

## **[23] Use of Student Study Rooms in Shiko-kan**

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### **Graduate School Student Study Rooms**

Open hours: Mon thru Fri 8:00a.m.-10:30p.m.

※Please follow the rules, and remember to practice good manners in the study rooms!

※Do not leave personal belongings in the study room!

### **Lockers in study rooms**

The GSGS Office provides each student with a locker key. If you wish to use a locker, come to the office. Students must manage their locker and keys properly. If you lose your locker key, contact the office immediately. (If you lose it, you have to pay 500 yen.)

### **Use of study rooms outside open hours**

If you wish to use the study rooms on weekends, holidays or during night hours from 10:30p.m. to 8:00a.m. the next morning, please come to the GSGS Office (office hours: 9:00a.m. – 11:30a.m., 12:30p.m. – 5:00p.m.) and fill out the form “Kounai Zanryu Todoke, Nyuko Todoke” (request for remaining/entering after hours). You can submit the form from 3 days before you use to the day (by 5:00p.m.). With submission of the form, students will be admitted to use the study room for up to 10 days in a row (including Saturday, Sunday and other holidays in which the university offices are closed).

The request form is a set of 3 papers. The GSGS Office will keep one sheet and return two sheets to you. Post one of them on the study room door, and submit the other to the security room beside the reception of Shiko-kan (Karasuma Campus). Note that if you fail to post the request on the door, the security guard will lock your study room doors at 10:30p.m. If you wish to use the room on the weekend, come to the GSGS Office by 5:00p.m. on Friday of the week.

\*On the form, be sure to write down all the students' names who will use the room during the period.

### **Entering Karasuma Campus and Shiko-kan outside open hours**

The gate of Karasuma campus and the Shiko-kan entrance are locked from 10:00p.m. to 8:00a.m. If you would like to enter the campus/building during those hours, place your student ID card over a card reader to unlock the gate/entrance doors.

### Use of Shikokan during the long-term holidays when the office is closed

- Booking your study room

GSGS office will be closed in the following periods :

- “Golden Week” (from the end of April to early May)
- Office summer break (around mid-August)
- New Year (from the end of December to early January).

For using your study room during the periods above, make sure to submit the application of “Konai Zanryu Todoke” to GSGS office before each period.

- Entering a building

All entrances to Shikokan building will be locked all day on Sundays, National Holidays and week days in above mentioned long-term holidays. You can enter the building by scanning your student ID card at the entrance.

- Note

Please make sure to switch off the air conditioner and lights when leaving the room.