

The Wesley Zaidan User Agreement

I. Purpose of Rental

The Wesley Zaidan was founded to promote women's rights, youth development of international understanding and global leadership, as well as to contribute to local communities including humanitarian assistance. The Wesley Foundation offers its facilities at reasonable prices for activities that serve the public interest.

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. After making a reservation, 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, and please vacate the room by the due 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 Zaidan (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 activities and purpose of room usage are for public benefit and fulfill these two criteria.
 - A. Business which are concerned with public benefit service, academic field, practical art, charity or other public interest according to Appendix. (*Act on Accreditation of Public Interest Incorporated Associations and Public Interest Incorporated Foundations* fourth clause of Article 2)

(For further information, visit <http://law.e-gov.go.jp/htmlldata/H18/H18HO049.html>)

B. Business which benefits many and unspecified number of people

*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 ²) (max 15 people) | #204 (68 m ²) (max 30 people) | #205 (120 m ²) (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 is extended on the day of use, please contact the Wesley Foundation directly.

③ Cancellation policy

A percentage will be refunded for cancellations according to the rental rate of the reserved room up to 2 days prior to the reserved date. 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% |

IV. 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 any distribution activities including false advertising or illegal sales transactions, such as pyramid schemes and multilevel marketing are detected, or other kinds of meetings that are deemed inappropriate
3. If the right of renting the facilities is subleased or assigned to a third party without permission
4. If the declared purpose of facility usage is different from the actual usage, or 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, the facilities or fixtures
6. If noise, vibrations 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

V. Rules for Use

1. Rental time and available dates

The rooms may be rented from 9:00 am to 9:30 pm, 7 days a week. Rooms will not be rented on the dates the Wesley Zaidan set as holidays such as Christmas Day and during the New Year holidays. Preparation and clean-up as well as entering and leaving time must be included in the reserved time.

2. Returning the room to the original state

You may arrange the tables and chairs as you like. However, please return the room according to the picture provided in the room.

3. Number of users

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. No pet

Pets (excluding assistance dogs such as service dogs and guide dogs) are prohibited on the premises.

5. No food or drink

In principle, no food and drinks are allowed in the meeting rooms. Personal size pet bottles and reusable cups with lids and closable are permitted. The use of cups without lids is not permitted.

6. Taking your garbage with you

Do not leave any trash in the room.

7. Other precautions

- Smoking is not allowed in the building.
- Do not use any kind of adhesives, tape, stickers or thumbtacks on the walls.
- If you rent any items, please return them to the place where you received them.

VI. Disclaimer/Compensation for Damage

1. The renter will be responsible for any damage caused by negligence to the facility and/or the loss/damage/defacement of equipment. Any repair/replacement fees will be charged to the renter.
2. Always keep your valuables with you. The Wesley Zaidan will not be responsible for the loss and/or damage of personal items brought into the building.
3. In the following cases, the Wesley Zaidan will not be held liable for:
 - Any losses incurred as a result of not being able to use the facility because of a natural disaster,

a fire and/or other kinds of inevitable accidents

- Any losses incurred after being refused usage due to a violation of the terms and conditions.
- Any injuries or losses of property to the renter and/or third parties, arising from the usage of the facilities.

VII. 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 and the emergency exit signs on the doors. Please confirm the locations of emergency doors and exits as well as fire extinguishers and instructions for use.