

Facility Usage Guidelines of Tokyo Metropolitan University Ogasawara Field Research Station

20 首都大管理管第 504 号
Established on May 23, 2008

1. Aim
These guidelines set forth necessary matters in regard to facility use of Tokyo Metropolitan University Ogasawara Field Research Station (thereafter referred to as “Ogasawara facility”) according to the provisions of Article 9 of Tokyo Metropolitan University Ogasawara Research Committee Regulation.
2. Intended purpose
The use of Ogasawara facility shall be aimed to study nature and society of the Ogasawara Islands and to contribute to the development of the Ogasawara Islands in the basic field.
3. Eligibility of use
 - 3.1 Those who fall under any of these are eligible to use the facility:
 - (1) Teachers and staff members of Tokyo Metropolitan University (referred to as “TMU”) (including emeritus professors and visiting lecturers and researchers)
 - (2) TMU students
 - (3) External research partners of teachers and staff members of TMU
 - 3.2 Those applied in (2) and (3) in the previous section must be, in principle, accompanied by a teacher or staff member of TMU.
4. Procedures
 - 4.1 Those who use the Ogasawara facility shall make an application for use in the appended form No. 1 to the chairperson of the Ogasawara Research Committee (thereafter referred to as “Chairperson”)
 - 4.2 Chairperson shall notify the permission for use in the appended form No.2 if he approves the application.
 - 4.3 Facility users must carry “Permission for the use of Ogasawara Field Research Station” and present it when it is necessary.
5. Duty of the facility users
Facility users shall obey the rules set forth in “Ogasawara Field Research Station Facility User’s Guide” and keep facility and its equipment in good condition.
6. Recovery
When building, facility, and its equipment, etc. are damaged, contaminated, or lost by facility users due to any reason attributable to them, they shall be responsible for restoring to the status quo or compensating for the damage/loss.
7. Prohibition of sublease
Facility users shall neither use the facility for any purpose other than its original purpose nor allow other to use the facility.
8. Revocation of permission for use
 - 8.1 Chairperson can revoke the permission for use of the Ogasawara facility even during use in any of the following cases.
 - (1) When fraud is found in the application
 - (2) When rules set forth in “Ogasawara Field Research Station Facility User’s Guide” are not obeyed

8.2 Facility users shall assume responsibility for any disadvantage caused by the revocation.

9. Extension of the use period

In case facility use period needs to be extended for research purposes and others, users must apply for extension to the Chairperson and receive the permission in advance.

10. Submission of report of the use

Facility users shall submit a report in the appended form No. 3 to the Chairperson immediately after returning to the university.

11. Use of University-owned vehicle for research

11.1 Those who wish to use a university-owned vehicle shall make an application for use in the appended form No. 4 to the Director of Administrative Affairs Division of Sciences, along with a facility use application (to be submitted to Ogasawara Research Committee).

11.2 Drivers are limited to teachers and staff members of TMU.

11.3 Those who use a university-owned vehicle shall submit a driving log sheet in the appended form No. 5 afterward.

12. Exhibition hall

Exhibition hall in the Ogasawara facility shall be open to public during the stay of the facility users.

13. Research outcomes

Outcomes gained through the research at the Ogasawara facility shall be registered as “research outcomes of the Ogasawara Field Research Station”.

14. Others

In addition to what is provided for in these guidelines, facility users shall obey any instructions of the Ogasawara Research Committee.

Supplementary Provision

These guidelines shall come into effect as from May 23, 2008.

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These guidelines shall come into effect as from April 1, 2020.