

## Kyushu University Cairo Office (Shared Use Office for Overseas Universities) Terms of Use for Facility

### 1 User

Those who can use the facilities and equipment (hereinafter referred to as "facility, etc.") of the Kyushu University Cairo Office (hereinafter referred to as "office") are as follows.

- 1) Faculty members and students of Kyushu University
- 2) Faculty members and students of other universities in Japan
- 3) Others approved by the director of the respective office

### 2 Holidays and Opening hours

(Holidays)

Office holidays are as follows.

- 1) Fridays and Saturdays
- 2) Public holidays in Egypt

(Opening hours)

As a general rule, the office facilities, etc. are available from 10 am to 8 pm local time in Egypt.

\* If users need to use the office out of the above holidays or opening hours, they shall gain the approval of the director of the office in advance. In addition to the above holidays or opening hours, the office may be temporarily closed under certain circumstances.

### 3 Purpose of use

- 1) Business, meetings and events related to education, academia, culture, etc. hosted by a person who has gained permission to use by "Application for use"
- 2) Other business, meetings and events approved by the director of the office

### 4 Application for use

#### 1) Application procedure

Please fill in the prescribed items in the "Application for use of facilities, etc. at the office (shared use office for overseas universities)" and submit it to Global Engagement, International Affairs Division, International Affairs Department, Kyushu University.

#### 2) Availability

After receiving the application for use of facility, etc., the office will check the application details and reservation schedule, etc. and will share availability.

\* An application form is not required for temporary use, such as having casual meetings or using a personal computer, etc.

Please contact the office staff directly.

## 5 Obligations of the user

When using the facility, etc., the user should comply with the matters set forth in this terms of use, use it properly, and also strive to comply with the relevant parties.

### 1) Revocation of usage permission

The office can revoke the usage permission if the user falls under any of the following items. The office is not responsible for any damages caused to the user.

- When there is a misstatement in the facility usage application form.
- When the user violates this terms of use.
- When the director of the office deems it necessary.

### 2) Prohibition of unintended use, etc.

It is strictly prohibited to use the facility, etc. or let a third party use it for any other purposes than the purposes gained permission.

### 3) Precautions for use

Users should always use the facilities, etc. under the supervision of a qualified manager.

### 4) Restoration of the facility, etc.

Users should restore the facility, etc. to its original state when they finish using the facility, etc. (It is also applicable to when the office manager revokes the permission to use the facility, etc.).

### 5) Compensation for damages

When a facility, etc. is lost, damaged or soiled, the user should compensate for the damage.

### 6) Disclaimer

The user of the facility, etc. is responsible for all the work performed at the facility, etc. and the accidents that occur during the usage time, even if it is the act of the person concerned with the user.

The office does not take any responsibility.

## 6 Usage fee

Any fees that occur in using the facility, etc. will be borne by the user. However, as a general rule, the utility charges will be borne by the office.

## 7 Other

The following services can be offered depending on the situation, so please contact the office staff in advance.

- 1) Arrangements for study abroad seminars at the Cairo office hosted by the specific university, and study abroad seminars at universities and high schools in Egypt
- 2) Arrangements for accommodations and transportations in Egypt
- 3) Other necessary arrangements in Egypt

<Contact in Japan >

Global Engagement, International Affairs Division, International Affairs Department,  
Kyushu University

Address: 744 Motooka, Nishi-ku, Fukuoka

E-mail: intlssuishin@jimu.kyushu-u.ac.jp

Phone: 092-802-2223

<Contact in Egypt>

Kyushu University Cairo Office (Available in Japanese and English)

Address: Flat No.11, First Floor, Al Karnac Tower, 119 Misr Helwan Agriculture Road,  
Hadayek El Maadi, Cairo, Egypt

E-mail: cairo.office@overseas.kyushu-u.ac.jp

Phone: + 20-(0)2-25284123

List of equipment for lending

Remote conference system, seminar room (up to 15 people), meeting table (6-8 people), color  
printer / monochrome multi-function printer (copy, fax), PC (Windows), Wi-Fi, whiteboard,  
kitchen