

Rules for the use of the OIST Graduate University Gymnasium

Decision by Vice President, University Community, Child & Youth Services, on 08/01/2022

1. Facilities

- 1-1. Hours of Operation**
- 1-2. User Policies**
- 1-3. Management Policies**

2. Membership, Eligibility and Fees/Payment

- 2-1. Students**
- 2-2. Faculty/Staff Member**
- 2-3. Family Members/Domestic Partners in the same household**
- 2-4. OIST Guests**
- 2-5. OIST Temp Staff**

3. Registration Procedures

4. Withdrawal / Suspension of Membership

Forms:

- 1. OIST Graduate University Gymnasium Registration Form**
- 2. OIST Graduate University Gymnasium Liability Waiver and Consent**

This guideline stipulates the rules for usage and management of the OIST Graduate University Gymnasium (hereinafter referred to as “OIST Gym”) pursuant to the provision of the Article 21.3.7 of the PRP.

1. Facilities

1-1. Hours of Operation

Open: 5:00am - Close: 10:00pm

Closed for professional cleaning: 10:00am - 11:00am

*Special events, professional cleaning, required maintenance, inclement weather, or the academic calendar may impact hours of operation.

*Covid-19 related items such as the use of showers, the number of people allowed inside the facility at one time, and the use of masks may vary depending on the current situation at OIST and Okinawa Prefectural Government policies.

1-2. User Policies

1-2-1. The use of the OIST Gym is a privilege, and users are expected to be good citizens and respect the rights of others.

1-2-2. Use of the OIST Gym is for recreational purposes only, and may be restricted for outside instructional/coaching purposes. Unauthorized personal training or instruction is prohibited.

1-2-3. Organized activities must obtain permission in advance from Recreation Services in University Community, Child & Youth Services Division .

1-2-4. Entry must be done with Security Card Key through the designated main entrance. All persons entering the OIST Gym must touch their card key against the sensor, regardless of whether the door is closed or already open, to enable a record to be kept of facility usage.

1-2-5. Proper athletic attire must be worn (Non-marking indoor athletic shoes with closed heel and toe), and jewelry and accessories must be taken off.

1-2-6. No person under the age of 18 is allowed to enter the OIST Gym for any reason. Minors between the age of 18 and 20 can use the OIST Gym if the Liability Waiver Form is signed by a parent or her/his legal guardian.

1-2-7. OIST is not responsible for any injuries or accidents that might occur to any users (Students, Faculty, Staff and their family members/domestic partners in the same household, OIST Guests and OIST Temp Staff) while using the OIST Gym for any reason whatsoever, including ordinary negligence. OIST assumes no responsibility for any user’s medical treatment or payment of medical

bills. However, this shall not apply in case of intent or gross negligence on the part of OIST.

- 1-2-8. OIST is not responsible for lost or stolen items.
- 1-2-9. Smoking and eating are not permitted in the facility.
- 1-2-10. Glass containers or alcoholic beverages are not permitted in the facility.
- 1-2-11. Bicycles, Skateboards, in-line skates, roller skates and the like are not permitted in the facility.
- 1-2-12. Pets are not permitted in the facility.
- 1-2-13. Users unfamiliar with equipment shall not use the OIST Gym alone. Every inexperienced user is required to use the OIST Gym under the supervision of at least one other experienced user, to enable fast and appropriate assistance in case of an accident or emergency.
- 1-2-14. All users must register prior to the use of the OIST Gym, attend a half-an-hour orientation session, and obtain a Security Card Key access to the OIST Gym. Unauthorized access is strictly prohibited, and violators of this rule will be subject to the University's discipline policy.
- 1-2-15. All users are expected to comply with all policies and guidelines which govern the OIST Gym. Failure to comply with any policies and guidelines or any actions deemed inappropriate may result in the acting participant's usage rights being suspended or revoked.
- 1-2-16. Absolutely NO personal items (eg., shoes) can be left inside the OIST Gym facility in the user's absence, including the locker rooms and shoe lockers. Unclaimed personal belongings will be disposed of at the end of each day.
- 1-2-17. OIST cannot take requests from users to purchase fitness gym equipment.
- 1-2-18. Users are not allowed to remove fitness gym assets from the OIST Gym.

1-3. Facility Management Policies

- 1-3-1. OIST Gym is placed under the supervision and authority of the Recreation Services (Email: recreation-services@oist.jp).
- 1-3-2. No dedicated permanent supervisor is assigned to the OIST Gym. OIST Gym, however, is supervised by the Bosai Center through two security cameras installed in the facility.

2. Membership, Eligibility and Fees/Payment

Authorized OIST Students, Faculty, Staff, Family Members/Domestic Partners, OIST Temp Staff and OIST Guests can use the OIST Gym after completing registration. No person under the age of 18 is allowed into the facility. Minors between the age of 18 and 20 are required to take procedure under 1-2-6 above. Each family member/domestic partner needs to apply for a Family Card at the Resource Center in advance.

2-1. Students and their family members/domestic partners

OIST Students (Refer to PRP Chapter 5 “Graduate University”) are eligible to use the OIST Gym if they are currently enrolled in OIST.

Fees: Use of the OIST Gym is free of charge for students and their family members/domestic partners in the same household

2-2. Faculty/Staff

Faculty and Staff are eligible to use the OIST Gym if they are hired or registered with OIST (Vendors are not eligible).

Fees: JPY400 per day

OIST will charge JPY400 each day. Entry is recorded, and the fee is calculated and deducted monthly from the paycheck depending on the number of days entering the facility using Security Card Key. (No additional charge for a second visit on the same day.) The maximum charge is JPY4,000 per month.

The fee calculation cycle is monthly with a cutoff date, the 15th of every month. The total amount for a month is deducted from the paycheck of the following month.

2-3. Family Members/Domestic Partners in the same household

Family Members and Domestic Partners (above the age of 18 and in the same household. Minor users under the age of 20 are required to take procedure under 1-2-6 above.) of the eligible OIST Students, Faculty and Staff are eligible to use the OIST Gym after completing registration.

Fees: JPY400 each day

OIST will charge JPY400 each day. Entry is recorded, and the fee is calculated and deducted monthly from the payroll of the relevant OIST Faculty or Staff in the same household depending on the number of days entering the facility. (No additional charge for a second visit on the same day.) The maximum charge is JPY4,000 per month.

When multiple members of the same household (excluding the OIST Faculty and Staff) use the OIST Gym, the maximum charge is JPY6,000 per month. Fee calculation cycle is monthly with a cutoff date, the 15th of every month. Total amount for a month is deducted from the paycheck of the OIST Faculty or Staff in the same household.

2-4. OIST Guests

Visiting Researchers hosted by a member of the OIST Faculty, and other Official Visitors shall be considered as “OIST Guests”, and are eligible to use OIST Gym.

Fees: JPY4,000 per month

OIST Guests will be asked to pay for gym usage in cash to Recreation Services.

2-5. OIST Temp Staff

OIST Temp staff are eligible to use the OIST Gym.

Fees: JPY400 per day

OIST will charge JPY400 each day. Entry is recorded, and the fee is calculated on number of days entering the facility using Security Card Key. (No additional charge for a second visit on the same day.) The maximum charge is JPY4,000 per month. Temp staff will receive an invoice from OIST and will be required to pay through a bank transfer.

3. Registration Procedures

All eligible Students, Faculty/Staff, Family Members/Domestic Partners, OIST Temp Staff and OIST Guests are required to register prior to using the OIST Gym. Forms indicated below must be filled out, signed and submitted to the Recreation Services or through online.

1. OIST Graduate University Gymnasium Registration Form
2. OIST Graduate University Gymnasium Liability Waiver and Consent

Following submission of Forms, all users must attend a half-an-hour orientation session. Reservation may be made upon submission of the forms. After attending the mandatory orientation session:

Students, Faculty and Staff:

Access to the OIST Gym can be granted within three business days after attending the orientation session. Users will be notified by email provided on the

registration form. (OIST Students, Faculty and Staff are encouraged to use OIST email address.)

Family Members:

Each family member/domestic partner must have their own family card associated with the OIST Students, Faculty or Staff prior to the registration. Access to OIST Gym can be granted after the family members/domestic partners attend the orientation.

OIST Guests

OIST Guests should complete online registration, sign the liability waiver forms, attend the mandatory orientation, and pay the usage fee when they first enter OIST Gym. Access to the OIST Gym can be granted upon completion of the above procedures.

4. Withdrawal / Suspension of Membership

To cancel/suspend membership, email needs to be sent to the Recreation Services (E-mail: recreation-services@oist.jp).

Student who is no longer registered as a student at OIST; Faculty or Staff who has terminated his/her contract with OIST and their family members/domestic partners are automatically withdrawn from the OIST Gym membership.