

## Regulations for using classroom facilities of the Japan Foundation, Bangkok

5 April 2018

Director-General of the Japan Foundation, Bangkok

Parties other than the Japan Foundation, Bangkok must strictly follow the regulations below when using the classroom facilities.

1. These regulations are enforced in order to determine the permission to use classroom facilities (herein after “classrooms”) by other parties for other purposes than activities implemented by the Japan Foundation, Bangkok (herein after “JFBKK”).
2. The management and operations of classrooms will be conducted as per the orders of Director-General of JFBKK (herein after “DG”).
3. As a principle rule, classrooms can only be used from Monday to Friday, 9:30 AM to 4:00 PM (excluding JFBKK’s holidays). However, if there is a special permission from DG, classrooms can be used on other days and time as well.
4. Classrooms can be used in the event that it would not be an obstacle to JFBKK’s activities. However, only applications from organizations, groups, or the head/ director of those afore-mentioned are accepted. Applications from individual are not applicable.
  - (1) A Thai or Japanese governmental organization, or a local public group that belongs to those organizations.
  - (2) A Thai or Japanese public corporation or a public-service corporation. (Including private schools)
  - (3) Other organizations other than (1) or (2) or any Japanese-language teacher organizations
5. Event/program that shall be permitted to use classrooms are as follows;
  - (1) An event/program with a purpose to present or exchange ideas on Japanese-language education.
  - (2) A selection test for government-financed students to Japan, or any meetings concerning that topic.
  - (3) Other meetings or events with the purpose of cultural exchanges that DG has approved of special requirement
  - (4) Preparations of afore-mentioned event/program in (1) - (3)
6. Any event/program in the following categories are not applicable;
  - (1) Event/program with profits
  - (2) Event/program with the main purpose of selling products/merchandise
  - (3) Political activities, religion activities, or any event/program of such kind
  - (4) Event/program with possible risk of disrupting order of classrooms, or damaging public facilities
  - (5) Any other event/program that is considered not suitable by DG
7. To use classrooms, as a rule, the required items on “Application for Permission of Classroom Facility Usage” (herein after “Application”, Form 1) must be filled out and submitted to Japanese-language Department at least 2 weeks prior to the needed day but the submission more than 2 months prior to the needed date is not accepted. It is not permitted to use classrooms in the event that there is no permission from DG.
8. The decision for permission of classroom usage is considered on the basis that Japanese- language Department’s activities take priority; other parties’ event/program shall be adjusted accordingly. Then, final decision shall be made by DG.
9. When the requested usage is permitted, Japanese-language Department shall notify the applicant with a letter “Permission to Use Classroom Facility” describing permitted contents and conditions.
10. The user must honestly follow the “Conditions on classroom usage permission” attached. Also, it is strictly prohibited to enter any other space than permitted classrooms.

11. DG shall, at all time, have the right to cancel the permission or suspend the usage for the following reasons;
  - (1) When classrooms are used for other purposes than the one stated in the letter of permission, or when there are any false items written in the Application.
  - (2) When it is considered that there are any possible risks of disrupting orders of classrooms, or damaging public facilities.
  - (3) When there is a violation of conditions stated along with the usage permission, or when the user does not follow DG's/staff that carry out DG's instructions.
  - (4) When there is an advice or instruction from governmental offices to suspend event/program.
  - (5) Any other reasons that DG considers unsuitable.
12. When one has received permission, he/she cannot pass on or sublease that permission (usage right) to other third parties for any reasons.
13. The user must not add and/or change in any way whatsoever the structure or interior of classrooms or their facilities. Also, the user must return classrooms and their facilities to original state after the usage.
14. If the user cannot implement the preceding obligations, JFBKK will enforce its regulations, and the user, on demand, must pay total cost of expenses and/or damages.
15. If there are any damages or losses to the facilities resulting from the use of classrooms, the user must be responsible for the indemnities of damage occurred.
16. If there are any requirements regarding the usage of classrooms other than these regulations, it shall be mentioned in the letter of permission.

□ **Conditions for using classroom facilities of the Japan Foundation, Bangkok**

1. The applied user shall be fully responsible for the event/program.
2. The user must conduct their own suitable guidance for event/program participants on access to classrooms, such as providing posters or banners, or placing registration staffs on the usage day.
3. It is strictly prohibited to enter any other space than the permitted classrooms. Other persons than JFBKK teachers or staffs are not permitted to enter office area or classrooms.
4. It is not permitted to conduct any other event/program than the one permitted.
5. For the following cases, please notify and get consent from JFBKK as soon as possible.
  - (1) If there should be any changes to event/program's content from initially informed.
  - (2) If there should be any changes of the usage time and/or period.
  - (3) If there is a cancellation of entitled event/program.
6. If JFBKK takes the following steps, the user must also follow;
  - (1) The user must follow JFBKK's instructions when the entitled event/program contradicts what written in the application, or when the user does not accomplish the conditions attached with the letter of permission.
  - (2) The user must accept usage cancellation caused by the following cases.
7. JFBKK shall cancel the permission during or after the execution of entitled event/program in the event that the circumstance is considered to fall in to the following cases.
  - (1) If there are any false items written in the application.
  - (2) If the entitled event/program is cancelled
  - (3) If the entitled event has been drastically changed from the submitted content and if the user has not taken proper manners to comply with Conditions for using classroom facilities item 4.
  - (4) If the event/program is considered as a violation to the permission usage contents and/ or conditions.
  - (5) Any other cases that are considered as a lack of eligibility to be conducted at JFBKK's classrooms.
  - (6) If it will become an obstacle for JFBKK's activities.
8. If there should be any cancellation due to the user's condition, or other unavoidable circumstances such as disasters or accidents, JFBKK shall not be responsible to any indemnities or liability whatsoever related to the project implementation.