

○ **Guest Room Regulations for  
Hiroshima University Hospital Resident House Ryozanpaku  
(Regulation No.5, March 8, 2011)**

Guest Room Regulations for Hiroshima University Hospital Resident House Ryozanpaku

(Purpose)

Article 1 These regulations, based on the provision in Article 28 of the Hiroshima University Regulations (Regulation No. 1, April 1, 2004), defines necessary matters concerning the establishment etc. of the Guest Rooms of Hiroshima University Hospital Resident House Ryozanpaku.

(Establishment)

Article 2 The Guest Rooms are established in Hiroshima University Hospital Resident House Ryozanpaku to provide temporary accommodations for persons who have business at Hiroshima University (“the University”), including persons outside the University.

(Eligibility)

Article 3 Those to whom any of the following clauses apply shall be eligible to use the Guest Rooms.

- (1) External persons who have business at the University and have been introduced by a University staff member
- (2) University staff
- (3) Other persons permitted by the University Hospital Director

(Period)

Article 4 The Guest Rooms may be used for up to three months.

- 2 Notwithstanding the provisions of the preceding paragraph, those to whom clause (2) of the forgoing article applies may use the Guest Rooms for a limit of up to five days, which is extendable up to ten days in total.
- 3 The Guest Rooms can be used between 16:00 and 10:00 on the following day.

(Application for use and permission)

Article 5 Persons wishing to use a Guest Room shall make reservation, in principle, anywhere from six months in advance to the day before the use, and shall submit an Application to Use Guest Room of Hiroshima University Hospital Resident House

Ryozanpaku (separate form) to the Hospital Director for permission.

(Reservation changes etc.)

Article 6 To change or cancel a reservation, the person reserving the Guest Room (“User(s)”) shall immediately notify the Hospital Director. Provided, however, that another application must be filed to change the date of use or extend the period of stay in the Guest Room.

(Compliance rules)

Article 7 The User shall comply with the following rules:

- (1) The User shall not sublease all or any part of the Guest Room to anyone else not permitted.
- (2) The User shall not move facilities/equipment in the Guest Room without permission.
- (3) The User shall make sure that the Guest Room door is securely closed, and shall handle fire with caution in the room.
- (4) The User shall comply with other matters the Hospital Director has deemed compliance necessary.

(Cancellations etc.)

Article 8 If the User breaches the compliance rules provided in the preceding article, or seriously hinders administration of the Guest Room, the Hospital Director may cancel the reservation or terminate use of the Guest Room.

2 In addition to circumstances designated in the preceding paragraph, if it becomes urgently necessary for the University to use the Guest Room, the Hospital Director may cancel the reservation or change Guest Room use conditions.

(Disclaimer)

Article 10 The University will not be responsible for any damage to Users resulting from the provisions of the preceding article.

(Liability for compensation)

Article 10 If the User, either intentionally or unintentionally, loses or damages the facilities, equipment, fixtures or other items of the Guest Room, the User must immediately return the room to its original condition or pay for the damage or loss, in accordance with instructions from University staff.

(Payments)

Article 11 The User must pay in advance the charges for using the Guest Room (“charges”) stipulated in the table below. If the Guest Room is used for more than one month, the User may pay the charges in monthly installments, but each installment must be paid by the deadline specified by the University.

Classification	Charge (per night)
Short-term stay (within 6 days)	3,500 yen
Long-term stay users (those staying 7 days or more, but less than 3 months), excluding those who request daily sheet change	3,300 yen
Long-term stay users (those staying 7 days or more, but less than 3 months) who request daily sheet change	3,500 yen

2 Charges already paid will not be refunded. However, if the reservation is cancelled for unavoidable reasons, such as natural disaster, the User will receive a full refund. If the reservation is changed as provided in Article 6, the User will receive a refund for the change, as prescribed in the table below.

Classification	Refund (per night)
Short-term stay (within 6 days)	2,500 yen
Long-term stay users (those staying 7 days or more, but less than 3 months), excluding those who request daily sheet change	2,300 yen
Long-term stay users (those staying 7 days or more, but less than 3 months) who request daily sheet change	2,500 yen

(Office work)

Article 12 The Finance Group of Kasumi Campus Management Support Office is in charge of office work regarding Guest Room maintenance and management.

(Miscellaneous regulations)

Article 13 In addition to matters provided in these regulations, other necessary matters concerning the use of the Guest Rooms shall be determined by the Hospital.

Supplementary provision

These regulations shall come into effect as of April 1, 2011.

Supplementary provision (July 14, 2014 Regulation No.67 )

These regulations shall come into effect as of July 14, 2014 and the stipulations set forth in the Guest Room Regulations for Hiroshima University Hospital Resident House Ryozanpaku on revised in accordance with these regulations shall be applied from June 1, 2014.

Separate Form (pertaining to Article 5)

Chief Manager of Finance Group, Kasumi Campus Management Support Office	Chief	Person in charge

Date approved (Y/M/D)     /     /  
 Date applied (Y/M/D)     /     /

## Application to Use Guest Room of Hiroshima University Hospital Resident House Ryozanpaku

To Director of Hiroshima University Hospital

Department/Division:

Name:

Seal

Extension number:

I hereby apply for use of a Guest Room of Hiroshima University Hospital Resident House Ryozanpaku, as detailed below.

Upon obtaining permission, I shall observe all Guest Room Regulations for Hiroshima University Hospital Resident House Ryozanpaku.

Period	From 16:00 ..... (Y/M/D) To 10:00 ..... (Y/M/D)	(     night(s))
Room name	No.:	Name:
User's name	Affiliated organization: Name:	
Request for daily sheet change	* For long-term stays (7 days or more but less than 3 months), the sheet will generally be changed weekly. If you wish to have your sheet changed daily, check the box below. <input type="checkbox"/> I request daily sheet change.	
Request for monthly installments	* For long term stays (7 days or more but less than 3 months), the charge can be paid in monthly installments. If you wish to pay the charge in monthly installments, check the box below. <input type="checkbox"/> I request monthly installments.	
Remarks		

Period	From 16:00 ..... (Y/M/D) To 10:00 ..... (Y/M/D)	(     night(s))
Room name	No.:	Name:
User's name	Affiliated organization: Name:	
Deadlines for payment in monthly installments	1. From ..... (Y/M/D) to ..... (Y/M/D) (     nights) yen     Payment deadline ..... (Y/M/D)	
	2. From ..... (Y/M/D) to ..... (Y/M/D) (     nights) yen     Payment deadline ..... (Y/M/D)	
	3. From ..... (Y/M/D) to ..... (Y/M/D) (     nights) yen     Payment deadline ..... (Y/M/D)	
Remarks		

To:

This is to inform you that your application has been approved as stated above.

Chief Manager of Finance Group, Kasumi Campus Management Support Office

Seal