructions. If no instructions are received or the owner cannot be identified, valuables will be handed over to the local police station after a certain period, and other items will be disposed of (food and magazines will be discarded immediately). Items will be stored in the condition they were found, and the Lab is not responsible for discrepancies in condition or quantity.
- If the user damages, soils, or loses any part of the room, equipment, or furnishings, or causes damage to third parties, the user may be required to compensate the Lab or the affected third party.
- The Lab is not liable for cancellations due to force majeure such as natural disasters, severe weather, transportation disruptions, or government directives.
- Due to the building's transparent glass walls, the space is not completely private. Users are responsible for managing confidentiality.

- Users must handle equipment setup, operation, and restoration to original condition after use.
- If the Lab suffers damages due to a user's violation of the terms, the user will be required to compensate for those damages.

[Points to Confirm Prior to Use]

- Reservations must be made for groups of 26 people or fewer. Use by groups exceeding this number is not permitted.
- Depending on the nature or format of use, the Lab may refuse reservations.
- First-time corporate users may be asked to submit company brochures or other documents in addition to the reservation form.
- Users must keep track of participant names (a name list is generally required).
- The on-site representative must confirm evacuation routes, emergency exits, and disaster prevention equipment in advance and explain them to all participants.
- The Lab confirms that users are not and will not be affiliated with antisocial forces. If the Lab determines that a user is affiliated with such groups or engages in violent or unreasonable demands, the reservation and use will be denied or terminated immediately without compensation or refund. The Lab also affirms that it is not and will not be affiliated with antisocial forces.

[Disaster Response]

- If a fire or other emergency is discovered, immediately call 119 and notify Lab staff. Emergency broadcasts will inform occupants of the situation and evacuation procedures. Follow the instructions of the fire prevention manager (Lab representative). Do not use elevators during emergencies; use the evacuation stairs and remain calm.
- In the event of an earthquake, first take cover under a desk or similar object. After the shaking stops, follow emergency broadcasts and the fire prevention manager's instructions to evacuate.
- For nearby evacuation sites, please refer to the Hiroshima City Disaster Information Map on the city's official website.

[Condition by area | 広島市防災ポータル](#)

[Privacy Policy]

- Personal information will not be disclosed or provided to third parties without the user's consent, except when required by law. Reasonable security measures will be taken to prevent leaks or tampering, and efforts will be made to ensure proper use and protection of personal information. Please read the full Privacy Policy before submitting your application.

[Privacy Policy | Hiroshima University \(Japanese page\)](#)