

TERMS OF USE
FOR KOSHINO SATELLITE OFFICE

(Purpose)

Article 1 These Terms of Use shall provide for necessary matters concerning the use of KOSHINO SATELLITE OFFICE (hereinafter referred to as “Telework Base”).

(Name and Location)

Article 2 Name and location of Telework Base shall be as follows.

Name	Location
KOSHINO SATELLITE OFFICE	43-25 Ikura-cho, Fukui City

(Use of Telework Base)

Article 3 Telework Base shall be used for the following activities.

- (1) Telework activities for corporations, solo proprietorships, or other organizations outside Fukui City
- (2) Activities promoting industries in the Koshino and/or its neighboring areas (hereinafter referred to as “Echizen Coast area”) by distributing information or utilizing local resources using Information and Communication Technology (ICT)
- (3) Activities promoting interactions with local residents throughout telework
- (4) Activities of the Koshino Furusato Telework Promotion Council that aims to implement the Koshino Furusato Telework Project
- (5) Research activities regarding community revitalization in the Echizen Coast area
- (6) Any other activities with the intentions of revitalizing local communities specified by the Mayor of Fukui City (hereinafter referred to as “the Mayor”)

(Period of Use)

Article 4 Period of Use shall be as follows; provided, however, that Telework Base shall not be used across fiscal years.

Type of Usage	Period of Use
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Periodical Telework about 2 days per week	Within 1 year
Experimental Telework	Within 2 weeks
Activities for distributing information, promoting industries, and encouraging interactions with locals in the Echizen Coast area	Within 1 week
Any activities other than the above contributing to the revitalization of local communities in the city specified by the Mayor	Period specified by the Mayor

2. Notwithstanding the above, each year on January 1st and from December 29th to 31st, when facility management is necessary, and in other necessary cases, Telework Base shall not be used.

(Hours of Use)

Article 5 Hours of Use for Telework Base shall be from 9:00a.m. to 5:00p.m. These hours may be modified if the Mayor deems it necessary.

(Application)

Article 6 Those who would like to use Telework Base shall file an application at least 7 days before the 1st day of the period of use by the method determined by Fukui City.

2. Applicant shall give notice to the Mayor immediately in case any changes occur in the contents of the application.

(Acceptance of Application) 利用者の承諾としました

Article 7 The Mayor shall examine the contents of an application promptly after it has been filed, and notify applicant when the application is accepted.

(Lending, Managing and Returning of the User Certificate)

Article 8 The Mayor shall lend the User Certificate to applicant after an application is accepted.

2. User shall not lend or transfer the User Certificate to others.
3. User shall return the User Certificate immediately if any of the following cases apply.
- (1) Period of Use has expired.
 - (2) User fails to observe the matters listed in Article 9.

(3) Other: User is asked to return the User Certificate due to an unforeseen event.

4. User shall pay 2,000 yen as compensation to re-issue the User Certificate if it is lost, stolen, or damaged.

(Matters to be Observed by User)

Article 9 User shall observe the following matters when using Telework Base.

- (1) User shall not disrupt public order or good morals.
- (2) User shall not cause any trouble for other Users
- (3) User shall not change any matters accepted by the Mayor and/or use Telework Base for any purpose other than purposes stated in the application form.
- (4) User shall not cause any destruction or defacement to facilities or equipment of Telework Base.
- (5) User shall strictly adhere to the time and duration of use.
- (6) User shall not remove any equipment and/or supplies from the facility.
- (7) User shall return all the equipment and/or supplies to the pre-used position.
- (8) User shall eat, drink, and smoke in the designated areas.
- (9) User shall be responsible for taking back all materials and equipment brought with them for activities and/or any garbage generated during use of Telework Base; provided, however, that, with approval, User may keep belongings in lockers with key.
- (10) User shall not engage in any religious or political activities at the facilities.
- (11) User shall confirm the location of emergency exits and acknowledge the established evacuation routes before using the facilities
- (12) Other than the above, User shall follow the instructions given by the Mayor.

(Measures against Violations)

Article 10 The Mayor may take the following necessary measures: prohibit entry and exit from Telework Base, suspend the use of Telework Base, rectify a violation, prohibit activities, evict from Telework Base, or take other suitable actions against the following individuals.

- (1) Those who use Telework Base without the User Certificate stated in Article 7
- (2) Those who violate the provisions of preceding Articles or those who are clearly likely to violate the provisions

(Equipment •Supplies)

Article 11 Equipment and/or supplies which may be used at Telework Base are specified separately in Appended Table 1 below.

(Damages)

Article 12 User shall notify the Mayor immediately in the case of damage or loss of equipment and/or supplies for any reason attributed to User. In such cases, User shall be liable for the damages or losses.

(Other)

Article 13 In addition to what is provided for in these Terms of Use, other necessary matters shall be determined by the Mayor separately.

Supplementary provision

These Terms of Use shall become effective on March 29, 2019.

Supplementary provision

These Terms of Use shall become effective on May 1, 2019

Appended Table 1 (Re: Article 12)

Wi-Fi facility (FCTV Internet connection), office desks, office chairs, movable bookshelves, projector, Wi-Fi connector for projector, stack tables, movable room partitions, center table and chairs, multi-function laser printer, lockers with keys, entrance/exit management system using a keycard, air-conditioning facility, parking lot
