

## Rules on the use of IQBRC B404A User Lounge and B404B Data Analysis Room

1. Purpose of use
  - B404A: for having a meeting and a relaxing time
  - B404B: for examining experiment condition, monitoring experiment, analyzing data, etc.
2. User of the rooms
  - Beamline Users (especially Users of Public Beamlines)
  - CROSS staff members
  - J-PARC/MLF staff members
  - Others
3. Management of the key
  - The door of B404A and B404B are always locked. A card key is necessary to enter the room.
  - The key is lent when you make a reservation at UO. If you are a user of a Public Beamline, the key is loaned to you at your arrival.
  - If you need the key outside UO office hours, you can borrow it in advance by making a reservation.
  - The key should be returned at UO when you leave. If it is outside UO office hours, please put it in the return box at the entrance of IQBRC.

\*UO office hours:

Monday-Friday 9:00am-5:00pm. Closed Saturday, Sunday and national holidays.

4. Reservation
  - Please write and submit a reservation form at UO before using the meeting space of B404A and entering B404B.
5. Please observe the following points
  - Reservation is necessary for using the meeting space of B404A and entering B404B.
  - Keep the room clean and tidy.
  - Keep your valuables safe by your own responsibility.
  - Put your name and date on the items you keep in the fridge. Items with no name on it or left more than one week will be discarded.
  - Eating and drinking are not allowed except at the table of the meeting space.
  - When meeting is being held at the meeting space, other areas of B404A may be used.
  - B404B is not equipped with waste baskets. Put the garbage in the waste containers in B404A or take it back with you. Please observe the waste disposal rules.
  - Please cooperate in energy-saving. Be sure to switch the light off when you leave the room.