



**GUIDELINES**  
**FOR THE USE OF CONFERENCE FACILITIES**  
**AT THE UNITED NATIONS UNIVERSITY HEADQUARTERS**





## **I. Introduction to UNU**

Welcome to the United Nations University (UNU).

UNU is a global think tank and postgraduate teaching organisation established under the auspices of the United Nations General Assembly on 11 December 1972. The mission of the UNU is to contribute, through collaborative research and education, to efforts to resolve the pressing global problems of human survival, development and welfare that are the concern of the United Nations, its Peoples and Member States.

UNU currently encompasses 13 institutes located in 12 countries around the world. In carrying out its mission, UNU works with leading universities and research institutes in United Nations Member States, functioning as a bridge between the international academic community and the United Nations system. Through postgraduate teaching activities, UNU contributes to capacity building, particularly in developing countries.

The global UNU system is coordinated by UNU Centre headquartered in Tokyo, Japan. The headquarters building is shared with the United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS) and other United Nations (UN) agencies and initiatives.

To learn more about UNU, please visit our website ([www.unu.edu](http://www.unu.edu)).

## **II. Conference and Meeting Facilities at UNU Headquarters**

UNU Headquarters has fully equipped conference and meeting facilities to host conferences, seminars and workshops. Subject to final approval of UNU and certain conditions of use, the following spaces may be utilised by other UN agencies and third parties (e.g. international organisations, public organisations, embassies or private-sector companies):

- U Thant International Conference Hall on 3F & 4F (capacity of 364 people)  
(includes Visitor's Room, Meeting Room, Multi-Purpose Room and Lounge)
- Elizabeth Rose Conference Hall 5F (capacity of 110 - 160 people)  
(includes Chairman's Room, Staff Room and Lounge)
- Reception Hall on 2F (capacity of 100-150 people standing)
- Annex Space on 1F (capacity of 100 - 120 people)
- Annex Terrace on 1F (capacity of 40 people)
- Committee Room 1 on 5F (capacity of 20 people)
- Committee Rooms 2 & 3 on 5F (each has a capacity of 25 people)



A full description of the conference and meeting facilities listed above, including occupation fees and complimentary services, is attached to **Annex I** of these Guidelines. Due to popular demand, UNU strongly advises event organisers to make reservations for conference and meeting facilities at least three (3) months prior to the proposed event. For most spaces, UNU accepts reservations for up to one (1) year in advance.

As a general rule, UNU will not allow individuals, organisations or companies to use conference and meeting facilities to promote or conduct commercial, political or religious activities, or for any purpose that is in conflict with the interests or values of the UN or UNU. The final decision to grant the use of conference and meeting facilities will always be subject to the discretion of UNU.

Any individual, organisation or company while at UNU Headquarters must comply with the rules, regulations, instructions or practices of UNU, including, but not limited to, those relating to UNU Headquarters or UNU building, health and safety protocols, and events that take place at UNU.

In particular, see **UNU Code of Conduct to Prevent Harassment at UNU Events** at:

<https://i.unu.edu/media/unu.edu/page/24893/UNU-Code-of-Conduct-to-Prevent-Harassment-at-Events.pdf>

The building's operating hours are from 9:30 to 17:30, Monday to Friday.

Wired Internet connection (LAN) of 1Gbps best effort internet connectivity is available as well as free WIFI internet connection for event organizers and staff (the speed varies depending on the number of users). For online, hybrid or streaming events requiring high internet traffic, it is recommended to hire an external vendor to provide sufficient internet connectivity during the event at the expenses of the event organizers.

### **III. How to Reserve Conference and Meeting Facilities at UNU Headquarters**

The following procedure outlines the steps required by an applicant to reserve conference and meeting facilities at UNU Headquarters:

1. Email [booking@unu.edu](mailto:booking@unu.edu) with a brief description of the intended booking including the time and facility required, nature of the event and number of participants, or through the [Online Reservation Request Form](#) on the UNU website (<https://unu.edu/conference-management>).
2. After confirmation from the Conference Management Unit, the applicant will be requested to fill in and submit to UNU an Application Form and agree to be bound by Terms and Conditions for the Use of Conference and Meeting Facilities at the UNU Headquarters building.
3. The Conference Management Unit may seek further information from the applicant or directly inform the applicant of its decision to approve, deny or vary the application if necessary.



4. Once the application has been approved, UNU will issue a formal letter of approval and invoice the applicant for a security deposit equivalent to ten percent (10%) of the total estimated occupation fee. Payment of the security deposit must be made within seven (7) days of issuance of the letter of approval. Reservation of the booking will not be complete until UNU receives the security deposit.

#### **IV. Hosting the Event**

##### **1. Prior to the event:**

The applicant may arrange a consultation session with the Conference Management Unit to physically inspect the facility and equipment, and discuss any preparations ahead of the event, such as signage and additional services.

##### **2. On the day of the event:**

After checking in, a representative of UNU will provide the applicant with access to the agreed facility and equipment. The applicant is responsible for setting up the facility to the agreed configuration and checking that any equipment loaned by UNU is functioning. For events of more than fifteen (15) people, a registration desk must be set up outside the facility to record the name and identification of all participants and to provide each participant with an identification badge. The applicant will have a total of four (4) hours outside the use period for preparations prior to the event and clean-up after the event.

##### **3. After the event:**

The applicant must return the facility and equipment in its original condition and ensure that the facility is left in its original configuration. Any damage or loss of property must be reported to UNU. Following UNU's inspection of the facility and equipment, UNU will normally issue the final invoice for payment within one (1) week after the event.

#### **V. Contact Information**

For enquiries regarding conference and meeting facilities at UNU Headquarters building, please contact in English or Japanese:

##### **Conference Management Unit**

United Nations University

Tel.: +81 3 5467-1212 (Monday-Friday, 09:30-17:30)

Email: [booking@unu.edu](mailto:booking@unu.edu)

## VI. How to Get to UNU



The United Nations University is located on Aoyama-Dori Avenue at:

5-53-70, Jingumae, Shibuya-ku,  
Tokyo 150-8925  
Japan

国際連合大学  
〒150-8925  
東京都渋谷区神宮前 5-53-70

### By subway or train:

- (1) Take Exit B2 from Omotesando station (Tokyo Metro); or
- (2) Take Exit B2 or B3 from Shibuya station (JR, Tokyo Metro, Keio Corporation and Tokyu Railways)

### By car:

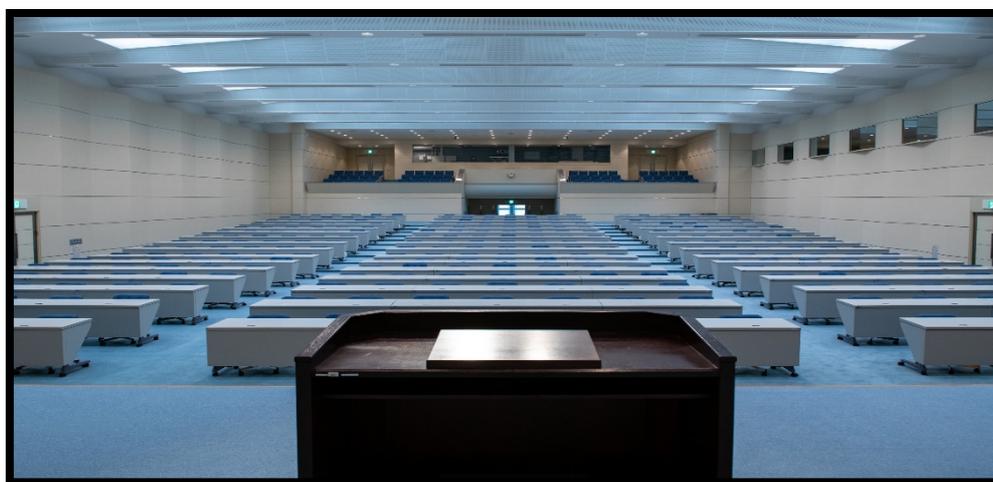
UNU does not provide parking space.

**ANNEX I - CONFERENCE AND MEETING FACILITIES  
AT THE UNITED NATIONS UNIVERSITY HEADQUARTERS**

**1. U THANT INTERNATIONAL CONFERENCE HALL (3F & 4F)**



[facing the stage]



[facing the audience]

<p><b>Description of Area:</b></p>	<p>The U Thant International Conference Hall, located on the third floor of the UNU headquarters building, is a spacious conference room designed on a sloping decline to optimise visibility of the stage. This space has fixed tables and seats configured in a theatre-style arrangement. An upper level gallery on the fourth floor provides extra rows of seats as well as three (3) built-in interpretation booths. The total area of U Thant International Conference Hall is approximately</p>
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	628 square metres.
<b>Capacity:</b>	364 people in total (304 seats are available in the main hall on 3F & 60 seats are available in the upper level gallery on 4F)
<b>Occupation Fee<sup>1</sup>:</b>	<p>Full Day: ¥545,000            Half Day: ¥363,000            (Including a maximum of four (4) hours for preparation prior to the event and clean-up time after the event)            The Occupation Fee does not include the fee indicated in the Special Note below nor any other fee otherwise mentioned in these Guidelines.</p>
<b>Included<sup>2</sup>:</b>	<ul style="list-style-type: none"> <li>• Access to a registration area on 2F, and foyer, visitor’s room, meeting room, multi-purpose room, lounge and pantry on 3F;</li> <li>• Three (3) simultaneous interpretation booths with wired internet connection;</li> <li>• Audio system including six (6) corded microphones for the stage, six (6) wireless handheld microphones and two (2) wireless lavalier microphones (table microphones are not available);</li> <li>• Projection screen (video projector and PC cables are not included);</li> <li>• One (1) LAN port;</li> <li>• Free Wi-Fi network access for organising staff only;</li> <li>• General security for UNU building (Mon-Fri 09:00-18:00) and after-hours security;</li> <li>• General cleaning service for UNU building.</li> </ul>
<b>Special Note:</b>	<i>Operator fee, and set-up, removal and transportation fee are required.</i>

## 2. ELIZABETH ROSE CONFERENCE HALL (5F)



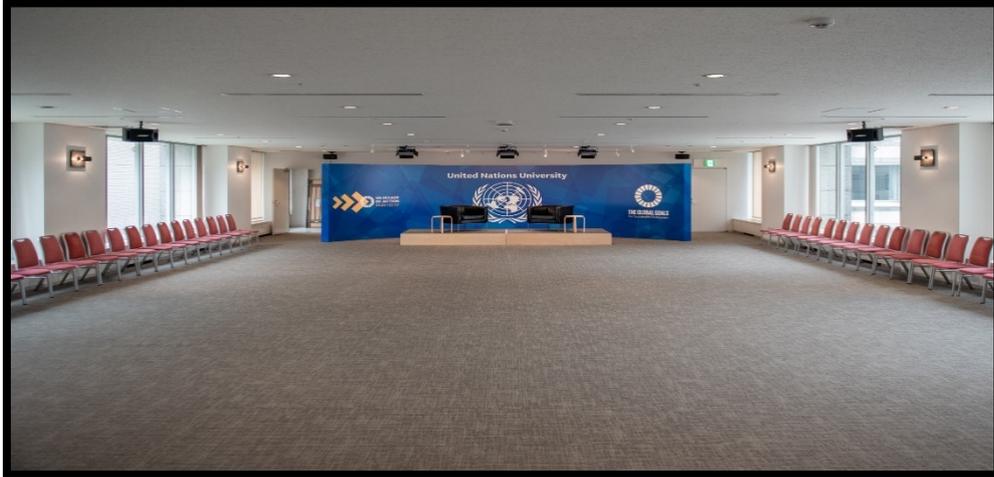
[facing the stage]



[facing the audience]

<b>Description of Area:</b>	<p>The Elizabeth Rose Conference Hall, located on the fifth floor of the UNU headquarters building, includes a fixed hollow square table and seating arrangement with three (3) rows of supplementary seating on two sides of the square. Three (3) simultaneous interpretation booths are available on the sixth floor overlooking this space. The total area of Elizabeth Rose Conference Hall is approximately 388 square metres.</p>
<b>Capacity:</b>	<p>110 - 160 people</p>
<b>Occupation Fee<sup>1</sup>:</b>	<p>Full Day: ¥242,000  Half Day: ¥157,000  (Including a maximum of four (4) hours for preparation prior to the event and clean-up time after the event)  The Occupation Fee does not include the fee indicated in the Special Note below nor any other fee otherwise mentioned in these Guidelines.</p>
<b>Included<sup>2</sup>:</b>	<ul style="list-style-type: none"> <li>• Access to registration area on 2F, and foyer, information counter, chairman’s room, staff room, lounge and pantry on 5F (if required.);</li> <li>• Three (3) simultaneous interpretation booths with wired internet connection;</li> <li>• Audio system including six (6) corded microphones, six (6) wireless handheld microphones, two (2) wireless lavalier microphones;</li> <li>• Video projector and screen (PC cables are included);</li> <li>• Free Wi-Fi network access for organising staff only;</li> <li>• Two (2) LAN Ports;</li> <li>• General security for UNU building (Mon-Fri 09:00-18:00) and after-hours security;</li> <li>• General cleaning service for UNU building.</li> </ul>
<b>Special Note:</b>	<ul style="list-style-type: none"> <li>• <i>Operator fee, and set-up, removal and transportation fee are required.</i></li> </ul>

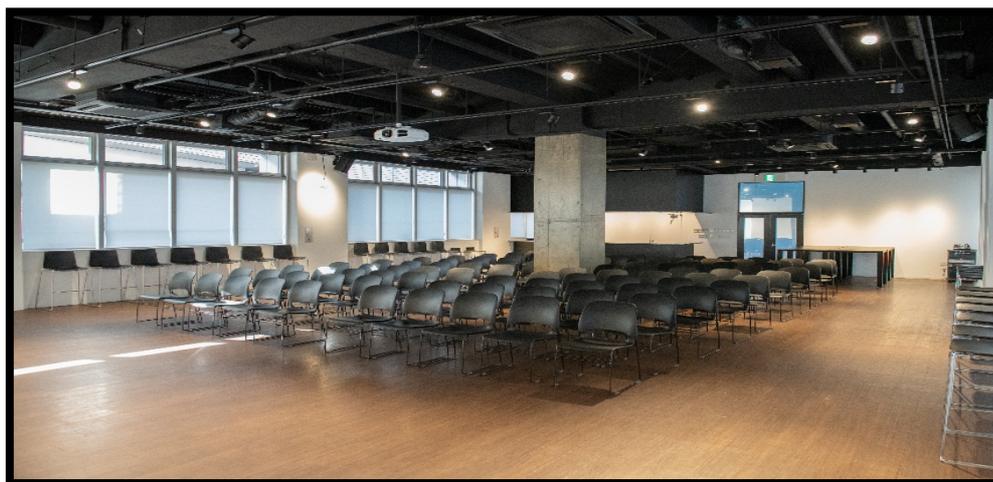
### 3. RECEPTION HALL (2F)



<b>Description of Area:</b>	<p>The Reception Hall, located conveniently on the second floor of the UNU headquarters building, is a versatile space that may be set up for different receptions and small meetings or gatherings. Directly outside the Reception Hall is an open area which may be used for registration or catering. A small pantry located behind the room is available to assist with meal catering, if required. The total area of Reception Hall is approximately 240 square metres.</p>
<b>Capacity:</b>	<p>Maximum 100 -150 people standing</p>
<b>Occupation Fee<sup>1</sup>:</b>	<p>Full Day: ¥206,000  Half Day: ¥121,000  (Including a maximum of four (4) hours for preparation prior to the event and clean-up time after the event)  The Occupation Fee does not include any fees otherwise mentioned in these Guidelines.</p>
<b>Included<sup>2</sup>:</b>	<ul style="list-style-type: none"> <li>• Access to a registration area on 2F;</li> <li>• Audio system including two (2) corded microphones, two (2) wireless handheld microphones and two (2) wireless lavalier microphones;</li> <li>• Fourteen (14) long tables and six (6) round tables for catering;</li> <li>• One hundred and forty-five (145) chairs;</li> <li>• One (1) podium;</li> <li>• Two (2) low microphone stands, and two (2) high microphone stands;</li> <li>• One (1) LAN port;</li> <li>• Free Wi-Fi network access for organising staff only;</li> <li>• General security for UNU building (Mon-Fri 09:00-18:00) and after-hours</li> </ul>

	security; <ul style="list-style-type: none"> <li>• General cleaning service for UNU building</li> </ul>
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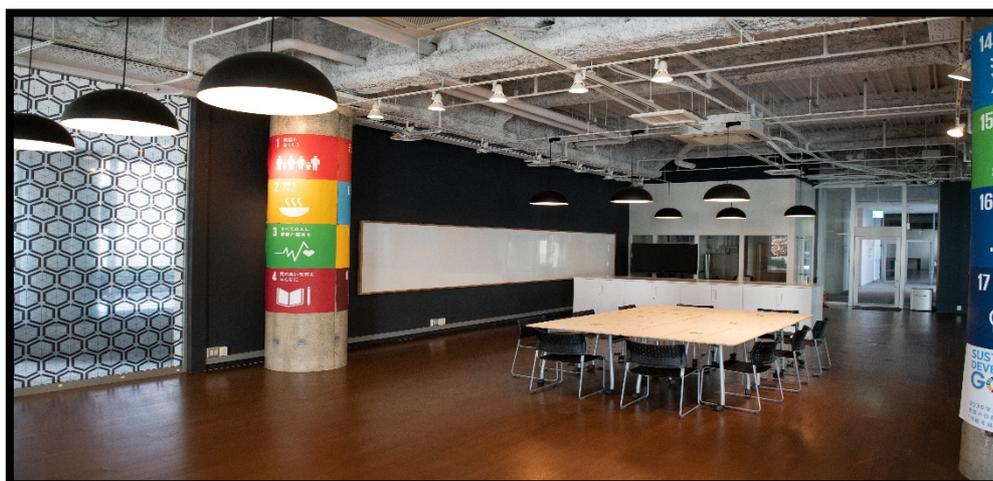
#### 4. ANNEX SPACE (1F)



<b>Description of Area:</b>	The Annex Space is located on the first floor adjacent to the UNU Headquarters building. It is a versatile and modern space with a private entrance accessible from street level and may be set up for different meeting or conference styles. A small pantry at the back of the room is available to assist with catering, if required. The total area of Annex Space is approximately 235 square metres.
<b>Capacity:</b>	100 - 120 people
<b>Occupation Fee<sup>1</sup>:</b>	Full Day: ¥240,000 Half Day: ¥150,000 (Including a maximum of four (4) hours for preparation prior to the event and clean-up time after the event) The Occupation Fee does not include any fees otherwise mentioned in these Guidelines.
<b>Included<sup>2</sup>:</b>	<ul style="list-style-type: none"> <li>• Audio system including two (2) corded microphones and two (2) wireless handheld microphones;</li> <li>• Video projector and screen (including PC cables);</li> <li>• Six (6) black tall tables and three (3) round tables for catering;</li> <li>• Two hundred (200) black chairs, twenty-four (24) high black chairs and four (4) low black chairs;</li> <li>• One (1) podium and two (2) sign boards;</li> <li>• Two (2) LAN ports;</li> </ul>

	<ul style="list-style-type: none"> <li>• Free Wi-Fi network access for organising staff only;</li> <li>• General security for UNU building (Mon-Fri 09:00-18:00) and after-hours security;</li> <li>• General cleaning service for UNU building.</li> </ul>
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## 5. ANNEX TERRACE (1F)



<b>Description of Area:</b>	The Annex Terrace is located on the first floor adjacent to the UNU Headquarters building next to the Annex Space. It is a small meeting space with a private entrance and suitable for small events or meetings. The total area of Annex Terrace is approximately 116 square metres.
<b>Capacity:</b>	25 - 40 people
<b>Occupation Fee<sup>1</sup>:</b>	Full Day: ¥50,000 with using Annex Space, ¥156,000 without using Annex Space Half Day: ¥45,000 with using Annex Space, ¥105,000 without using Annex Space The Occupation Fee does not include any fees otherwise mentioned in these Guidelines.
<b>Included<sup>2</sup>:</b>	<ul style="list-style-type: none"> <li>• Nine (9) Small meeting tables;</li> <li>• Sixty (60) chairs;</li> <li>• Two (2) large white boards (fixed);</li> <li>• One (1) large closet (fixed);</li> <li>• Two (2) LAN ports;</li> <li>• Free Wi-Fi network access for organising staff only;</li> <li>• General security for UNU building (Mon-Fri 09:00-18:00) and after-hours security;</li> <li>• General cleaning service for UNU building.</li> </ul>

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**<sup>1</sup> Occupation Fee:**

- (a) Occupation Fee is fixed and non-negotiable.
- (b) Occupation Fee for Half Day usage applies to bookings of less than three (3) hours (excluding preparation time) during the period of 09:30 to 17:30.
- (c) Occupation Fee for Full Day usage applies to bookings of more than three (3) hours (excluding preparation time) between 09:30 and 17:30.
- (d) A forty percent (40%) surcharge applies to the total Occupation Fee for use:
  - (i) before 09:30 and after 17:30 on UNU working days between Monday to Friday;
  - (ii) on Saturdays, Sundays and UNU holidays.

**<sup>2</sup> Included:**

UNU will use its best efforts to provide included items which are free of charge. However, the exact specifications, or number of equipment, furniture and other included items are subject to change without notice.



**ANNEX II- APPLICATION FORM FOR THE USE OF CONFERENCE AND MEETING FACILITIES AT THE UNITED NATIONS UNIVERSITY HEADQUARTERS**

<b>I. Details of Contact Person</b>	
<b>Full Name:</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <i>Enter Full Name</i>
<b>Phone Number:</b>	<i>Enter Phone Number</i>
<b>Email Address:</b>	<i>Enter Email Address</i>
<b>II. Details of the Requesting Organisation or Company ("Applicant")</b>	
<b>Name of Applicant:</b>	<i>Enter Organisation or Company Name</i>
<b>Applicant's Authorised Representative:</b>	<i>Enter Name of Applicant's Authorised Representative for Invoicing/Payment</i>
<b>Address:</b>	<i>Enter Postal Address</i>
<b>Website (if any):</b>	<i>Site URL of Organisation or Company</i>
<b>Background of Applicant:</b>	<i>E.g. Mission Statement or Nature of the Organisation or Company</i>
<b>III. Payer Details</b>	
<input type="checkbox"/> Same as above (skip to IV) <input type="checkbox"/> Payer is different to Applicant (please complete this section)	
<b>Name of Payer:</b>	<i>Enter Name of Payer</i>
<b>Address of Payer:</b>	<i>Enter Postal Address</i>
<b>IV. Details of the Event</b>	
<b>Purpose of Using Conference or Meeting Facilities at UNU:</b>	(1) Will this space be used for commercial, political or religious activities: <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered 'yes' to the above, please provide further details: <i>Enter Description</i> _____

	<p>(2) Please describe the event or meeting you intend to hold at UNU's conference or meeting facilities, or any other purpose for which you seek to use the facilities: <i>Enter Description of the Event/Meeting or Any Other Purpose__</i></p> <p>(3) Do you have a draft agenda (programme) or tentative list of proposed speakers?  <input type="checkbox"/> Yes   <input type="checkbox"/> No          If you answered 'yes' to the above, please submit as an attachment to this Application.</p>				
<b>Title of the Event:</b>	<i>Enter Intended Title of Event/Meeting</i>				
<b>Approximate Number of Participants:</b>	<i>Enter Number of Participants (including hosts and speakers)</i>				
<b>Partner Organisations or Companies:</b>	<p>Will this event be organised with other partner organisations or companies?  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If you answered 'yes' to the above, please list the other partner organisations or companies and provide background information on each:  <i>Enter Name of Partner &amp; Background Information</i></p>				
<b>V. Conference and Meeting Facility</b>					
Please indicate the date, time and facility required:					
Premises	Date(s):	Reservation Time		Event Time	
		From	To	From	To
<b>Choose a Facility</b>	<i>DD/MM/YYYY</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>
<b>Choose a Facility</b>	<i>DD/MM/YYYY</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>
<b>Choose a Facility</b>	<i>DD/MM/YYYY</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>
<b>Choose a Facility</b>	<i>DD/MM/YYYY</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>	<i>--:-- AM/PM</i>
<b>Comments:</b> _____					

<b>Additional Services:</b>	<p>Will you be engaging in the following services by external parties (at your own cost):</p> <p> <input type="checkbox"/> Food &amp; Beverage Catering      <input type="checkbox"/> Security      <input type="checkbox"/> Special cleaning  <input type="checkbox"/> Simultaneous Interpretation      <input type="checkbox"/> Sound or other technician  <input type="checkbox"/> Logistic Support / Conference Services Company  <input type="checkbox"/> External Internet Provider  <input type="checkbox"/> Other: please specify _____         </p> <p>If you answered 'yes' to any of the above, please provide the name of the company you intend to engage and details of the arrangement:</p> <p><i>Enter Name of Company and Details of Arrangement e.g. time of arrival and departure, number of personnel</i></p> <p>UNU may charge for any costs or fees incurred by UNU in providing or arranging third party vendors.</p>
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**VI. Certification**

I have read the **Terms and Conditions for the Use of Conference and Meeting Facilities at the United Nations University Headquarters building** and agree that this application and the use of any facilities, if approved, will be bound by the same.

I certify that the information provided is accurate, complete, and correct to the best of my knowledge at the time of this application. I understand that it is my duty to report to UNU any missing or contradictory information pertinent to this application that is discovered after approval of the application, particularly those in the Details of the Event.

I understand and agree that this application does not guarantee the use of facilities and the decision to approve this application is subject to the discretion of UNU. Reservation of my booking will not be complete until UNU issues a formal letter of approval and receives a security deposit equivalent to ten percent (10%) of the total estimated occupation fee. I understand that the security deposit is non-refundable and the following cancellation fee may apply if I cancel my reservation for any reason after it has been approved.

I agree to pay the outstanding occupation fee quoted by UNU for the use of the Premises, including any additional costs, fees or surcharge in accordance with the Terms and Conditions, following the receipt of invoice after the event.

**Cancellation Fee:**

(a) Within one (1) month before the event, UNU may charge fifty percent (50%) of the total estimated occupation fee;

(b) Within three (3) days before the event, or any time during the event, UNU may charge one hundred percent (100%) of the total estimated occupation fee.



Print document and sign, or insert electronic signature:



<b>Full Name of Authorised Signatory:</b>	<i>Enter Name</i>
<b>Title or Position:</b>	<i>Enter Title or Position on Behalf of Organiser</i>
<b>Date:</b>	<i>DD/MM/YYYY</i>

Please submit this application to:

**Conference Management Unit**

The United Nations University  
5-53-70 Jingumae, Shibuya-ku, Tokyo 150-8925  
Japan  
Fax: 03-3499-2828  
Email: [booking@unu.edu](mailto:booking@unu.edu)



## **ANNEX III- TERMS AND CONDITIONS FOR THE USE OF CONFERENCE AND MEETING FACILITIES AT THE UNITED NATIONS UNIVERSITY HEADQUARTERS**

In these Terms and Conditions, the United Nations University is referred to as “UNU” and the individual, organization or company undertaking the occupation of UNU premises is referred to as the “Occupant”.

Hereinafter, UNU and Occupant may be referred to individually as a “Party” and collectively referred to as “the Parties”.

### **1. Premises**

The Premises refers to any and all conference and meeting facilities located at UNU Headquarters that UNU agrees to provide to the Occupant for its use and the Occupant agrees to undertake the same. UNU Headquarters is located at 5-53-70, Jingumae, Shibuya-ku, Tokyo 150-8925, Japan and comprises of the main UNU building, attached annex space and surrounding courtyard.

### **2. Use Period of Premises**

Upon issuance of a formal letter of approval by UNU (in response to the Occupant’s request to use Premises) and receipt of a Security Deposit in accordance with Clause 4 of these Terms and Conditions, UNU shall provide the Premises to the Occupant for the duration agreed by the Parties (“Use Period”) and the Occupant shall undertake from UNU the same. The Use Period shall include the entire reservation period, including any preparation and clean-up time approved by UNU.

### **3. Use of Premises**

- 3.1. The Premises shall be used by the Occupant solely for the purpose approved by UNU in a diligent and lawful manner. The Premises shall not be used for commercial, political or religious activities, or for any purpose that conflicts with the interests or values of the United Nations or UNU.
- 3.2. If the Occupant is permitted to use the Premises for an event, the Occupant may not charge an admission fee for entry to the Premises. The Occupant shall ensure that all participants to the event are properly registered and wearing authorised badges to identify them as event participants whilst in the UNU building.

### **4. Security Deposit**

Reservation of the Premises will not be complete until the Occupant has paid a security deposit to UNU equivalent to 10% (ten percent) of the total estimated occupation fee. Payment must be made in a timely manner and in accordance with the payment instructions issued in the approval letter by UNU. The security deposit is non-refundable in the event the Occupant cancels the reservation for any reason after the reservation has been approved.

### **5. Occupation Fee**



After the event, the Occupant shall pay the outstanding occupation fee quoted by UNU for the use of the Premises, including any additional surcharge on the fee that may apply. UNU will normally issue an invoice to the Occupant within one (1) week after the event. Payment must be made in a timely manner and in accordance with the payment instructions issued in the approval letter by UNU.

## **6. Services and Utilities**

Unless otherwise agreed by the Parties, during the Use Period, the following services and utilities shall be provided to the Occupant without any additional charges:

- (a) electricity, heating, water and air-conditioning in the Premises;
- (b) security and reception at the entrance of the UNU building (between 09:00- 18:00); and
- (c) daily cleaning of the Premises and common areas including toilets, elevators, escalators, ground floor lobby and stairways.

## **7. Additional Costs and Charges**

The Occupant is responsible for the cost of any additional service, equipment or utilities that UNU provides to or arranges for the Occupant including, but not limited to:

- (a) special cleaning services;
- (b) security services;
- (c) catering services;
- (d) sound and visual technician or other technicians;
- (e) interpreters; and
- (f) flower arrangements.

## **8. Signage**

The Occupant may make arrangements with UNU to place appropriate signage at UNU Headquarters.

## **9. Obligations of Occupant**

- 9.1. The Occupant shall comply with all rules, regulations, instructions or practices of UNU, including, but not limited to, those relating to events that take place at UNU (see UNU Code of Conduct to Prevent Harassment at UNU Events- <https://i.unu.edu/media/unu.edu/page/24893/UNU-Code-of-Conduct-to-Prevent-Harassment-at-Events.pdf>), health and safety regulations and smoking prohibitions at or near UNU Headquarters, and shall ensure that its employees, representatives, agents, contractors and invitees comply with the same. For the avoidance of doubt, the Occupant shall be responsible for the conduct of its employees, representatives, agents, contractors or invitees in the UNU Headquarters.



- 9.2. Unless otherwise agreed by the Parties, food and beverages, except water, may not be brought in or consumed on the Premises. Prior approval is required for any food or beverage catering services to be provided in or near the Premises.
- 9.3. During the Use Period, the Occupant agrees that it shall not:
- (a) make any alterations, additions, decorations, improvements or replacements in or to the Premises without the prior written consent of UNU;
  - (b) bring into the Premises or anywhere in or near the UNU Headquarters any illegal, dangerous or combustible goods unless authorized in writing by UNU;
  - (c) operate or conduct any activity on the Premises that:
    - (i) is in violation of the law and/or public policy;
    - (ii) is harmful to public health and safety; or
    - (iii) may cause a nuisance or disturbance to UNU and/or other occupiers at or near UNU Headquarters.
- 9.4. If warned by UNU that the Occupant is or may be in breach of these Terms and Conditions, the Occupant shall immediately take preventive actions or redress the situation. If the Occupant fails to redress the situation within a reasonable period of notification by UNU, such failure shall be deemed a breach of these Terms and Conditions.
- 9.5. At the expiration of the applicable Use Period or upon termination of the contract to use such Premises, whichever is earlier, the Occupant shall restore and return the Premises to UNU (together with any furniture, equipment or items provided by UNU) in good and tenable condition except fair wear and tear. Any alterations, additions, decorations, improvements or replacements made by the Occupant shall be removed from the Premises, along with any removable fixtures, furniture, equipment, movable goods and other personal property or materials brought by the Occupant (all of which shall remain the property of the Occupant at all times). Any items left by the Occupant in the Premises shall either become the property of UNU or UNU may charge the Occupant for the expenses borne by UNU for removal or disposal of such items.
- 9.6. The Occupant shall incur the cost of replacement or repair for the loss or damage of any existing item or fixture in the Premises, or any items loaned to the Occupant, whether or not due to the negligence, misuse or wilful misconduct of its employees, agents, contractors, invitees or other third parties.
- 9.7. Except otherwise stipulated in these Terms and Conditions or for the purpose of stating UNU's name in informative material indicating the venue of the event, the Occupant shall not use the name, abbreviation, or emblem of UNU without prior written consent of UNU. Under no circumstances will authorization of UNU's name, abbreviation, or emblem be granted for commercial purposes, or for use in any manner that suggests an endorsement by UNU of any commercial products, services or activities that may be associated with the Occupant.



## **10. Right of Entry by UNU**

The Occupant shall permit UNU, including any of its employees, agents, licensees or contractors, to enter the Premises at any time when UNU deems it necessary or advisable for the purpose of inspection, alteration, repair or maintenance, or for any other purpose which UNU may deem necessary or desirable for the purpose of complying with any law, ordinance, rule, or regulation relating to the Premises. If the Occupant, or a representative of the Occupant, is not personally present to open and permit entry into the Premises, the officers, agents and employees of UNU may enter into the same by means of a master key or otherwise.

## **11. Personal Data**

- 11.1. UNU may require the Occupant to provide personal data of individuals taking part in the event for security and safety reasons. Such personal data will be processed by UNU in accordance with the UNU Policy on Personal Data Protection.
- 11.2. UNU may need to use personal data provided by the Occupant, such as names and contact information, to coordinate and manage attendance to the event, or it may share personal data with other UNU institutes and offices, or UN agencies hosted at the UNU Headquarters building, to provide news, updates, and developments concerning other events or to promote collaboration opportunities.
- 11.3. Any questions or concerns about the processing of personal data by UNU may requested to [booking@unu.edu](mailto:booking@unu.edu).

## **12. Liability and Indemnification.**

- 12.1 UNU shall not be responsible for any injury, illness, death, loss or damage to the Occupant's employees, representatives, agents, contractors, invitees or any other third party on the Premises or at UNU Headquarters, unless strictly related to the wilful misconduct and/or gross negligence of UNU, its officials, agents, servants or employees.
- 12.2 The Occupant shall indemnify, hold and save harmless, and defend at its own expense UNU, its officials, agents, servants and employees, from and against all suits, claims, demands, liabilities, and costs (including reasonable attorneys' fees), that may arise as a result of any act, omission, or breach of these Terms and Conditions by the Occupant or Occupant's employees, representatives, agents, contractors, invitees or any other third party. UNU shall promptly advise the Occupant of any such suits, proceedings, claims, demands, losses or liability after receiving any notice thereof, and shall reasonably cooperate with the Occupant at Occupant's sole cost and expense, in the defense or settlement thereof, subject to the privileges and immunities of the United Nations and that of UNU.
- 12.3 UNU shall not be responsible in any way for the loss or damage of property, equipment or furnishings of the Occupant, or its employees, representatives, agents, contractors, invitees or any other third party while on the Premises or at UNU Headquarters.
- 12.4 UNU shall not be liable to the Occupant by reason of inconvenience, annoyance or damage to the Premises arising from the need to alter, repair or maintain any area of UNU Headquarters, whether



due to fire or otherwise. Furthermore, UNU accepts no liability for any damages or disruption to the Occupant caused by technical malfunctions or failure of equipment provided by UNU.

### **13. Force Majeure**

13.2 Neither Party shall be liable for any delay or failure in the performance of the covenants in these Terms and Conditions for the period that such delay or failure is a direct result of any events beyond the reasonable control of either Party ("Force Majeure"). Such Force Majeure events include but are not limited to, pandemics, protests, riots, civil unrest, acts of terrorism, war, embargoes, epidemics, strikes or other labour disputes, government measures or regulations, United Nations regulations, fire, flood, earthquake, explosion, Act of God or other catastrophes.

13.3 The foregoing excuse shall only apply if the Party whose performance of these Terms and Conditions are affected by an event of Force Majeure promptly informs the other Party with written notice specifying:

- (a) the occurrence, nature and details of the Force Majeure event;
- (b) the specific obligation in these Terms and Conditions the performance of which is thereby delayed or rendered impossible; and
- (c) the expected or probable extent and duration of the delay or failure in performance (as the case may be).

13.4 In addition, such Party whose performance is affected by an event of Force Majeure shall use its best endeavours and take all reasonable measures to promptly resume performance of its obligations under these Terms and Conditions.

13.5 In the event the Premises or UNU Headquarters is destroyed totally or partially by any Force Majeure event to the extent that the Occupant's use and/or enjoyment of the Premises is otherwise delayed, interrupted or prevented for more than one (1) month, either Party may terminate this agreement to use the Premises immediately with written notice to the other Party. Neither Party shall have rights nor liabilities against the other as a consequence thereof, except those that may have accrued prior to such event.

### **14. Waiver of Covenants**

A waiver or failure of UNU to insist, in any one or more instances, upon a strict performance of any covenants herein, or to exercise any right, remedy or option herein contained, shall not be construed as a waiver or relinquishment of future rights.

### **15. Termination**

15.1 If the Occupant terminates the agreement to use Premises in accordance with these Terms and Conditions:



- (a) within one (1) month before the commencement of the Use Period, the Occupant shall pay UNU fifty percent (50%) of the total estimated Occupation Fee;
  - (b) within three (3) days before the commencement of the Use Period, or anytime during the Use Period, the Occupant shall pay UNU one hundred percent (100%) of the total estimated occupation fee.
- 15.2 UNU may also charge the Occupant for any costs or charges incurred by UNU in arranging third party vendors agreed by the Occupant.
- 15.3 UNU shall have the right to terminate the agreement to use Premises:
- (a) for any reason with prior written notice;
  - (b) immediately if the Occupant is notified of a breach of these Terms and Conditions and fails to remedy such breach within the given reasonable period of time.
- 15.4 In the event that UNU terminates the agreement to use Premises in accordance with Clause 15.3(a), the Security Deposit shall be returned to the Occupant, unless the Parties agree to transfer the Security Deposit to a new agreement to account for a change of date to use Premises.
- 15.5 Termination of the agreement to use Premises in accordance with Clause 15.3(b) shall not waive or discharge the Occupant from any breaches committed or liabilities accrued prior to or after the termination date.

## **16. Dispute Resolution**

- 16.1 Any dispute, controversy, or claim between the Parties arising out of these Terms and Conditions or the breach, termination, or invalidity thereof, unless settled amicably, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under these Terms and Conditions, order the termination of these Terms and Conditions, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under these Terms and Conditions, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim measures”) and Article 34 (“Form and effect of the award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in these Terms and Conditions, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.



16.2 Nothing in these Terms and Conditions shall be deemed to be a waiver, express or implied, of the privileges and immunities of the United Nations, including UNU, which is an autonomous organ of the General Assembly thereof.

### **17. Tax Exemption**

Article II, Section 7, of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including UNU, is exempt from all direct taxes, and from charges for public utility services (as agreed with the Government of Japan), customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of UNU from such taxes, restrictions, duties, or charges, the Occupant shall immediately consult with UNU to determine a mutually acceptable procedure.

### **18. No Assignment or Transfer**

The Occupant shall not, without the written consent of UNU, assign or otherwise transfer its permission to use the Premises or any part thereof to a third party.

### **19. Entire Agreement and Amendments**

These Terms and Conditions contain the entire agreement of terms and conditions governing the use of Premises between the Parties. It shall supersede and replace all prior understandings or agreements on the subject matter hereof. Any amendments to these Terms and Conditions shall be made in writing and signed by both Parties.

### **20. Effective Date**

The agreement to use Premises in accordance with these Terms and Conditions shall become effective upon the Occupant receiving a signed approval letter from UNU and UNU receiving the security deposit prescribed in Clause 4 above.