

The Wesley Foundation  
User Agreement

I. Purpose of rental

The Wesley Foundation supports women's rights, youth development of global leadership, humanitarian assistance, and other organizations that contribute to the community. In order to support these organizations, the Wesley Foundation offers its facilities at reasonable prices.

II. Rental procedure

- ① First time renters must complete the registration form before reserving a room. After registration, you will receive a "Wesley Registration Number" by e-mail if you are qualified to use a meeting room. You will need to input this number in the reservation form each time you make a reservation.
- ② Rooms may be reserved up to 90 days in advance. Rooms must be reserved for a minimum of two hours, and after that with one hour increments. If the room is available, you will receive a confirmation and a billing statement by email.
- ③ Please be sure to pay in full by the due date.  
NOTE: If payment is not received by the due date that Wesley Foundation has given, the reservation will automatically be cancelled.
- ④ Preparation and clean up time must be included in the rental time.

III. Rental rates and cancellation policy

At the time of reservation, depending on the purpose of use, you will be designated Category I or Category II. Your rate will be calculated accordingly.

**Category I (general public)**

- ♦ Anyone who does not fall into Category II

**Category II (NPO/NGO affiliated)**

- ♦ Groups with mission efforts similar to the Wesley Foundation (women's empowerment, youth leadership and humanitarian aid) that are conducting activities relating to those mission efforts.
- ♦ Groups and NPO's that have received public certification from the government and whose purpose of room usage fulfills one of the criteria listed in the appendix at the bottom of the following website (Japanese only): <http://law.e-gov.go.jp/httmldata/H18/H18HO049.html>

\*\*Please be advised that if your group or organization fulfills the criteria of Category II, but the purpose of use is for profit-making or fundraising, or for private use, you will be designated Category I.

① Rental rates

Rates per hour (tax will be charged separately)

	#201 (38 m <sup>2</sup> ) (max 15 people)	#204 (68 m <sup>2</sup> ) (max 30 people)	#205 (120 m <sup>2</sup> ) (max 70 people)
Category 1 (General public)	¥2,000	¥3,200	¥6,600
Category 2 (NPO/NGO affiliated)	¥1,500	¥2,500	¥5,000

Fixtures

	Number of Chairs	Number of Tables	Whiteboard	Markers
# 201	17	4	Yes	No
# 204	32	8	Yes	No
# 205	74	9	Yes	No

Price list for rentable items (tax will be charged separately)

Projector	¥1,000
Speaker and microphone (one cordless, one with cord)	¥500

② Overtime

If your rental time was extended on the day of use, please contact the Wesley Foundation directly.

③ Cancellation policy

A percentage will be refunded for cancellations up to 2 days prior to the reservation. Refer to the chart below. Please provide bank transfer information so that the amount (minus handling fees) can be refunded.

If the reservation is cancelled....	The following percentage of the paid amount will be refunded:
Up to 2 days before the reserved date	0%
3 to 9 days before the reserved date	20%
10 to 30 days before the reserved date	50%
31 to 60 days before the reserved date	70%
61 to 90 days before the reserved date	80%

**Conditions of rental**

The Wesley Foundation may prohibit people/groups from using the facility in the following cases:

1. If the purpose of usage is deemed outside the scope of public interest
2. If the facilities are rented out to a third party without permission
3. If any false advertising or illegal sales transactions, such as pyramid schemes are detected.
4. If the information on the application is false

5. If dangerous articles are brought into the rooms that may cause any damage or harm to people or the facilities
6. If noise and odor are offensive to the other tenants
7. If the event or any activities are deemed disturbing to the operation of the Wesley Center

### **Rules for use**

1. The rooms may be rented from 9:00AM to 9:30PM, 7 days a week. Rooms will not be rented on Christmas Day and during the New Year holidays. Preparation and clean-up time must be done during the reserved time.
2. You may arrange the tables and chairs as you like. However, please return the room according to the picture provided in the room.
3. Please do not exceed the limit of capacity. You will be held responsible for any injuries or accidents resulting from having too many people in the room.
4. Pets (excluding service dogs) are prohibited on the premises.
5. In principle, no food and drinks are allowed in the meeting rooms. Personal size pet bottles and reusable cups with lids and are closable are permitted. The use of cups without lids is not permitted.
6. Do not leave any trash in the room.
7. Smoking is not allowed in the building.
8. Do not use any kind of adhesives, tape or stickers on the walls.
9. Do not use permanent markers, pencil or pen on the whiteboard. Be sure to use whiteboard markers only. Please erase the board after use.
10. If you rent any items, please return them to the place where you received them.

### **Disclaimer/Compensation for Damage**

1. The renter will be responsible for any damage caused by negligence to the facility and/or the loss/damage of equipment. Any repair/replacement fees will be charged to the renter.
2. The Wesley Foundation will not be responsible for the loss and/or damage of personal items brought into the building.
3. In the case of a disaster, such as an earthquake or a fire, The Wesley Foundation will not be held liable for:
  - Any losses incurred as a result of not being able to use the facility.
  - Any losses incurred after being refused usage due to a violation of the terms and conditions.
  - Any injuries or losses of property to third parties.

### **Measures Against Disaster**

Your understanding is requested in regard to the prevention of fire. In the case of an emergency, follow the instructions of the Wesley Center staff. Please confirm the locations of emergency doors and exits as well as fire extinguishers and instructions for use.