

FISCAL YEAR 2016: RULES FOR "ASTE"

1. What is ASTE?	<p>"ASTE" is the place to practice volunteer work for the purpose of realizing the bright society with a full of smile. We are operating with lots of supports from local companies and groups.</p>	
2. Activity Policy	<p>We act with considering other people, on our own initiative, and with hand in hand. Our basic concept is volunteer spirit which has Publicness, Independency, Cooperativeness and Gratuitous.</p>	
3. Who can register?	<p>Any individuals and groups, over 16years old, who wants to work as volunteer can register.</p>	
4. How you can register?	<p>At first, please register as a group at ASTE. (There is a purport meeting for all group members.) Then you can register as an individual. (Registration fee 500yen)</p>	
5. After registration	ASTE card	We issue an ASTE card as certificate of registration. (If you lost or broken, we charge you 100yen for reissue.)
	Using facility	You can use any ASTE facility with no charge during the registration period. Also you can register Toyota International Association(TIA) with no charge.
	Office Hours	From Monday to Saturday: 9:00 ~ 17:00 Closed Sundays and the Last Day of every month (Closed during Golden Week in May, and summer/winter holidays) For on demand usage: From Monday to Saturday 17:00 ~ 20:30
	Communication	We issue bi-monthly info-letter "MUSUBI" and generate information about ASTE and Group events and other information. Also informations are put on ASUTE homepage.
	Insurance	Injuries during activity are at your own risk. Please prepare necessary insurance by yourself as needed.
6. Usage of the facility	Entrance procedure	When you enter the facility, please show your ASTE card and insert it to the designated slot at the reception counter. (This is very important process to check in case of emergency.) Don't forget to pick up your card when you leave.
	Reservation	We provide the places for the regular activities of registered groups. Reservations for other activities should be written to the activity reservation sheet by yourself. (We accept the reservation by Telephone, Fax and E-mail.) For the cacellation, please contact us as soon as possible. Because ASTE events are given top priority, there are some cases that even regular activities cannot use the places. The rules of on-demand usage are listed on sepate sheet, see attached sheet.
	Cleanup operation	<ul style="list-style-type: none"> •There are no trash boxes in this facility. Please take all trash back your home. •Cleanup operation of the facility should be done by facility users. Please keep this facility tidy, not only your activity room but also restroom, dining hall, front yard, back yard, parking space and etc. (Keep in mind 4S activity.) 4S Activity···Sort, Straighten, Scrub, Systemtize •Smoking and Drinking alcohol are strictly prohibited throughout this facility. •Eating and Drinking are allowed only in the Dining Hall, Sunrise and Jupiter room. •We ask for your coopearation to cook lunch, repair facility and other volunteer activities.
	Activities	Your positive activity is conducted through cooperation with ASTE administration office to achieve the main target of your group. Do not forget to fill in the activity results form after your activity.