

## [Meeting room terms of use]

### 1) Prohibited carry-on

Firearms, stoves, electric cookers, items that make loud noises, and items that stain the facility are prohibited. Also, bringing in food is prohibited. Only drinks (excluding alcoholic beverages) are allowed in the conference room.

### 2) music and noise

BGM is allowed, but we do not allow the use of musical instruments, or the use of loud voices or noise.

### 3) smoking

Our building is completely non-smoking. Please understand in advance.

### 4) Cleaning

Please take out the garbage generated by using the conference room.

### 5) Others

•When bringing special machines or equipment into this facility, or when using them for filming/interviewing, etc., be sure to obtain approval from HAPON in advance.

### 6) Disclaimer

Please note that the facility cannot be held responsible in the following cases. •Any damage caused by the use of this facility when it becomes difficult to use this facility due to natural disasters, fires, or other force majeure.

•Any damage caused by theft or damage of belongings of the user or a third party, valuables such as cash, or other similar items.

Regardless of the permission for use, if this facility determines that it violates this agreement, the use will be canceled or suspended. In this case, the usage fee received will not be refunded.

HAPON Shinjuku