

USER GUIDE FOR THE NATIONAL MUSEUM OF EMERGING SCIENCE AND INNOVATION

1. INTRODUCTION

The National Museum of Emerging Science and Innovation is a science museum aimed at introducing the public to new knowledge of the 21st century.

Facilities such as the MIRAICAN Hall are places open to cultural exchange for symposiums, seminars and exhibitions with regards to the development of science and technology.

2. DAYS AND HOURS OF OPENING

OPEN DAYS

Open all year, excluding the period between the end and the beginning of the year (28 December ~ 1 January).

※The facilities will remain closed during inspections and maintenance work.

※The day of closure of the permanent exhibitions, and for those planned for this museum is Tuesday (excluding holidays and during the spring, summer and winter school holidays).

OPEN HOURS

- Facilities for cultural exchange (MIRAICAN Hall, Innovation Hall, Conference rooms 1-3, Cultural Exchange room)

Section A (Morning)	10:00 ~13:00
Section B (Afternoon)	13:00 ~17:00
Section C (full day)	10:00 ~17:00

- Exhibition facilities (Project Exhibition Areas, Orientation Room, Science Library)

Section C (full day) 10:00 ~17:00

※The Booking time of the facilities includes the time necessary in which to prepare, install and dismantle the area in use.

※Please consult the museum for the use of facilities beyond the time specified in these sections.

※If the use of the facilities extends for 15 minutes over the allotted time, an additional charge will be made.

3. APPLICATION FOR USE OF THE FACILITIES

TERMS FOR SUBMISSION OF APPLICATIONS

- For those responding to public notice, and participants who propose activities and achievements targeting society in the fields of science and technology:
From 1 year before the start of the facilities use
- For all other participants:
From 9 months before the start of the facilities use

INFORMATION REQUEST

Please phone or e-mail to find out about availability of the facilities and indications for their use. Please also report the date, time, number of participants, organizers and the name and content of the event.

SUBMITTING APPLICATIONS

Requests for the use of the facilities shall be submitted directly or sent by post to Miraikan, after completion of the required items.

- ADDRESS: National Museum of Emerging Science and Innovation,
Exchange Facility Department, 2-41, Aomi, Koto-ku, Tokyo, 135-0064
Japan (Tel: 03-3570-9151, E-mail: kouryushisetsu@miraikan.jst.go.jp)
- ACCEPTANCE TIME: From 10:00 to 17:00, except on the days the museum is closed.

SUITABILITY

Acceptance of use of the facilities and any eventual rate to be applied will be determined by this museum based upon the submitted application.

- ※For events that foresee a participation or an entrance fee, the amount charged for use of the facilities will be subject to change, based upon the total amount collected by the user.

4. APPROVALS

After examination of the application for use of facilities, a certificate of approval will be issued so that the application becomes formal.

5. USAGE RATES

USAGE RATES

Please read the attached "National Museum of Emerging Science and Innovation, usage rates of the facilities."

PAYMENT OF RATES

Payment will be made in advance, according to the terms and prices indicated below. Please make payment by bank transfer within the specified terms of condition: the failure to verify the payment within the specified time may result in the revoked approval of the use of the facilities.

TERMS AND RATES OF PAYMENT

- Within 9 months from the day of use - 10% of the usage rate
- Within 1 month from the day of use - 50% of the usage rate (together with the previous bill)
- Within 7 days from the date of use – full payment of the usage rate (together with the previous bill)

※ The customer makes the payment fees.

※ Please note that if an event is cancelled, there will be no reimbursement of made payments.

※ The cost of additional equipment etc. (staff costs of staging and sound technicians, production panels) will be added at the end of the facilities use.

6. CANCELLATION AND MODIFICATIONS OF TERMS OF USE

In the event of changes made to the terms of use or cancellation of the event, please inform promptly the person responsible for the museums facilities.

PROCEDURES FOR CHANGES

If changes to the conditions of use are made at the users request following the issue of the grant of approval, it will be necessary to re-submit the application for use of the facilities. Following examination of the contents of the requested changes to be made, we shall proceed to acknowledge the changes made to the terms of use.

REFUNDS OF USAGE RATES

All payments made are non refundable. However, if lack of use of the facilities is made for reasons not attributable to the users, a part or full repayment of the amount paid will be provided for.

7. PRELIMINARY MEETING FOR TERMS OF USE

Before using the facilities there is a preparatory meeting on the following topics:

CONDITIONS AND PLANNED USE OF FACILITIES

Please submit through the appropriate form the conditions and the plan of use.

FACILITY LAYOUT

The modification of the basic layout for tables and chairs available in the meeting rooms is subject to an additional fee.

The user may make simple changes to the layout, providing they are restored to their original layout once the event is over.

USE OF EQUIPMENT AND ACCESSORY EQUIPMENT

You must submit a request for use of equipment and secondary equipment. Normally, all operations required for use of the equipment are made directly by the user (excluding certain equipment, such as those found in the control room).

TRANSPORTATION OF MATERIAL

The transportation schedule of material is handled by the responsible of the museums facilities: Please submit in advance the eventual plan work. The user must pay the utmost attention in the transportation of materials: In the event where necessary safety measures have not been properly performed, we will undertake the suspension of work and, ascertained stains or damage, shall be refund.

PRODUCT MANAGEMENT

If shipping goods to the facility prior to the event, please contact the responsible to museums facilities . Depending on the size and number of parcels, it may be necessary to rent a warehouse.

DEPARTMENT OF SAFETY

If a large influx of visitors is foreseen, the user is required to ensure the presence of security service. Please consult the responsible to museums facilities regarding the terms of the security service.

CONSTRUCTION AND ELECTRICAL WORKS

If decorations are to be installed inside the venue, please present the relevant project and a plan of work. It is also necessary to present the project and a plan of work in order to increase the amount of electrical wiring within the facility to be used.

NOTIFICATIONS TO INTERESTED INSTITUTIONS

The users are to submit notifications and requests for permits, required for the use of facilities, to government institutions and or relevant bodies, in accordance with the regulations. Also, please consult in advance with the responsible to the museums facilities about the contents of the documentation.

FURTHER DOCUMENTATION

Please submit within the deadlines, the additional documentation required by the responsible to the museums facilities.

8. FIRST DAY OF USE OF THE FACILITIES

On the first day of use of the facilities, please head to, along with your «Written consent of use», the Disaster Prevention Center for the consignment of the keys. The keys will be returned to that center, at the end of the facilities use.

9. PAYMENT

Additional fees for the use of equipment and the like will be paid at the end of the facilities use: Please ensure that the bank payment is made within the time specified on the invoice.

10. MANAGEMENT LIABILITY

- ☐ During the entire period of use of the facilities (including the time necessary for preparation and dismantling), responsibility of event management will be entirely that of the user. This also includes responsibility for the behaviour of workmen and visitors. We therefore ask that the user apply the necessary measures for the prevention of accidents.
- ☐ Regarding the emergency system of evacuation, the organization of entry to the facilities and the provision of staff supervision, we ask that the user, within their limits of objective responsibility, entrust the organization of the venue's event and evacuation and fire prevention procedures, to a security company.
- ☐ The user is also responsible for the safekeeping of equipment and materials transported inside the venue.
- ☐ Please do not leave waste in the premises, if the facility is not left clean, an additional fee for cleaning shall incur.

11 SITE INFORMATION

FOOD AND DRINKS / SMOKING AREA

Please eat, drink and smoke in the designated areas.

※It is forbidden to consume food and drinks inside the MIRAICAN Hall and the Innovation Hall.

※Please consult the museum in advance regarding drinks and food offered to those who partake in the meetings.

ACCESS TO EXHIBITION FACILITIES

Access to permanent exhibitions and those organized by the participants and/or members for congress is by payment only.

USE OF COMMON AREAS

The reception area is normally positioned at the entrance to the facility used. The installation of signs and the exposition of event materials is subject to approval of the museum. On the occasion of many contemporary events, the museum will provide the coordination of space.

WITHDRAWAL OF ACCEPTANCE OF USE

Following the acceptance of an application for the use of facilities for cultural exchange or opening of the event, the museum reserves the right to cancel or refuse the use of its facilities on the basis of the following reasons:

- It is found there is a possibility that the event will be used for other purposes than those for which the facilities use was established.
- It is found there is a possibility that the event may offend morally or constitute a danger to the public.
- In the event of unauthorized use of these museums facilities.
- If applications are found to contain false statements for the use of facilities or if there are any significant differences compared to the approved conditions of use.
- In the event an assignment or sublease to third parties has been made for the right to use.
- If it is found there is a possibility of damage to the facilities or the equipment.
- In the event of impossibility of use of the facilities, due to reasons beyond ones control or disaster.
- If the facilities usage rates have not been paid, without just cause, within the permitted time.
- Due to incontrovertible management or improvement / removal of facilities.
- Also, if there is the possibility that it may cause disturbance to the National Museum of Emerging Science and Innovation or third parties.

Damages caused by the revocation or suspension of use of the facilities shall be the responsibility of the users.

COMPENSATION

- In the event of damage to buildings or equipment, inside or outside the facilities, please contact without delay the responsible to museums facilities. Reimbursement of damages caused by the users is the responsibility of the users themselves.
- The user is also required to reimburse this museum in the event of damage arising from a breach on their behalf, of the items agreed upon with this museum for the use of its facilities.

EXEMPTIONS

This museum is free from any liability resulting from accidents involving persons, stolen or damaged items during the use of the facilities. The museum is also exempt from liability for any damages that may occur from the impossibility of keeping a scheduled event, due to reasons beyond one's control, such as natural disasters or strikes by public transport.

PROHIBITIONS

The following prohibitions are in operation:

- The introduction of flammable items, hazardous or exceeding the set weight limits; also prohibited, are those objects for which this museum deems unsuitable.
- Jobs involving the use of nails, scraping and fitting (including any application with adhesive tape) on floors, carpets, walls, ceilings, doors and windows.
- The use of facilities other than that specified in the request.
- The displacement of accessory equipment to places other than those specified.
- Exhibitions, inside and outside of the facilities, signs and posters in ways other than those specified.
- Leafleting and asking for charity donations
- Any activities that are deemed inappropriate in this museum.

Please contact our museum to obtain any information regarding the use of the facilities.

National Museum of Emerging Science and Innovation
Directorate General
Assigned to facilities for the Cultural Exchange
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http://www.miraikan.jst.go.jp/j/guide/inst_index.html