



Conference Room Rental Rules

Please read the rules and appendices before submitting a Registration Form to reserve Conference rooms of Wesley Zaidan (“Zaidan”).

1. **(Registration)**
 - 1.1 Complete and submit the Registration Form pursuant to the instruction on our website (<https://wesley.or.jp/facilities/using/>).
 - 1.2 The Article of Incorporation is required for organization without a homepage, please submit together with the Registration Form.
 - 1.3 After registration, the organization that meets the standard will be given a Wesley Registration Number. You cannot make a reservation without the Wesley Registration Number.
2. **(Availability of the conference room)**
 - 2.1 The conference rooms are available every day except on the dates the Zaidan’s set as holiday such as the year-end and new year holidays.
3. **(Force Majeure-Unavoidable Circumstances)**
 - 3.1 In the event of a major disaster or other unavoidable circumstance, Wesley Zaidan may, without any prior notice, close the Wesley Center (the “Premises”), suspend use, or shorten the reservation time of the conference room.
 - 3.2 Where the foregoing event incurs, Wesley Zaidan shall reimburse the payment associated with the unavailable time of the conference room pursuant to the provision of 10.2.
4. **(Rental time)**
 - 4.1 Minimum reservation is 2 hours.
Additional use after 2 hours shall be charged per hour.
 - 4.2 The rooms maybe rented from 9:00 am to 9:00 pm.
5. **(Category of user)**
 - (1) **Category-I:** Commercial institution & other groups
 - (2) **Category-II:** Non-profit organization (authorized by the Japanese Government)
6. **(Detailed rules per conference room)**
 - 6.1 In addition to the rules provided herein, please refer to the Appendix per conference room for further information.
 - (1) 101 : Appendix-1
 - (2) 201 & 204: Appendix-2

- 7. (Confirmation & Payment)**
7.1 After receiving the completed reservation Form, Wesley Zaidan sends a confirmation email and the invoice to the user's email address. User shall pay the amount by the due date at the user's cost. Payment is bank transfer only.

- 8. (Advance Reservation request)**
8.1 Reservation requested can be accepted 3 months before the day in use.

- 9. (Cancellation fee)**
9.1 If reservation is cancelled after the payment has been received, cancellation fee will be charged as described below.

Date of cancellation (Calendar basis)	Cancellation fee
From 1 month to 8 days before the reserved date	50 % of the use fee
From 1 week to 3 days before the reserved date	80% of the use fee
From 2 days before to the reserved date	100% of the use fee

- 10. (Refund after cancellation)**
10.1 Wesley Zaidan shall send refund calculation sheet to the user's email address.
10.2 The refundable amount will be sent by bank transfer within 2 weeks from the cancellation date at the user's cost.

- 11. (No smoking)**
Smoking is not allowed on any site of the Premises.

- 12. (Use of the conference room)**
12.1 Every user of the conference room is requested to abide by the rules listed below.
- (1) In- use:
 - (i) Do not use adhesive tape and/or thumbtack and the like that would mark on the wall after use.
 - (ii) Table, chairs and/or fixtures & fittings should not be carried out from the conference room in use.
 - (2) After use:
 - (i) All windows must be closed and locked.
 - (ii) All room lights and air-conditioning must be turned off.
 - (iii) All tables, chairs and fixtures & fittings must be returned to the original place.
 - (iv) Instruction separately made by Wesley Zaidan (if any) must be observed.

12.2 Layout change of tables and chairs in the conference room is allowed.

12.3 Every user who unintentionally or maliciously stains, loses or damages fixtures & fittings and/or rental equipment on the Premises shall bear the actual cost to restore to its original condition.

- 13. (Communication in emergency)**
13.1 Every user is requested to get in direct contact with the related organization Where an emergency arises that necessitates calling an ambulance or the

similar(s).

Address of Wesley Center: 6-10-11, Minami Aoyama, Minato-ku, Tokyo

14. (Prohibition)

14.1 If a user falls into one of the following situations, Wesley Zaidan may without incurring any liability, (i) cancel the reservation (if it is discovered before to the day of use) or (ii) suspend the usage (if it is discovered during the day of use or while using the conference room).

- (1) If the purpose in the application for reservation and the actual use are different (in particular, any purpose against the public order and morals);
- (2) If the reservation is made by misrepresenting the attribute of the user;
- (3) If the purpose of use is commercial (regardless of whether it is to sell goods or to accept reservation), commercial solicitation and/or any other purpose/behaviour that is against the public order and morals;
- (4) If any relationship with anti-social act or anti-social body is recognized or emerged (regardless of whether it is a direct or indirect relationship);
- (5) If any material that will be hazardous to the Premises and/or persons or any combustible material is brought in;
- (6) If the user directly or indirectly uses fire on the site or in the conference room;
- (7) If any living thing except a guide dog or a service dog is brought in;
- (8) If any material with an odour or any unsanitary material/luggage and the like is brought in;
- (9) If luggage, fixture & fittings or any advertising material(s) is being left or placed on the common space or where user uses the common space for the purpose of an event or meeting/gathering, etc.;
- (10) If any inappropriate behaviour that is deemed as an obstacle to the operation of the Premises (including any nuisance to the other tenants and/or the neighbours) is revealed or recognized; and
- (11) If any other inappropriate behaviour, purpose and/or content in use similar with the foregoing items is revealed or recognized.

14.2 If Wesley Zaidan takes the measurement of clause (i) cancellation of the reservation, then, it shall be subject to the procedures of **9.1**.

14.3 If Wesley Zaidan takes the measurement of the above (ii) suspension of use, then, it shall be deemed as the cancellation on the day in use provided in **9.1**.

15. (Disclaimer)

Zaidan shall not be liable for any obligation if a case falls under one of the categories listed below.

- (1) If the provision of **3.1** applies;
- (2) If a user suffers harm because of one of the provisions in **14.1**;
- (3) If the user's luggage, fixtures & fittings or valuables that have been brought in by the user are stolen or damaged (except a case for which Wesley Zaidan is clearly verified as being responsible);
- (4) If any physical harm or property damage to the user or any third party incurred due to the user's event or activity (except a case for which

Wesley Zaidan is clearly verified as being responsible)

- 16. (Prevention of infection)**
 - 16.1** Every user is kindly requested to voluntarily take an appropriate measurement to prevent from the infection of COVID-19 with his/her own responsibility.
- 17. (Evacuation route)**
 - 17.1** Every user is requested to communicate the designated evacuation route on site to the participants in advance without failure.
- 18. (Others)**
 - 18.1** Every user is requested to contact Wesley Zaidan in advance if special fixtures & fittings or equipment is necessary to be brought in.
 - 18.2** Zaidan shall not store user's luggage or materials, etc. prior to the reserved date of use.
 - 18.2** Inquiries about lost items on the Premises is should be directed to Wesley Zaidan at the address shown below.

Telephone: 03-6427-4696

Mail: reservation@wesley.or.jp

Enforcement: 1st January 2023

Additional Information for Room 101

1. Floor space and capacity

- (1) Floor space: 99 m²
- (2) Capacity: 50 people

2. Rental time

Available from 09:00 am to 09:00 pm

3. Minimum reservation time and rental rates

- 1. Minimum reservation time is 2 hours. An hourly rate will be applied to any extension time.
- 2. Below are the rental rates/fees.

(Including tax)

Item	Category-I (Commercial institution and Other Groups)	Category-II (Non-profit organization <authorised by the Japanese Government>)
(a) Fee per hour	JPY 20,000 per hour	JPY 15,000 per hour
(b) Pack fee (9 hours)	JPY 150,000	JPY 120,000

(Note) Above each fee includes the following equipment and facility.

- (i) Table, chairs with side table
- (ii) Microphone & speaker set
- (iii) Projector
- (iv) In-room toilet and a barrier-free toilet
- (v) In-room small kitchenette

4. (Eating and drinking)

- 1. Eating (snack or right meal only) and drinking in the room are allowed in principle, but no alcoholic beverage is accepted.
- 2. If you plan to bring in food, please specify by marking the designated column in the Reservation Form. Please understand that request may not always be granted.
- 3. Wesley Zaidan will provide additional instructions to the user concerned if necessary.

Additional Information for Room 201 and Room 204

1. Floor space and capacity

Room	Space	Capacity
201	38 m ²	15 people
204	68 m ²	30 people

2. Rental time

Available from 09:00 am to 09:00 pm

3. Application for reservation and use fee per type of user

1. Minimum reservation time is 2 hours. An hourly rate will be applied to any extension time.
2. Below are the rental rates/fees.

(Including tax)

Room	Category-I (Commercial institution and other groups)	Category-II (Non-profit organization <authorised by the Japanese Government>)
201	JPY 3,000 per hour (With free use of the LCD monitor)	JPY 2,000 per hour (With free use of the LCD monitor)
204	JPY 4,500 per hour (Equipment needs to be requested and with fee)	JPY 3,500 per hour (Equipment needs to be requested and with fee)

3. Equipment rental

(Including tax)

Room	Microphone & loudspeaker set	Projector
204	JPY 1,000	JPY 1,500

(Note) Above fee is set regardless of the user's category and the duration of use.

5. No food and drink

No food and drinks are allowed in the conference room. Drinks on plastic bottle or container with lid and closable is allowed.

6. Garbage

Users should take their garbage with them. No garbage should be left in the conference room.