

# FISCAL YEAR 2020: RULES FOR "ASTE" 2020/4 ~ 2021/3

1. What is ASTE?	"ASTE" is the place to practice volunteer work for the purpose of realizing the bright society with full of smiles. We are operating with lots of supports from local companies and groups.	
2. Activity Policy	We act with consideration for other people, on our own initiative, and with hand in hand. Our basic concept is volunteer spirit which has Publicness, Independency, Cooperativeness and Gratuitous.	
3. Who can register?	Whoever over 16 years old who wants to work as volunteer can register.	
4. How you can register?	At first, please register as a group at ASTE. (There is an interview with all group members.) Then you can register as an individual volunteer. (Registration fee is 500 yen.)	
5. After registration	ASTE card	We issue an ASTE card as a certificate of registration. (If you lost or broke your card, we will charge you 100 yen for a reissuing.)
	Using facility	You can use any ASTE facility with no charge during the registration period. Also you can register as a volunteer of Toyota International Association(TIA) with no charge.
	Office Hours	From Monday to Saturday: 9:00 a.m. ~ 5:00 p.m. 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 5:00 p.m.~8:30 p.m.
	Communication	We issue info-letter "MUSUBI" and share information about ASTE and Group events and other information with volunteers. Also information is put on ASTE homepage.
	Insurance	Injuries during activities are at your own risk. Please prepare necessary insurance by yourself if 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 irregular activities should be written to the activity reservation sheet by yourself. (We accept the reservation by Telephone, Fax or E-mail.) For the cancellation, please contact us as soon as possible. Because top priority is given to ASTE events, there are some cases that you cannot use the places even for your regular activities. The rules of on-demand usage are listed on the attached sheet.
	Cleanup operation	<ul style="list-style-type: none"> <li>• There are no trash boxes in this facility. Please take all trash back your home.</li> <li>• Cleanup operation in the facility should be done by facility users. Please keep this facility tidy, not only on your activity room, but also restroom, dining hall, front yard, back yard, parking space and etc. (Keep 4S activities in mind ...Sort, Straighten, Scrub, Systematize)</li> <li>• Smoking and Drinking alcohol are strictly prohibited throughout this facility.</li> </ul>
	Activities	Your positive activity is conducted through the 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.