

Guide for Extracurricular Activities

This Guide is intended to introduce procedures necessary for conducting extracurricular activities on and off campus.

For application, notification and consultation for extracurricular activities, contact Center for Student Affairs.

Announcements from the University to extracurricular activities groups will be posted on Loyola or sent to the emergency contact address of each group (mail/telephone). Important information will be included; be sure to check Loyola. Please note you will be responsible for problems arising from failure to check such information.

If you have any inquiries, please contact the Student Support desk No. 9, Center for Student Affairs, 1F, Building #2 (phone: 03-3238-3525).

Center of Student Affairs (1F, Building 2)
Office hours: 10:00 to 11:30 / 12:30 to 15:30
(During vacation: 12:30 to 15:30)
✕excluding Saturdays, Sundays, national and University holidays

◆Agenda

1. Formation and continuation of new groups
2. Loyola/Emergency Contacts/Mailing List
3. Rules for using facilities
4. Other points to note
5. Regulations①「Regulations on Student Extracurricular Activities」, Regulations②「Bylaw for Student Extracurricular Activities」

1. Formation and continuation of new groups

In order to have official approval of the University for extracurricular activities, the groups must participate in the Orientation Session for Extracurricular Activities Groups held every April and October (to be decided) and follow the required procedures. Details will be announced on Loyola.

●Formation

•To form a new extracurricular activities group, at least five Sophia students (undergraduate degree students) must be included in the members and “Notice of New Group Formation”, “Activities Schedule” and an “Group Profile in English”, “Pledge and proposal of preventive measures of alcohol-related accidents” must be submitted by the deadline for official approval of the University. You need to submit both electronic and printed data Hand in the printed data to the office desk and submit electronic data to the following e-mail address as attached file.

◀◀send electronic data to: clubs_circles-co@sophia.ac.jp ▶▶

◀◀title of file should be【group name_2019 new group formation】▶▶

●Continuation

•Groups that have already started their activities must hand in “Activities Schedule”, “Activities Report” and “Group Profile in English”, “Pledge and proposal of preventive measures of alcohol-related accidents”. Groups that do not hand in these forms by the deadline will be considered as dissolved.

•For formation and continuation of extracurricular activities groups, both electronic and printed data must be submitted. Hand in the printed data to the office desk and submit electronic data to the following e-mail address as attached file.

◀◀send electronic data to: clubs_circles-co@sophia.ac.jp ▶▶

◀◀title of file should be【group code_group name_2019 group continuation】▶▶

●Update

• If there are any changes to the members, leaders or contact addresses, an updated “Activities Schedule” must be submitted; data should be electronic. State the changes in the e-mail message and send the updated “Activities Schedule” as attached file to the following address: In the “Activities Schedule” you will find “update/change data” box, select “yes” and in the “version” box, give the

number for how many times changes have been made.

«send electronic data to : clubs_circles-co@sophia.ac.jp »

«title of file should be 【group code_group name_2019 group updated】 »

★Application materials formats

•Please download all application materials to be submitted from Loyola Download Center

★Deadline

• The deadlines for submission of forms for 2019 group formation or continuation are as follows:
(hand in the original forms to desk No. 9 Center for Student Affairs, and send the electronic data to the above address; when both are done, submission is completed)

Application of Foundation and continuation of group in 2019 Spring has been finished.

2. Loyola/Emergency Contacts/Mailing List

All announcements from the University to student extracurricular activity groups will be made on Loyola, Emergency Contacts (Mail/Tel) of each extracurricular activity group or Mailing List on which emergency contacts are registered.

●Loyola

• Important announcements from the University will all be made on Loyola. If any disadvantage is incurred due to negligence of the student to check on the information, it shall be the sole responsibility of the student. Please be sure to check Loyola every day.

●Emergency Contacts

• If the University has requests or questions addressed to individual student, the University will use the Emergency Contacts of each extracurricular activity group.

– Select two individuals in your group (one will be the group leader) to be responsible for receiving announcements from the Center for Student Affairs and put them on the Emergency Contacts on the Activity Plan.

– the Emergency Contacts of all groups will be registered on Extracurricular Activity Groups Mailing List.

The Mailing List will be used for sending important announcements from the University. Please be sure that there are no errors in the emergency contacts on the list.

●Extracurricular Activity Groups Mailing List

• As specified above, two individuals will be registered on the Extracurricular Activity Groups Mailing List. The Mailing List will be used by the University to send emergency information and announcements on matters to be observed, when there is further urgency required besides making announcements on Loyola. The information and announcements must be forwarded to all group members.

– The name of the Extracurricular Activity Groups Mailing List will be gakusei-kagai@ml.sophia.ac.jp.

– Setting must be secured not to refuse receiving mails sent from the addresses or contact addresses.

– The Mailing List will not accept reply messages.

– The address used for sending information from the Center of Student Affairs is clubs_circles-co@sophia.ac.jp

If you wish to reply to the Center for Student Affairs, please use this address.

– To check that the registration on the Mailing List is completed successfully, a Trial Transmission Day will be provided on ~~Friday, May 17, 2019. (for new groups, Monday May 27).~~ If the e-mail message is not received on the next day, please report to the Center for Student Affairs as soon as possible.

If important announcements are not received by the groups, this may result in the groups breaking the rules set for extracurricular activities and such situations should be avoided. Do not fail to make the trial on the Trial Transmission Day.

– If any changes are made in the emergency contacts, please complete updating procedures immediately, following instructions shown above in previous section “1. Creating /continuing/renewing groups”.

3. Rules for using facilities

Extracurricular activity groups may use the following on-campus facilities for their activities: Hoffmann Hall common facilities, classrooms, Bldg. 1 Auditorium, Bldg. 11 Music Practice Room, Gymnasium, Sanada-bori ground, and Hadano Club House.

To use these facilities, the groups must observe the following rules and the regulations stated in Section 5, [“Rules for Extracurricular Activities set by Center for Student Affairs “and “ Sophia University Regulations Bylaw for Student Extracurricular Activities”](#).

●Application for use of facilities

- Applications for use of facilities will be approved at a Coordinating Meeting, except for Bldg. 1 Auditorium and Bldg. 11 Music Practice Room.
- To participate in the Coordinating Meeting, you need to make a tentative application (Application for participating at Coordinating Meeting). The tentative application form and the schedule of the Coordinating Meeting are available on Loyola.
- At the Adjustment Meeting, the groups wishing to use the facilities will talk and arrange the facilities and the dates of use. The results of the talks will be recorded in a ledger (daicho) but the applications for use are not finalized at this stage yet.
- The “Facility Use Ledger” with the results of the Adjustment Meeting will be released at No. ⑨ Service Desk of Center for Student Affairs and a “Facility Use Permission” will be issued at Loyola Download Center. This will complete the application. (Permission for use of Sanada-bori ground will be issued at No. ⑨ Service Desk of Center for Student Affairs)
- If any vacancies are available at the release of the “Facility Use Ledger”, additional applications for use of facilities may be made at Center for Student Affairs by submitting the described form “Request for use of facilities” by the deadline.
- The “Facility Use Permission must be carried with you at all times when using the facility and presented at request by a faculty, staff or guard. You will not be able to use a facility if you do not carry the permission with you.
- If you decide not to use a facility you were given permission to use, you must submit a “Facility Use Cancellation” to the Center for Student Affairs by the deadline.

● Deadlines for applications

Applications for use of facilities and applications for other matters necessary to carry out the activities must be submitted by the following deadlines:

- **Application forms: latest 3 days prior** to the intended day; **excluding Saturdays, Sundays, national holidays, university holidays.**
(Similarly, **latest 5 days prior** to the intended day; for “Request for entrance of vehicles to campus” and “Request for out-of-hours entrance to campus” using vehicles.)
- **Notifications: latest 7 days prior** to the intended day
(※“Notification for off-campus extracurricular activities ”conducted overseas must be submitted **latest one month prior** to the intended day.)

※ Major changes may be made in the deadlines before the University recesses (summer recess, end-of-year and New Year’s holidays) or for other circumstances; be sure to check Loyola

※ Please obtain the forms at No. ⑨ service desk of Center for Student Affairs, or download from Loyola Download Center.

●Use of Facilities

Extracurricular activities groups may use Yotsuya campus classrooms, Sanada-bori sports ground, gymnasium, Hoffmann Hall common facilities, Building 11 Music Room, Hadano Sports Ground, Hadano clubhouse.

- To apply for the use of facilities, the groups must participate in Facility Scheduling Meeting, where they can reserve the facilities, except for Building 1 Auditorium and Building 11 music room.
- To participate in the Facility Scheduling Meeting, make a provisional application (application for participation in Facility Scheduling Meeting) at the office desk. Announcements on provisional application and the schedule of Facility Scheduling Meeting will be posted on Loyola Bulletin Board.
- At the Facility Scheduling Meeting, groups wishing to use the same facility will discuss and decide the date and time of use, put down the reservation results in a facility schedule ledger. At this stage, the final reservation for the use of facilities is not yet made.

- The reservation results of the Facility Scheduling Meeting will be final with the “release of facility schedule ledger” that shows the reservation status for each facility. The facility schedule ledger will be released at desk No. 9 of the Center for Student Affairs. If there is still vacancy after the facility schedule ledger is released, groups may apply for use of facilities by filling out the group name on the facility schedule ledger and submitting the Request for Facility Use three days prior to the date of use, excluding Saturdays, Sundays, national and University holidays.
- When the facility schedule ledger is released, the Facility Use Permit will be issued.
- **You must have the Facility Use Permit(*) with you while you are using the facilities. If you do not have the Facility Use Permit with you, you may not be allowed to use the facility even if the permission has been given.**

(*)→ The Facility Use Permit issued for reservations made at the Facility Scheduling Meeting is in the form of a booklet with the group name printed on the front page and the copy of the facility schedule ledger inside. Permit issued after the facility schedule ledger is released would be the upper section only of the application form itself holding a permission stamp. Both forms of permits will be issued at desk No. 9 of the Center for Student Affairs.

◆ Classrooms

To apply for the use of classrooms at Yotsuya campus, groups should either participate in the Facility Scheduling Meeting or, after release of the facility schedule ledger, put down the group name on the classroom schedule ledger three days prior to the date of use excluding Saturdays, Sundays, national/University holidays, and submit a “Request for Classroom Use” to the Center for Student Affairs.

- a) For extracurricular activities, you are not allowed to use classroom equipment such as screens, projectors or microphones. To use such devices, submit a “Request to Borrow Items”
- b) **Practices with sound (music/theatrical performance, dancing etc.) are allowed only in classrooms of Building 1.**
- c) If you move desks and chairs or use the electric outlets, make sure to restore the room to its original condition.
- d) Food is allowed only in some rooms. Be sure to clean up and remove litter.
- e) If you wish to use classrooms of Mejiro Seibo campus or Junior College Division, please inquire at Center for Student Affairs.

◆ Hoffmann Hall

To apply for the use of the meeting rooms No. 1 to 7, theater studio, art studio, broadcast studio, photo darkroom, Japanese-style room and announce booth, the groups should either participate in the Facility Scheduling Meeting or, after release of the facility schedule ledger, put down the group name on the Hoffmann Hall Facilities schedule ledger three days prior to the date of use excluding Saturdays, Sundays, national/University holidays, and submit a “Request to use Hoffmann Hall Common Facilities” to the Center for Student Affairs.

- a) To use the Training Center, you must attend the training session prior to use. Check the schedule of the training session on Loyola and apply at Center for Student Affairs.
- b) **Groups wishing to use the Hoffmann Hall Small Meeting Room for Student Circles should submit “Usage Survey of Hoffmann Hall Small Meeting Room for Student Circles” by the deadline to the Special Committee(*) (Small Meeting Rm. 221, Hoffmann Hall).** The Special Committee will allot the Small Meeting Rooms according to the “Group Scheduling Rules for Hoffmann Hall Small Meeting Rooms for Student Circles”.
- c) If permission is given to a group to use the Hoffmann Hall Small Meeting Room, the group may use the Mail Box on the third floor of Hoffmann Hall to receive mail addressed to the group. If a group does not use the Hoffmann Hall Small Meeting Room but wishes to use the Mail Box, consult the Center for Student Affairs as needed.
- d) **Groups wishing to use Locker Shelves to store their group items should submit “Request to use Hoffmann Hall Locker Shelves” by the deadline to the Leaders’ Committee(*) (Small Meeting Rm. 221, Hoffmann Hall).** The Leaders’ Committee will allot the Locker Shelves according to the “Group Selection Procedure for Hoffmann Hall Locker Shelves”.
- e) The permitted period of use for Small Meeting Rooms, Mail Boxes and Locker Shelves is one year from July 1st up to June 30th of the following year.

(*)→ Leaders’ Committee is responsible for coordination of extracurricular activities groups and for overall supervision of their activities; Special Committee is responsible for scheduling the group use of Hoffmann Hall facilities. The two committees are operated by students, faculty and staff, comprised of members selected from “Association of Cultural Clubs”, “Association of Athletic Clubs”, “Music Society”, “Theatrical Performance Society” and “Association of Hobby Clubs”.

◆ Gymnasium

To apply for the use of the gymnastic halls No. 1 to 3, Judo Hall, Kendo Hall and swimming pool, the groups should either participate in the Facility Scheduling Meeting or, after release of the facility schedule ledger, put down the group name on the Hoffmann Hall Facilities Use schedule ledger three days prior to the date of use excluding Saturdays, Sundays, national/University holidays, and submit a “Request for Gymnasium Use” to the Center for

Student Affairs.

- a) According to the operation policy, the Association of Athletic Clubs is given priority.
- b) You must change into indoor shoes before entering the gymnastics halls. **Shoes are prohibited!**

◆Sanadabori sports ground

To apply for the use of baseball field, football/rugby fields, athletic field, handball court, volleyball court, artificial turf volleyball court, tennis court, golf range, Japanese and Western archery ground, the groups should either participate in the Facility Scheduling Meeting or, after release of Facility Schedule Ledger, put down the group name on the Sanadabori sports ground schedule ledger three days prior to the date of use excluding Saturdays, Sundays, national/University holidays, and submit a "Request to use Sanadabori sports ground" to the Center for Student Affairs.

- a) According to the operation policy, the Association of Athletic Clubs is given priority.
- b) A 30-minute early use of gymnasium and Sanadabori sports ground is allowed for court maintenance and preparation for practices, starting a month prior to official games (involving promotion or demotion) hosted by associations to which the extracurricular activities groups belong. To apply for the early use, submit "Request for early use of Sanadabori sports ground" accompanied by an opening notice of the convention issued by the association or documents equivalent to this.

◆ Hadano sports ground, Hadano Club House

To apply for the use of all-weather tennis court, clay tennis court, baseball field, track and field and clubhouse, the groups should either participate in the Facility Scheduling Meeting and submit request form by the deadline or, after release of the facility schedule ledger, put down the group name on the Hadano sports ground schedule ledger three days prior to the date of use excluding Saturdays, Sundays, national/University holidays, and submit a "Request for Hadano Facilities Use".

- a) If the group is staying overnight, attach a "List of Overnight Participants". If there is any cancellation of overnight stay, changes in number of participants or overnight schedule, please notify the Center for Student Affairs immediately.
- b) To make meal reservations, send "Request for Meals" by facsimile to Nikkyo Create, Ltd., five days prior to the date of overnight stay excluding Saturdays, Sundays, national and University holidays; be sure to call the company to check they did receive your facsimile message.
- c) If you are staying at the Club House, strictly observe the "Users Guide for Hadano Club House".
- d) If you are compelled to cancel on the day of overnight stay, be sure to notify Center for Student Affairs (after office hours, call the concierge at 0463-81-4015)

◆Building 1 Auditorium

According to operation policy, groups belonging to "Theatrical Performance Society" will be given priority. The Operation Committee (*) will select the groups to use the facility.

◆ Building 11 Music Room

According to operation policy, groups belonging to Music Society are given priority. The Operation Committee (*) will select the groups to use the facility.

(*)→The Operation Committees are "Hoffmann Hall Operation Committee", "Gymnasium/Sanadabori Sports Ground Operation Committee", "Building 1 Auditorium Operation Committee" and "Building 11 Music Room Operation Committee"; the committees are comprised of faculty, staff members and students to deliberate on the operation and use of the facilities.

◆ Other rules for activities conducted at university facilities

- a) For university facilities to which the above rules are not applicable, extracurricular activities are not permitted. Particular attention should be paid to the following facilities, as there are reports that extracurricular activities are conducted there:
—Piloti area (Bldg.8, 9, 11 pilotis) / Bldg.6 Sophia Tower/ cafeteria / Computer room / Area between No.1 Gymnasium and Bldg.1.
- b) Do not make loud noises on the campus during class hours. (Particularly during class period 5 as it overlaps with hours for extracurricular activities.

4. Other points to note

● Pledge against drinking

There are many reports of students getting involved in binge or chug-a-lug drinking, resulting in death or serious accidents caused by acute alcoholic intoxication. The following are the pledges applicable to groups in the “Pledge and prevention statement on accidents/troubles involving drinking” which must be submitted to ensure a safe and comfortable student life for all students. To prevent accidents, Sophia University shall impose severe punishment on those who do not observe the rules.

○Prohibition of under-age drinking

Under-age drinking is prohibited by law. We do not condone it under any circumstances and shall not engage in any such action.

○Prohibition of forced drinking

Persuading an individual to drink against his/her will (forcing to drink up); we do not condone it and shall not engage in any such action.

○Binge drinking

Every caution will be taken to prevent binge drinking (such as chug-a-lug) which may result in causing serious accidents or troubles or in getting involved in such.

○Notifying all members of your group

All members of the group must be notified of the above rules, and they must share a common awareness of the importance of observing the rules.

● Prohibition of leaving private belongings

There are many reports of private belongings left in university facilities. They may be stolen; please keep an eye on your personal belongings. Personal belongings found left will be stored for a given period and discarded.

(personal belongings left, for example, in Hoffmann Hall (locker room, coin laundry, training room, space under the outdoor stairs) or in gymnasium locker room)

● Manners for extracurricular activities performed off campus

- a) Any extracurricular activity conducted in public places (public streets, stations, shopping centers, parks) must respect the rights of others and not cause them problems. If you are wearing clothing with the names of the University or the group, needless to say, also when not wearing any such clothing, special attention must be paid to observe manners in public places and behave with awareness and responsibility of a Sophia student.
- b) Any accidents or injuries caused or incurred during extracurricular activities must reported immediately to Center for Student Affairs, submission of “Accident Report” and application of “Disaster and Accident Insurance for Students in Education and Research” (*) may be necessary.
* “Disaster and Accident Insurance for Students in Education and Research” applies to full-time regular students and exchange students. Please consult the Center for Student Affairs, as coverage differs by activity contents and level of injury.
- c) Smoking is prohibited by law on the streets of Chiyoda-ku, and prohibited areas are increasing in other wards as well. Observe the rules and refrain from smoking around Yotsuya campus, on the streets and other prohibited areas.
- d) Observe manners and do not block the streets or make loud noise when the extracurricular activity group is moving from Yotsuya station to the campus or to any off-campus places.

● Caution for activities conducted overseas

- a) If the extracurricular activity group is engaged in activities overseas, you must submit “Notification for overseas extracurricular activities” latest one month prior to departure to the Center for Student Affairs. When the notification is submitted, the Center for Global Discovery will decide whether or not the Study Abroad Insurance “Gakken Futai Kaigai” is applicable and purchase of the insurance is advisable. If decision is made that purchase is required, the group must participate in “Crisis Management Guidance” provided by the Center for Global Discovery. ※ Center for Global Discovery: 1F, Bldg. 2 03-3238-3521

- b) Be sure to leave the itinerary and information on the lodging to the group adviser, family and guarantor.
- c) You must be aware that terrorism is not restricted to any particular country. Avoid staying long in places where many people gather together or places likely to be terrorist targets, and check on means of emergency evacuation if you sense danger.
- d) Be sure to check on overseas travel safety information, travel advice and warning levels issued by Ministry of Foreign Affairs a. Avoid traveling to countries with high crime rates or political instability.

5. Regulations①

“Regulations on Student Extracurricular Activities”

Established: December 1, 1968

Revised: April 1, 2017

(Purpose)

Article 1

The regulations set forth the rules for students of Sophia University (hereafter referred to as Sophia) who wish to create and operate student organizations of extracurricular activities (hereafter referred to as Extracurricular Activities Groups) officially recognized by the university.

(Responsibilities)

Article 2

Extracurricular activities of Sophia students shall be performed under responsibility of Extracurricular Activities Groups,

2. Extracurricular Activities Groups belonging to the following umbrella organizations shall perform activities under responsibility of each group and the association.

- (1) Association of Cultural Clubs”
- (2) Association of Athletic Clubs”
- (3) Music Society
- (4) Theatrical Performance Society”
- (5) Association of Hobby Clubs (Athletic/Cultural)

(Formation of Extracurricular Activities Groups)

Article 3

Students wishing to form Extracurricular Activities Groups should include five or more Sophia students (regular full-time students) in the members, participate in the Orientation Session for Extracurricular Activities held by the Center for Student Affairs, submit following application documents to the Center for Student Activities by the deadline to obtain approval of the University President. This approval is valid for the academic year only.

- (1) Notice of formation of a new group (*dantai sosetsu todoke*)
- (2) Annual Activities Schedule (*nendo katsudo keikaku sho*)
- (3) Group Profile in English
- (4) Pledge and proposal of preventive measures of alcohol-related accidents
- (5) Other documents if required by the Center for Student Affairs

(Membership of the umbrella association)

Article 4

Extracurricular Activities Groups approved officially and intending to become a member of an umbrella organization set in Article 2 shall take the necessary procedures in accordance with the rules set by the umbrella organization.

(Privileges including use of facilities)

Article 5

In compliance with the procedures set in Article 3 of Bylaws of Student Extracurricular Activities, the Extracurricular Activities Groups shall be granted privileges including the use of facilities of Sophia.

2. In addition to the preceding section, the Extracurricular Activities Groups shall be given the following benefits:

- (1) Request to receive support fund for extracurricular activities.
- (2) Request to use the Hoffmann Hall small meeting rooms for student circles
- (3) Participation in university events

(Continuation of Groups)

Article 6

Extracurricular Activities Groups approved officially and intending to continue their activities in the following academic year shall have five or more Sophia students (regular full-time students) included in the members, participate in the Orientation Session for Extracurricular Activities held by the Center for Student Affairs, submit following application documents to the Center for Student Activities by the deadline to obtain approval of the University President. This approval is valid for the academic year only.

- (1) Activities Report (*kastudo hokokusho*)
- (2) Annual Activities Schedule (*nendo katsudo keikaku sho*)
- (3) Group Profile in English
- (4) Pledge and proposal of preventive measures of alcohol-related accidents
- (5) Other documents if required by the Center for Student Affairs

2. If there are any changes to the contents of the documents set in the preceding section after obtaining approval of the President, the changes must be reported accordingly to the Center for Student Affairs.

Article 7

The President shall deem Groups that do not submit the documents set in the preceding article as dissolved.

(Group Advisor or Coach)

Article 8

Extracurricular Activities Groups may have a Group Advisor (Sophia full-time faculty member) according to the rules of the Group. Groups performing activities involving risks of physical health and safety shall prepare a careful planning on the advice of the Group Advisor, if the Group has one, or otherwise on the advice of a Coach with a professional knowledge and experience..

(Dissolution of Groups, suspension of activities)

Article 9

If an Extracurricular Activities Group is held responsible for any violation of law, social norm, these Regulations or any other regulation of Sophia, or for improper conduct as Extracurricular Activities Groups of Sophia, the President may decide to suspend the activities or dissolve the group depending on the severity or viciousness of the violation.

(On-campus Activity Hours)

Article 10

The hours allowed for on-campus activities shall be separately specified in bylaws.

(Establishment of Bylaws)

Article 11

Rules for extracurricular activities of students other than specified in these regulations and matters required for implementation of these regulations shall be specified separately.

(Revision and Abolition of Regulations)

Article 12

These Regulations may be revised or abolished upon deliberation by the Committee for Student Affairs and in compliance with the procedures specified by Sophia School Corporation.

(Miscellaneous)

Article 13

Any problems arising in connection with the implementation of these Regulations shall be discussed and decision on the problem-solving measures made under the responsibility of Deputy Director of Center for Student Affairs. Decisions may be deliberated by the Committee for Student Affairs when needed.

Bylaws:

1. The regulations shall be enforced on December 1, 1968.
2. The regulations shall be enforced on April 1, 2017.

5. Regulations②

"Bylaw for Student Extracurricular Activities"

Established: December 1, 1968

Revised: April 1, 2017

Revised: April 1, 2018

(Purpose)

Article 1

In accordance with Article 11 of Regulations on Student Extracurricular Activities (hereafter referred to as Regulations), the Bylaw sets forth rules to be observed to carry out the extracurricular activities smoothly and rules for implementation of other regulations.

(Hours of activities on campus)

Article 2

The hours allowed for extracurricular activities using campus facilities are in principle as follows:

- (1) Monday through Saturday 8:00am to 9:00pm
 - (2) Sunday, holiday, university recess: 9:00am to 7:00 pm
- 2 Notwithstanding the provisions in the preceding section, the above hours shall not apply if the extracurricular activities groups make a request to the Deputy Director of Center for Student Activities which is forwarded and special permission is obtained from the Deputy Director of Office of Property.

(Application Form and Notification)

Article 3

Extracurricular Activities Groups shall submit application form and other notification forms required for on-campus activities by the deadlines to the Center for Student Affairs. The application forms submitted shall be forwarded by the Deputy Director of the Center for Student Affairs according to the type of activities to the relevant offices and permission must be obtained from officers specified in Articles 5 to 25.

- 2 The Extracurricular Activities Group shall receive a written permission upon approval of the application issued by the Center for Student Activities and always keep the permission at hand during the activities. The permission must be presented when requested by the University.

(Cancellation of permission)

Article 4

Any failure of the Extracurricular Activities Group to perform the obligations prescribed in section 2 of preceding article or occurrence of any unavoidable circumstances may result in the cancellation of permission or the changes in the permitted contents by the Deputy Director of Center for Student Affairs or the officer who gave the permission.

(Use of campus facilities)

Article 5

The Extracurricular Activities Groups may perform activities on campus using the following facilities: Hoffmann

Hall shared facilities, classrooms, Bldg. 1 Auditorium, Bldg. 11 Music Practice Room, Gymnasium, Sanadabori athletic ground, Hadano athletic ground and Hadano Clubhouse. The Groups shall follow the rules for use of these facilities specified in this Bylaw and the rules set for each facility.

2 Extracurricular Activities Groups wishing to use the facilities of preceding section shall attend the “facility use schedule adjustment meeting” and adjust the schedule for using the facilities with other Extracurricular Activities Groups before applying for use of facilities.

3 The results of facility use schedule adjustment meeting will be made public in “facility use ledger” and “facility use permit” will be issued by the Center for Student Affairs to finalize the schedule. If there are any vacancies in the schedule when the facility use ledger is made public, Extracurricular Activities Groups may submit the application for facility use to the Center for Student Affairs by the deadline.

4 To cancel the use of facilities permitted, a “cancellation of facility use” must be submitted by the deadline to the Center for Student Affairs.

(Early morning use of campus facilities)

Article 6

Extracurricular Activities Groups taking part in official games organized by extramural associations may use the gymnasium and Sanadabori athletic ground an hour earlier than the normal beginning hour for one month prior to the date of official games.

2 Extracurricular Activities Groups wishing to apply for early morning use the facilities shall submit “Application for Special Early Morning Use of Facilities” by the deadline to the Center for Student Affairs together with the announcement of the games issued by the extramural associations the Group belongs to. The Deputy Director of Center for Student Affairs will forward the application and permission must be obtained from the Director of Office of Property.

(Hoffmann Hall Small Meeting Room)

Article 7

The Hoffmann Hall Small Meeting Rooms use will be scheduled for each Extracurricular Activities Groups by a Special Committee set up under the Hoffmann Hall Steering Committee according to the “Rules for using the Hoffmann Hall Small Meeting Rooms” announced by Center for Student Affairs, deliberated by the Hoffmann Hall Steering Committee and approved by Hoffmann Hall Faculty Advisor.

2 The approval is valid for the academic year only.

3 Extracurricular Activities Groups wishing to use the Hoffmann Hall Small Meeting Rooms shall submit “Application for using Hoffmann Hall Small Meeting Rooms” by the deadline to the Special Committee.

(Off-campus activities)

Article 8

Extracurricular Activities Groups planning to perform off-campus activities (training exercise/camp, extramural games and climbing) shall submit a “Notice of off-campus extracurricular activities” by the deadline (if climbing is planned, a “Mountain climbing notification” must also be submitted) to the Center for Student Affairs.

2 If activities specified in preceding section are to be carried out overseas, all students participating in the activity shall attend the “Risk Management Guidance” held by the Center for Global Discovery and be covered by insurance and risk management service specified by Sophia.

(Joint use with extramural groups)

Article 9

Extracurricular Activities Groups planning to hold games or training using campus facilities with students or faculty/staff other than enrolled or employed at Sophia, shall submit “Request for joint use of facilities” by the deadline to the Center for Student Affairs. The request shall be forwarded by the Deputy Director of Center for Student Affairs to the Deputy Director of Office of Property to obtain permission.

2 If facilities of Sophia are to be used as venues for official games (including games involving promotion/demotion) held by extramural associations/leagues, “Request for use of facilities” issued by extramural association/ league addressed to President of Sophia University must also be submitted to the Center for Student Affairs.

(Holding of events)

Article 10

Extracurricular Activities Groups planning to hold events on or off campus for a large audience including lectures, concerts, dramas or dance performances, shall submit "Notice of holding events" and "Notice of off-campus extracurricular activities" to the Center for Student Affairs by the deadline.

2 Extracurricular Activities Groups holding the events specified in the preceding section shall be responsible for proper handling of equipment on the venue, maintenance of buildings and protection against fire. Also, attention must be paid to avoid making loud noise that may cause inconveniences to nearby classes or research or to the neighborhood.

3 Extracurricular Activities Groups may not hold events for profit using university facilities.

(Posting notices)

Article 11

Extracurricular Activities Groups may post notices on bulletin boards for extracurricular activities located in the Main Street and Hoffmann Hall to announce and promote lectures and events to be held on or off campus.

2 The notices posted may be up to three sheets of mozoshi size (1091 mm × 788 mm)

3 Period of posting is in principle up to one week.

4 On the back of the posted notices, there should be the name of the Group, name and Student ID number of the leader, and contact address

5 The notices posted shall not have any purpose for profit, contain false statement, be considered to be an infringement of personal privacy or to constitute mental abuse or defamation of any particular individual or group, and shall not offend public order and morals.

6 If Extracurricular Activities Group is deemed to be violating the rules prescribed in sections 2 to the preceding by the Deputy Director of the Center for Student Affairs or if considered necessary by the Deputy Director of the Center for Student Affairs, the notices posted may be removed.

(Signboards)

Article 12

Extracurricular Activities Groups wishing to place signboards on the University Main Street for announcement and promotion of lectures or events to be held on or off campus shall submit a "Request to use Main Street to place signboards" to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Office of Property to obtain permission.

2 The size of the signboard shall be up to 1820mm×2730mm

3 The period allowed for placing the signboard is in principle up to one week and the hours allowed shall be from the beginning to the end of the extracurricular activities of the day.

4 The signboard must have the official name of the Extracurricular Activities Group on it

5 The signboards shall not have any purpose for profit, contain false statement, be considered to be an infringement of personal privacy or to constitute mental abuse or defamation of any particular individual or group, and shall not offend public order and morals.

6 The signboards shall be placed in locations specified by the Center for Student Affairs.

7 The signboards shall be placed and removed daily during the period permitted.

8 The signboards shall be placed safely without any danger of falling and not impeding pedestrian traffic.

9 If Extracurricular Activities Group is deemed to be violating the rules prescribed in sections 2 to the preceding by the Deputy Director of the Center for Student Affairs or if considered necessary by the Deputy Director of the Center for Student Affairs, the signboards may be removed.

(Banners)

Article 13

Extracurricular Activities Groups wishing to hang banners on the University Main Street for announcement and promotion of lectures or events to be held on or off campus shall submit a "Request to use Main Street to hang banners", with attachment showing the intended date and time and design of the banner, to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Deputy Director of Office of Property to obtain permission.

2 The size of the banner shall be up to 92cm high and 600cm long.

3 The period allowed for hanging the banner is in principle up to three days.

- 4 The banner must have cotton string/rope of diameter 10mm or more, with extra 150cm from four corners .
- 5 The banner must have the official name of the Extracurricular Activities Group on it.
- 6 The banners shall not have any purpose for profit, contain false statement, be considered to be an infringement of personal privacy or to constitute mental abuse or defamation of any particular individual or group, and shall not offend public order and morals.
- 7 If Extracurricular Activities Group is deemed to be violating the rules prescribed in sections 2 to the preceding by the Deputy Director of the Center for Student Affairs or if considered necessary by the Deputy Director of the Center for Student Affairs, the banners may be removed.

(Distribution of handouts)

Article 14

Extracurricular Activities Groups wishing to distribute handouts on campus for announcement and promotion of lectures or events to be held on or off campus shall submit a "Notice of holding events/distribution" and "Request to use Main Street", with two samples of the handout showing the name of the Group, to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Deputy Director of Office of Property to obtain permission.

- 2 Handouts will be distributed in locations specified by the Center for Student Affairs.
- 3 The handouts shall not have any purpose for profit, contain false statement, be considered to be an infringement of personal privacy or to constitute mental abuse or defamation of any particular individual or group, and shall not offend public order and morals.

(Sale of goods)

Article 15

Extracurricular Activities Groups shall not sell goods on campus or perform any similar acts. However, the University may give special permission if it considers that such act will produce significant educational benefits and contribution to society. In such cases, the Groups shall submit a "Request for sale", with attachment of a written plan showing the purpose of the sale, to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Deputy Director of Office of Property to obtain permission.

(Borrowing equipment)

Article 16

Extracurricular Activities Groups wishing to borrow equipment for their activities shall submit "Request to borrow equipment" to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Deputy Director of Office of Property to obtain permission.

- 2 The equipment specified in the preceding section shall be used on campus facilities only.

(Use of the name of Sophia University)

Article 17

Extracurricular Activities Groups wishing to use the name of Sophia University or its abbreviated form with the name of the project they intend to organize shall submit "Request to use the name of Sophia University", with attachment of a written plan showing the purpose of the use, to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Director of Bureau of General Affairs to obtain permission.

(Use of VI "Visual Identity")

Article 18

Extracurricular Activities Groups wishing to use VI (Visual Identity) elements on equipment necessary for announcement and promotion or other activities, shall submit "Request to use VI", with attachment showing draft of product design, to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Director of Bureau of General Affairs to obtain permission.

- 2 Groups wishing to use the VI elements shall observe the "Visual Identity Guidelines" provided separately.
- 3 If the design of the completed products does not conform to the contents of the Guidelines or differ from the

design of the submitted Request, the Deputy Director may order to cancel the use or to change the design and the Group must comply with it.

(Use and process of illustration of Sophia-kun)

Article 19

Extracurricular Activities Groups wishing to use or process the illustration of the official mascot of Sophia University "Sophia-kun" on equipment necessary for announcement and promotion or other activities, shall submit "Request to use data of Sophia-kun" or "Request to process data of Sophia-kun", with attachment showing draft of product design, to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Director of Bureau of General Affairs to obtain permission.

- 2 Groups wishing to use the illustration of Sophia-kun shall observe the "Sophia-kun illustration guidelines" provided separately.
- 3 If the design of the completed products does not conform to the contents of the Guidelines or differ from the design of the submitted Request, the Deputy Director may order to cancel the use or to change the design and the Group must comply with it.

(Use and process of costume of Sophia-kun)

Article 20

Extracurricular Activities Groups wishing to use the costume of the official mascot of Sophia University "Sophia-kun" shall submit "Request to use costume of Sophia-kun" to the Center for Student Affairs by the deadline and obtain permission from the Deputy Director of the Center for Student Affairs

- 2 For Extracurricular Activities Groups planning to hold major special events, the Deputy Director of the Center for Student Affairs may give permission to use the costume if significant effects on activating the event and attracting audience are expected.

(Entering university outside the extracurricular activities hours)

Article 21

Extracurricular Activities Groups wishing to enter university facilities outside the extracurricular activities hours specified in this Bylaw to carry in or out items used for their activities shall submit "Request for entry out of office hours" to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Deputy Director of Office of Property to obtain permission.

- 2 The permission for entry specified in the preceding section shall be allowed only in unavoidable circumstances and for purposes of carrying in or out items, and it does not permit Extracurricular Activities Groups to perform the activities.

(Entering university campus by vehicles)

Article 22

Extracurricular Activities Groups wishing to enter university campus by vehicles to carry in or out items used for their activities shall submit "Request for entry by vehicles" to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Deputy Director of Office of Property to obtain permission.

- 2 The vehicle may not pass through the Main Street.
- 3 The vehicle may not stay longer than half an hour on campus as a rule.

(Filming on campus)

Article 23

Extracurricular Activities Groups wishing to take films on campus shall submit "Filming Request" to the Center for Student Affairs by the deadline. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Deputy Director of Office of Property to obtain permission.

- 2 The person filming must wear the arm band lent out at Center for Student Affairs.
- 3 The person filming must explain to the subject that he/she is filmed and what the film will be used for and obtain the consent of the subject.
- 4 Pay extra attention to avoid accidental filming of a third party.

(Damage and defacement of facilities and equipment)

Article 24

If Extracurricular Activities Groups cause any damage or defacement of university facilities or equipment intentionally or negligently, they must immediately report to the Center for Student Affairs.

- 2 If Extracurricular Activities Groups notice that university facilities or equipment need repair due to wear, they should make a request to the Center for Student Affairs.

(Disposal of bulk waste)

Article 25

Extracurricular Activities Groups wishing to dispose of devices specified in Home Appliance Recycle Act, submit in advance "Disposal Request" to the Center for Student Affairs. The request shall be considered by the Deputy Director of the Center for Student Affairs and forwarded to the Deputy Director of Office of Property to obtain permission.

- 2 Paste on the Disposal Request Permit on the waste and place in specified disposal area.

- 3 The recycle fee for the disposal shall be paid by the Extracurricular Activities Group. The university will issue the invoice and the Group shall pay the fee by the deadline.

(Receiving packages by home delivery service)

Article 26

If Extracurricular Activities Groups wish to send packages by home delivery service addressed to the university and delivered to the Center for Student Affairs, they must notify the Center for Student Affairs in advance.

- 2 This system may be used only when it is difficult to carry the packages from home.

- 3 If the packages are not picked up within five days from receipt, the Center for Student Affairs may dispose of the packages.

- 4 Pay on delivery packages, valuables, food, registered cash mail must not be deposited or sent by home delivery to the Center for Student Affairs.

(Other rules)

Article 27

Extracurricular Activities Groups shall not smoke, drink alcohol, eat or drink in areas on campus other than specified by the Deputy Director of Office of Property according to the rules of use of each facility.

(Termination and revision)

Article 28

This Bylaw may be revised or terminated by procedures specified by Sophia School Corporation following deliberation of the Committee for Student Affairs.

Additional clause

- 1 This Bylaw shall be enforced on December 1, 1968.

- 2 This Bylaw shall be enforced on April 1, 2017.

- 3 This Bylaw shall be enforced on April 1, 2018.