

Guidance for Use of Media Studio, iii UTokyo

The University of Tokyo III Main Building Studio Steering Committee
April 1, 2018

Before using Media Studio, iii UTokyo, please read the following “Terms and Conditions” and “Precautions”.

Media Studio, iii UTokyo Terms and Conditions (Internal Rules / March 9, 2018 (approved by faculty council))

1. Goals

The University of Tokyo III Main Building Studio Steering Committee (hereinafter referred to as “Steering Committee”) establishes these regulations for the purpose of achieving fair and effective use of Media Studio, iii UTokyo (hereinafter referred to as “Media Studio”).

2. Open Hours

As a general rule, the opening hours of the Media Studio are as follows.

- (1) On weekdays from 13:00 until 20:30.
- (2) Closed on Saturdays, Sundays, and public holidays. May be closed depending on the circumstances of the university.

3. Users

Media Studio User are as follows.

- (1) Students, and faculty members of the University of Tokyo.
- (2) Others authorized by the Steering Committee.

4. Conditions of Use

The Conditions of Use for the Media Studio are as follows.

- (1) Users can use Media Studio within the scope of research, education, and learning activities at the University of Tokyo.
- (2) Users must take a training workshop carried out by the Media Studio and acquire certificate A (Video camera/Tripod/Computers) or Certificate B (Video & Audio Studio).

5. Procedures for Use (Video Cameras / Tripods / Computers)

Procedures for using video cameras, tripods, and computers are as follows.

- (1) The users must apply in person at the reception desk. User will present student ID (or employee ID) card and Certificate Card A to reception staff. Then, fill out / submit application form and equipment rental slip.
- (2) The user must return the equipment to the reception staff by the specified deadline.
- (3) The use period is as follows.
 1. Within 6 business days for video cameras and tripods (allowed for offsite use).
 2. Within 3 business days for laptops (allowed for offsite use).
 3. Within 1 business day for onsite desktop computers.

6. Procedures for Use (Video & Audio Studio)

Procedures for using the Video & Audio studio are as follows.

- (1) The user must reserve space and fill out application at least 5 business days before the day of use. Users will present student ID (employee ID) card and certificate B to the receptionist. Then, fill out / submit application form. If the application is approved, a permit will be issued.
- (2) As a general rule, the hours of use are weekdays from 13:00 until 20:30.
- (3) The use fee is as follows (only for faculty members. Exception: free for classes of III/GSII use)

6000 yen / per hour (same price for extension fee) ..	
Cancelation fees occur starting 5 business days before day of use.	5 business days before use: 25% of total fees 3 business days before use: 50% of total fees
The price will be as shown on the right.	The day of use: 100% of total fees

7. Procedures of Use (Screening Facilities (inside Editing Room))

The procedures for using screening facilities (inside the editing room) are as follows.

- (1) The user must make a reservation and submit application at the reception desk at least 5 business days prior to the day of use. Users will present student ID (employee ID) card, certificate A or B to the receptionist and fill out / submit the application form.
- (2) As a general rule, the hours of use are weekdays from 13:00 until 20:30.

8. Prohibited Behaviors

Use of Media Studio will be prohibited to those who violate the following.

- (1) Illegally using Media Studio without going through the prescribed procedures.
- (2) Making a false entry in application form or equipment rental slip.
- (3) Violating the instruction of staff and causing inconvenience to other users.
- (4) Illegal acts that infringe copyright laws.
- (5) Other acts prohibited by the Steering Committee
(supplementary provisions. This regulation shall come into effect April 1, 2018)

Precautions regarding the use of Media Studio, iii UTokyo

1. General Precautions for Media Studio

- (1) Eating, drinking, and smoking are prohibited at all time in the Media Studio.
- (2) Books and DVDs at the Media Studio are only for onsite use. (offsite use prohibited)

2. Precautions for Video Cameras, Tripods, and Computers

- (1) As a general rule, only one set of equipment can be borrowed at a time. Lending equipment to any third party is prohibited.
- (2) Procedures must be done by user themselves. They must bring own student ID (employee ID) card, certificate A or B and fill out / submit application in person. And user must inspect and return equipment in on their own.
- (3) User is responsible for managing own data. Data left on computers may be deleted by the next user. Users are advised to save data on personal memory devices such as USB drives or external hard drives.
- (4) Those who fail to return equipment by the deadline will be prohibited from using Media Studio for the rest of the academic year.
- (5) Promptly notify Media Studio in case of damage, loss, or theft during period of use (tel:03-5841-2865, e-mail: mediastudio@iii.u-tokyo.ac.jp). User will be charged for damages.
- (6) We recommend users enroll in "Liability Assistance Insurance with Gakkensai" by the Japan Educational Exchanges and Services to help cover fees should the user become liable for damages during activities associated with university course work. For more details, please contact your affiliated department office. *"Gakkensai" means Personal Accident Insurance for Students Pursuing Education and Research.

3. Precautions for Video & Audio Studio

- (1) Set up and clean up are included in the reservation time.
- (2) Technical staff such as cameraman, switcher, video engineer, mixer, etc. are not included. User must arrange necessary staff on their own.
- (3) User will be liable for any damage to facilities, equipment, and fixtures.
- (4) Users must clean space after use and take home all trash acquired during period of use.