

Precautions for Use of the Multipurpose Hall
of the Bristol Myers Squibb Building
of the Center for Cancer Immunotherapy and Immunobiology

[Fees]

- Usage time of the Hall is calculated on an hourly basis. Any fractions less than an hour shall be rounded up to an hour.
- As a general rule, usage time shall be within the hours specified on the application form and permission notice.
- In the event that the user arrives earlier or leaves later than the time specified on the said forms due to preparations or other reasons, the Facility Usage Fees will be charged for the actual time period from arrival to departure, instead of the time period stated on the permission notice (estimated sum shown on the permission notice will be revised).
- In some cases, approximately 30 minutes before and after the usage time will be free of charge (for preparation and restoration purposes).

[Precautions for Use]

- As a general rule, participants/attendants of the events held at the Bristol Myers Squibb Building of the Center for Cancer Immunotherapy and Immunobiology (CCII) shall enter the building through its main entrance (the entrance facing Higashi-oji St.).
- The main entrance and the side gate (on the Faculty of Medicine campus) are unlocked from 8:30 am to 5:15 pm on weekdays. If you would like them unlocked at other times, please let us know.
- Only CCII staff members are permitted on the second floor or above, or the first basement floor.
- Eating and drinking are prohibited in the Hall and waiting rooms.
- The Responsible Person shall compensate for any damages or defacement to equipment cause by bringing food and/or drink into the Hall.
- All equipment and devices installed in the Hall may be used. Please refer to the relevant manuals for usage instructions. As a general rule, CCII staff members will not provide support for use of the equipment and devices.
Please note that
- The Responsible Person may be required to pay compensation for any damage or failure of equipment and devices caused by the user(s).
- Trash cans are available for rent. However, as a general rule, disposal of trash shall be dealt with by the Responsible Person.
- On the closed days (see Paragraph 4, Article 5 of Guidelines for Use of the Bristol

Myers Squibb Building of the Center for Cancer Immunotherapy and Immunobiology), only minimal staff will be stationed in the building. Restoration of the building may be confirmed at a later date.

[Scope of Rental]

- The Hall, anteroom, waiting room, and interpreter booth are available for rental. The foyer, cafe space, exhibition room, washroom, entrance, back entrance, etc. are not for exclusive use (CCII staff members and others will also use these places).
 - There is no parking lot exclusively for the Hall. The BMS building parking lot (3 spaces along Konoe St.) can be used during the usage time and 30 minutes before and after, if not used by visitors to CCII.
 - The foyer area near the main entrance of the building and part of entrance hall can be used for the purpose of setting up a reception desk, etc. However, as the area is the passage from the main entrance to the elevator, please be sure not to block the passage.
 - If you wish to use the foyer or cafe space apart from the main entrance area, please let us know at your preliminary inspection. CCII will consider your request and respond to you at the later date. Please note the following points in advance.
 - During usage time of the Hall:
 - No additional fees will be charged.
 - Preparation and restoration to original condition must be completed within the usage time.
 - Exclusive use is not possible (CCII staff members and others may also use these areas).
- Out of usage time of the Hall:
- Unavailable.
- The foyer and cafe space shall also be restored to their original conditions by the Responsible Person.

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Administration Support Office

The Center for Cancer Immunotherapy and Immunobiology

* These precautions are translation of the original Japanese version. In the event of any discrepancies in wording or interpretation between the two versions, the Japanese version shall prevail.