

Morishita Studio

Rental Terms & Conditions

1. Purpose of this document

This document specifies the required terms and conditions which must be followed during the period a person (“renter”) desires to rent the facilities at Morishita Studio (“Studio”), having a street address of 3-5-6 Morishita, Koto-ku, Tokyo, Japan.

2. Hours and Schedule Management

(2-1) The Studio is open from 10:00am through 10:00pm, seven days a week.

The renter of the Studio is allowed to enter the building after 10:00am and must leave no later than 10:00pm.

- The above hours include preparation, removal, and cleaning of the studio. Exit from the studio must be completed by 10:00 p.m.
- Studio rental may be discontinued if it becomes clear that the renter has been using the studio outside of the above hours.

(2-2) The renter must submit a daily and/or monthly schedule to the Studio’s management staff (“Management”) whenever requested.

3. Closed Dates

The Studio is closed during the spring and fall maintenance periods, and during the year-end and New Year holidays (December 29 through January 3 of the following year). The Studio may also be closed temporarily due to repairs, etc., on dates other than those listed above.

4. Using the Studio’s Facilities and Entry and Exit Procedures

(4-1) The renter or any person authorized by the renter (“authorized person”) must receive the key for the rehearsal studio the renter has been assigned (“the rehearsal studio”) from the Management each day upon arrival. The Management will provide a brief orientation on operations and use of the facilities and will request the renter to check the equipment in the rehearsal studio on the first day of renting the facilities.

(4-2) When leaving the Studio for the day, the renter is required to complete the safety checklist, which must be handed in with the key at the front desk before leaving the Studio.

(4-3) If the renter or any authorized person loses the key to the rehearsal studio, the renter is required to compensate the Studio for the loss.

(4-4) When using linoleum mats, the renter should inform the studio beforehand by completing and submitting the MORISHITA STUDIO COMMUNICATION FORM one month prior to use. The renter bears the obligation of upholding the linoleum mats, including the installation, removal, and prevention of accidents resulting from issues with taping.

*Adhesive tapes will be available at the studio’s front office.

(4-5) Smoking or any use of open flames is strictly prohibited within Morishita Studio. Smoking is allowed only in the designated outdoor area.

(4-6) The lounge is open from 10:00am through 10:00pm. Renters and authorized persons are required to inform the Management before convening a meeting in the Lounge. The renter may also use the kitchen after receiving permission and must follow instructions given by the Management.

(4-7) Wear safety belts and helmets when working at heights such the Studio C catwalks.

5. Using the Parking Lot

(5-1) The renter and any authorized person may use the parking lot only after obtaining permission from Management. Only the parking areas designated for the renter's rehearsal studio may be used.

- The renter must notify Management in advance if they wish to park their car at their designated parking lot overnight, and receive an Overnight Parking Permit.

(5-2) The Studio will not be responsible for damages to any vehicles, theft, or accidents of any sort within or related to the parking lot.

(5-3) Acts that will disturb the neighborhood are strictly prohibited within the parking lot such as vehicle idling, etc.

6. Prohibited Acts within the Studio

(6-1) Use of the studio for purposes other than those approved by the Saison Foundation is prohibited.

(6-2) Subleasing, transferring, or offering as collateral all or part of the studio is prohibited.

(6-3) Renter is not allowed to bring hazardous materials or fire into the building under the Fire Service Act. No cooking is allowed except in designated areas. The use of electric kettles for making drinks is permitted within each studio.

(6-4) Renter is prohibited from damaging the facilities and equipment beyond normal wear and tear.

- Attaching objects to walls, doors, and floor surfaces with glue, nails, etc. is prohibited.
- Never use duct/packing tape on floor surfaces. Only the use of weak adhesive masking tape is permitted.

Equipment must be carried in and out carefully to avoid damaging the walls or floor. Moreover, renters are required to handle precision equipment such as audio, lighting, and video equipment with utmost care.

(6-5) Renter may not conduct show business (profit-making) activities or productions in the studio without permission.

(6-6) Renter is prohibited from setting up, displaying, or leaving unattended exhibits or items in the hall or other public areas without permission. In addition, the sale of goods for

commercial purposes in the building is prohibited.

(6-7) Outdoor shoes are not allowed in the studio. (Slippers are provided, but visitors are requested to bring their own indoor footwear if necessary.)

7. Consideration for neighbors and other users

(7-1) Since the Studio is located in a residential area, and there are fellow renters within the building, please refrain from making loud noises or disruptive sounds (including music), especially at night. Management reserves the right to ask studio users to limit or stop using the studio if it determines there is a risk of neighbor complaints.

(7-2) Renters are requested to use communal facilities such as the lobby and pantries with consideration for other studio renters.

8. Duty of Notification

(8-1) Renters must notify and obtain consent from Management before moving significant equipment and materials in and out of the Studio by completing the approved form. If a renter is bringing in or out particularly large objects and has to access the street in front of the Studio, they must obtain a permit from the local police in line with the Road Traffic Law. (As a rule, the renter is expected to fill out and submit a form to the Studio one month prior to the check-in date with specifics on renting the Studio's facilities, at which point the renter should inform the Studio of any permits they will require during the rental period.)

(8-2) The renter must contact and obtain approval from Management before bringing and keeping animals in the Studio. The Management reserves the right to deny requests to bring and keep animals in the Studio if such actions are deemed disruptive to the neighborhood.

(8-3) The renter is required to notify and acquire clearance from Management before inviting persons outside of their group to visit the Studio. The renter is responsible for ensuring that these individuals also obey the terms and conditions outlined in this document.

(8-4) The renter must notify Management at least three months in advance of any event that they intend to host while using the Studio, such as workshops, work-in-progress events/demonstrations that are not open to the public (i.e., invitation-only), symposia, etc.

9. Maintenance

(9-1) The renter is for cleaning the areas they and any authorized persons have used (the rehearsal studio, staff room, and pantry) as well as returning studio-owned items and equipment to their proper locations at the end of each day. Extreme caution is essential at all times while dealing with items that could start a fire.

(9-2) Garbage generated in the studios must be separated into three categories: noncombustible garbage (vinyl and plastics), combustible garbage, and recyclable garbage (cans, bottles, PET bottles), and placed in a specified area. In addition, the renter is responsible for the disposing of metals, batteries, light bulbs, nails, glass(wares), spray cans, umbrellas, large-size garbage, and other items. [They can also be disposed of at the

Morishita Studio for a fee. See Clause 11]

(9-3) The renter is responsible for making sure that inflammable objects have been properly extinguished and disposed of at the end of each day. The renter is also responsible for turning off the lights, cutting the electricity to any electrical appliances, and locking the doors to the rehearsal studio. When leaving the studio, the renter or any authorized person must go over the safety checklist, which must be turned in at the front desk with the key.

10. Check-out

(10-1) The renter must remove all equipment and materials brought into the rehearsal studio by the checkout date. See Clause 8-1 for the required procedures for removing large-size equipment.

(10-2) Aside from normal wear and tear on equipment caused by acceptable use, the renter is must leave the rehearsal studio in its original state as it was when they checked in.

11. Payment of Expenses

(11-1) The Management will charge the renter for studio maintenance expenses and actual expenses such as communication (telephone, facsimile, and digital), photocopying, etc. If the renter wishes to dispose of items exceeding the regular size and refuse limits, the renter will also be charged for collection and disposal costs.

- If waste does not fit in the studio's trash cans, please keep it in 45-liter size plastic waste bags that are commercially available.

(11-2) The renter will be billed a total depending on the amounts calculated by the calculators attached to the aforementioned office equipment for communication and photocopying.

Information on the office equipment in the Studio

- A multifunction printer with copier-scanner-fax capabilities is located in the lobby of the Studio.
- To operate the machine as a copier, pick up a card from the reception desk and place it in position.
- Contact the front desk if you are awaiting a fax message. If the renter intends to send a fax message, they must complete the logbook located at the side of the printer.

Fax number: +81 (0) 3-5624-5950

12. Penalties and Compensation

(12-1) If the renter violates the term and conditions outlined in this agreement, the Management reserves the right to shorten the duration of the lease for the Studio's facilities and/or demand penalties.

(12-2) The renter will be held liable for any and all losses or damages caused by the renter, the renter's group, or the renter's project while on the Studio's grounds and during the rental period of the Studio's facilities, including those resulting from moving equipment and other items in or out of the Studio.

13. Maintenance

The manager may enter the studio and conduct appropriate maintenance measures whenever necessary.

14. Force Majeure

(14-1) The manager may close the studio and request that all studio users to leave the premises when it is thought that it will be difficult to continue using the studio owing to natural disasters, transportation issues, etc.

(14-2) In the event of an earthquake, typhoon, fire, or other calamities, or in the event of an emergency such as a break-in by an unidentified individual, the manager may seek the renter's cooperation and support in order to bring the situation under control.

(14-3) The Studio disclaims all liability for any harm caused by force majeure, including but not limited to the above-mentioned events or unforeseeable accidents.

15. Effective Dates

(15-1) This document will be effective from April 1, 1994.

(15-2) The charging of collection and disposal expenses stated in Clause 10-1 will be effective from December 1, 1996.