

Terms of Use

These Terms of Use prescribe use of meeting rooms (hereinafter referred to as the "Facilities") at Tekko Conference Rooms which is operated by Tekko Building Co., Ltd. (hereinafter referred to as the "Company"). We hereby ask that you abide by the following when applying to use and using the Facilities.

Business Days

The Facilities shall in principle be open on weekdays (Mondays to Fridays), except on national holidays. Please note however that the Facilities are closed during the year-end and New Year holiday season, on days designated by the Company as days on which the building is closed, and on days when the Facilities are repaired or inspected.

Operating Hours

In principle the Facilities shall be open from 09:00 to 21:00. Please refer to the usage section in the Guide to Meeting Rooms and Fees prescribed separately for a breakdown of hours during which the Facilities may be used.

You may use the Facilities throughout the period from the starting time to the finishing time when using the Facilities consecutively over multiple time slots.

Usage Fees

Please refer to the Guide to Meeting Rooms and Fees prescribed separately for details on Facility usage fees. Please note that fees may be revised without advance notice.

Usage Applications and Procedures

1. In principle applications to use the Facilities are accepted from six months to seven business days prior to the intended date of use.
2. Applications for use should be made using the online reservation system for registered users (meeting room reservation system) operated by the Company. In principle you will be able to use the system at any time after registering.
3. Please contact us by telephone if you are unable to make a reservation online due to problems with the website (03-6630-2756). However, please note that in principle only registered users may make reservations and we may ask you to register first if you have not already registered as a user.
4. Please select the room, date, and hours you wish to reserve and submit your request having provided the required information on the reservation request page. Upon submitting a request, an email will automatically be sent to the applicant. At this point your reservation is tentative. Tentative reservations will be held for one week.
5. The Company will send you an invoice for use by email after receiving your reservation request. The Company will contact you to such effect if it is not possible to accept your reservation.
6. Usage fees should be paid during the period that a tentative reservation is being held and reservations should be considered finalized when the Company contacts you to confirm the reservation. Please note that cancellation fees shall be incurred after this point.
7. Please pay usage fees by the date specified by the Company if the date of your reservation is within six business days.
8. Please pay usage fees by deposit into a bank account specified by the Company. Applicants are responsible for any bank deposit fees. Deposit request forms submitted to a financial institution or payment acceptance slips act as a receipt. Separate receipts will not be issued.

Reservations Subject to Cancellation or Alteration Fees

1. Meeting room cancellations
2. Meeting room alterations
3. Changes to reservation dates or times

NB: Actual expenses incurred when cancelling a reservation shall be charged separately to cancellation fees.

NB: Basic usage fees shall be refunded in full if use of reserved facilities is not possible due to natural disasters or unforeseen accidents or disasters that are not attributable to the user; provided, however, that compensation shall not be paid for damage incurred as a result.

NB: Bank deposit fees incurred by the Company when refunding money shall be deducted from deposits received.

Cancellation and Alteration Fees

1. Up to 60 days prior to the reservation date: 10% of usage fee
2. From 59 to 8 business days prior to the reservation date: 50% of usage fee
3. Less than 8 business days prior to the reservation date: 100% of usage fee

(continued)

Reservation Cancellations and Usage Restrictions

The Company may cancel a reservation after a reservation has been finalized or may suspend use after a reservation has been finalized or after usage has commenced if the Company judges any of the following to be true. Compensation shall not be paid for damage incurred as a result (including cancellation and alteration fees).

1. If the details included in reservation applications or registered details are false;
2. If users do not abide by matters prohibited or warnings given by the Company;
3. If a user or a party affiliated to a user is an organized crime group, an organization closely related to an organized crime group, a company closely related to an organized crime group, or any other antisocial force, and if the Company acknowledges that fraud or violent acts have taken place.

Prohibited Matters

1. Acts that infringe public order and morals;
2. Acts that spoil the dignity of the Building or the Facilities;
3. Use that deviates from the purpose of use of the Facilities;
4. Acts that benefit organized crime groups, organizations affiliated to organized crime groups, or other antisocial forces;
5. Religious acts (including solicitation);
6. Acts that cause any trouble to building occupants, visitors, or other users;
7. Allowing more people into a meeting room than the stipulated capacity of the room;
8. Acts that deface or damage facilities, fixtures, equipment or the like in the building, including the Facilities (including inserting nails, drawing pins, or pins);
9. Bringing in items that are likely to combust, ignite, explode, or cause some other danger, or items that give off bad smells;
10. Bringing in food or drink for the purpose of consumption in the Facilities (excluding PET bottles and catering ordered from a designated caterer);
11. Smoking in the Facilities;
12. Bringing animals into the Facilities other than guide dogs, service dogs, or hearing dogs;
13. Selling, promoting, or fund-raising activities without approval from the Company; or
14. Other acts deemed inappropriate by the Company for meetings.

Precautions

1. Please consult with us seven business days in advance regarding changing room layouts and using equipment. In principle room layout is school style or in a square. Please contact us if you wish to arrange any other layout. (Separate fees will be incurred)
2. We will introduce a caterer if you wish to arrange catering. Subsequent arrangements should be made with the caterer.
3. Please contact us if you wish to arrange a preliminary inspection of the building and the Facilities prior to using the Facilities.
4. Please be prepared for any disasters by checking the location of emergency exits, the guidance process, and fire extinguishing equipment, etc.
5. Please consult in advance if you would like to take photographs or film in the building or the Facilities or if you would like to use the building or the Facilities' name, logo, images or the like in any printed materials you create.
6. Please contact us if you would like to use the Facilities' corridors or other communal areas.
7. Please be sure to consult with us if you intend to make arrangements to bring your own equipment or the like to use in meeting rooms.
8. Please follow our instructions when bringing in or removing items relating to use of the Facilities.
9. Users are responsible for security and guiding visitors and the like within the Facilities.
10. Please ensure that the person in charge is constantly contactable within the Facilities while you use the Facilities. You are responsible for management within meeting rooms. Please note that the Company shall not assume any responsibility whatsoever for theft, loss, or the like. Please dial 119 (fire department) and contact the disaster control center on the second floor of the main building (03-6630-2730) if a fire breaks out, someone falls ill, or any other emergency occurs while using the Facilities. Please follow instructions from the fire department and the disaster control center.
11. Please strictly observe finishing times. Time required for setting up meeting rooms, simple cleaning, and to bring in and remove items is included in the usage time. Extensions are possible but depend on the availability of the room. Please refer to the Guide to Meeting Rooms and Fees regarding extension fees.
12. Users are fully responsible for indemnity liability with regard to human and physical damage during use.
13. Users are responsible for tidying up, removing, and disposing of food, drink, and materials, etc. brought into the Facilities by users.
14. Additional exceptional charges will be incurred if cleaning or restoration work is exceptionally necessary after use.
15. Please understand that the Company or managers may enter meeting rooms, conduct inspections, and take any necessary measures, even when rooms are in use, when necessary for the safe and smooth management and operation of the Facilities.

NB: Please note that these Terms of Use were established on February 1, 2016 and are subject to change without advance warning.

(Revised November 2017)

(Revised January 2017)

(Revised May 2016)