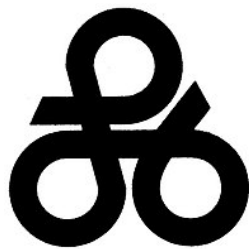




## Facility Usage Guide for Private Rental



Okinawa city

Name: The name of the facility shall be Motorsport Multi Field Okinawa and herein referred to as “this facility”. The regulations shall be Motorsports Multi Field Okinawa Ordinance Enforcement Regulations and herein referred to as “rules”. Follow and observe all procedures, precautions, rules and regulations off of this guide.

### **【Motorsports Multi Field Okinawa Facility Usage Guide for Private Rental】**

#### 1. Private Rental [Article 3 of the Ordinance, Article 4-5 for Regulations]

When using the facility for a private rental for motorsports use or other various events, the “Motorsports Multi Field Okinawa Use Permission” Application (Form No.1) is required at least one month before desired date of use. Once submitted then the renter must wait for approval on said date.

#### 2. Sublease/Transfer of Private Rental [Article 5 of the Ordinance]

Under no circumstances may a renter and herein referred to as “initial users” as stated in the original Form No. 1 may sublease or transfer the right to use the facility to a third party.

#### 3. Detailed Compliance [Rule 11]

It is the initial users duty to inform all visitors to include spectators to comply with all rules set forth by the facility and abide by the usage time.

- ① It is the initial users responsibility to pay attention to prevent fires and thefts, also to maintain the order of the facility while it is in their use.
- ② Do not pollute the field.
- ③ Do not bring items or animals (excluding guide dogs, service dogs, etc) that would cause an inconvenience or disturbance to others.
- ④ Please follow all instructions directed by the facility manager.

#### 4. Hours of use and facility closures [Article 2 and 3 of the Rulebook]

- (1) The hours of operation are from 08:30-17:00 however driving on the track the hours are as follows: 09:00-12:00 and 13:00-17:00.
- (2) The facility will be closed from December 29th-January 3rd yearly and will periodically close for facility maintenance. Furthermore, temporary closures can occur should the city or facility manager deem necessary.

#### 5. Cancellation of Usage Permission [Article 3, Paragraph 2 of the Ordinance]

If any user of the Multi Field violates any laws, regulations or if instructions from the city or facility manager are found to be ignored, the usage license will be revoked without prejudice. If the license has been revoked, the city and/or facility manager will not assume any responsibility to include any cost burden associated with the above infractions.

#### 6. Terms of Use for Vehicles [Rule 5]

- (1) If the track is being privately rented, the below rules still apply.
  - ① Exhausts must be 100db or less.
  - ② The maximum number of vehicles allowed on the track at one time for drifting is 5.
  - ③ Always follow the guidance set forth from the city and/or facility manager.
- (2) If any of the above terms are violated, the user may be subject to being banned from using the Multi Field.

#### 7. Precautions when using the Multi Field for competitions [Rule Article 11, Item 4]

When using the Multi Field for the purpose of competitive driving such as drift, gymkhana, kart, bike, bike gymkhana, extreme bike, etc will be herein referred to as “group competition use”.

- (1) For those participating in group competitions, will be herein referred to as “athletes” and will observe all regulations regarding dress requirements, vehicle set-up, etc.
  - (2) All vehicles, including those entering on a tow truck shall always be overseen by a sole individual.
  - (3) Vehicles that will be on the track will be subjected to a decibel check at the discretion of the facility manager. Should the volume exceed 100db, the vehicle will be prohibited from entering the track. It is the athlete’s responsibility to understand the sound levels before coming to the Multi Field.
  - (4) The Multi Field recommends accident insurance of 20million Yen or more that is specifically suited against death or injury to any drivers, pit crews (to include guests within the pit area), and spectators for use while on the property.
  - (5) Consult the facility manager in advance for any persons being assigned to a specific duty, such as course official.
  - (6) For Private Rentals, ride alongs are permitted only if requested and approved in advance and must abide by the following rules below.
    - ① Ride alongs are permitted solely for guidance requested by the driver to the passenger. For example, driver technique such as braking points, etc.
    - ② All passengers must fill out and sign a liability waiver.
    - ③ Passengers must meet the dress requirements in accordance to the “notes on using the facility” section and windows on the passengers side must be closed if riding along.
    - ④ No more than 1 passenger allowed in the vehicle.
    - ⑤ In addition, always be aware of your surroundings and follow the instructions of the city and facility manager to keep yourself and others safe.
  - (7) Before the start of a group competition use, all participating athletes shall be informed of the various rules, regulations, and manners regarding the Multi Field and driving. They will also be informed of the different flags, how to pit in/out, etc.
8. Procedures for Facility Use [Article 3 and 6-8 of the Ordinance, Article 4-7 and 9-11 of the Regulations]
- (1) Application for Use
    - ① When using the facility for a private rental for motorsports use or other various events, an application is required at least one month before desired date of use. Before submitting an application, check the calendar for your desired use date.
    - ② The Motorsports Multi Field Okinawa Use Permission Application (Form No.1) can be submitted directly at the facility office or by postal service to the Multi Field. Form No. 1 can be found on the Multi Field website or by pick up at the facility website.
    - ③ After submitting the Motorsports Multi Field Okinawa Use Permission Application and approval has been granted, the facility office will issue a Motorsports Multi Field Okinawa License (Form No.3). The application may be denied if the desired activity is deemed inappropriate for use.
    - ④ On the day of use, there will be a quick guide for important rules when using the facility to review and sign the waiver (Form 2). After this has been completed, the user is free to utilize the facility.
  - (2) Usage Fee Payment, etc.
    - ① Once you receive the authorization, the renter shall pay a deposit of at least 50% within one week from granting the license. The usage permission will be revoked if the deposit has been failed to be paid on time.
    - ② Once the authorization form has been issued, the date will be blocked off on the website calendar.
    - ③ Payment in full must be made no later than 3 days prior to the date of use. The ability to use the track on the date requested will be revoked if the final payment has been failed to be paid on time.

- ④ The facility manager has the right to request a meeting with the renter about the details of how they will be using the facility or any further questions the manager might have at least one month prior to the date of use.
- (3) Meeting Prior to Track Rental
- The below will be matters that the facility manager will discuss with the renter prior to the date of use. The facility asks that the renter be prepared with the proper documentation.
- ① Itinerary
    - The renter shall create an agenda for the date of use from gate opening to close.
    - Private Rentals may share a unused space between other Private Rentals. For example, one renter has secured the track however is not using the multipurpose room; the facility manager has the right to rent out the multipurpose room to another renter. Private Rentals shall never share the same space aside from common areas such as the parking lot, bathrooms, etc.
    - The Multi Field asks for the renters cooperation by abiding by the schedule submitted by the renter. Furthermore, if the anticipated amount of spectators will be a considerable amount, it is the renters responsibility to assign parking lot attendants to direct traffic and help those find parking spaces. The office will not delegate staff members to the parking lot.
    - Driving is prohibited between 12:00–13:00.
  - ② Insurance Policies
    - For all athletes utilizing the Multi Field during a private rental, it is highly recommended that they carry insurance of no less than 20 million Yen that is valid against unforeseen accidents during the use of the track. It is up to the driver to acquire their own insurance.
  - ③ Participation fees, etc for athletes and spectators and collection arrangements.
    - When collecting entry fees, admission fees or other payments from athletes and/or visitors, always double check the collection amount and notate the method of payment. The facility could request the renter to report the amount collected at the end of the day.
  - ④ Staff Placement
    - Designate the required number of staff at each post according to the list below.
      - a.Course Controller
      - b. Flag Person
      - c.Doctor/Nurse
      - d.Traffic facilitator to include: someone being stationed at the entrance/exit at the main road, parking lot attendant and parking spot attendant.
  - ⑤ Lap Timing Equipment Use
    - If the renter would like to utilize the motor sports lap timing system that the Multi Field has, the renter must submit a request to use the lap timer along with participants names at least 3 days prior to the date of use. The office will prepare the list of participants and the lap timer.
  - ⑥ Noise Countermeasures
    - Each vehicle will be measured for volume and must conform to the regulated levels.
  - ⑦ Sectioning the parking lot for spectators
    - If the expected number of spectators exceeds the allotted parking spaces available, the Multi Field will seek procuring additional temporary parking.
- (4) Private Track Rental Day Of
- ① A meeting will be held by the renter and/or event organizers on the day of the track rental 30 minutes

prior to the gates opening for the athletes and their vehicles

- ② In some instances, there could potentially be multiple Private Facility renters on the same day. If this case occurs, the Multi Field asks to not enter the other renters rented area and enter only the assigned areas such as their rented area, designated paddock/spectating area and parking lot. It is the responsibility of the renter/event organizers to inform the athletes/attendees to follow the direction of the facility manager. Furthermore, the Multi Field asks to carry valuables on your persons and secure them at all times.

(5) Cancellation of Use [Rule Article 7, Paragraph 2]

- ① In the event that a cancellation needs to occur after the authorization has been issued, submit the Motorsports Multi Field Okinawa Cancellation Notice (Form No. 6) with the authorization to the office.
- ② If Form No. 6 is submitted 3 days or more prior to the usage date, 50% of the fee will be refunded. Refunds will not be issued if Form No. 6 is submitted within 3 days of the usage date.

9. Agreement to restore the Multi Field to its original condition and compensation for any damages [Article 9-10 of the Ordinance, Article 12 of the Regulations]

- (1) Restoration of the Multi Field to its original state promptly after the usage time has concluded is requested.
- (2) If any part of the facility or its equipment has been damaged or lost, submit the Damage and Loss Report (Form No.11). Should there be damage, the facility manager will restore the Multi Field to its original state. The renter is liable for any damages occurred during their rental time.
- (3) The city, facility and its entities will not be held liable or responsible for any damages caused by accidents, incidents or any other unforeseen circumstances that occur while on the property.

## 【Motor Sports Multi Field Okinawa Facility Usage Guide: Precautions for Use】

### 【Spectator Rules and Regulations】

1. No entry in restricted areas
2. Smoking and e-cigarettes is prohibited except in designated areas.
3. No littering
4. Hostility is strictly prohibited
5. No discriminatory behavior or acts
6. Always follow the guidance and instructions from the facility manager.

### 【User Precautions】

1. When entering and exiting the facility, comply with all rules and regulations of the Road Traffic Act and drive safely.
2. The city and facility manager assume zero responsibility for any theft, injury or damage that may occur on the facility grounds.
3. Always follow the instructions from the facility manager.
4. Any patron visiting the facility is responsible for his or her own actions. Also, it is your responsibility that your children are always supervised by a Parent, Guardian or Responsible Adult.
5. Campfires/Ground fires are not allowed at any time on the course, paddock, parking lot, etc.
6. In the paddock and pit area, once finished, clean up after yourself. This includes any parts, tires, garbage, etc is to be taken home with you and disposed of appropriately.
7. Drive slowly when in the pit area, entering/exiting the course, and in the paddock area. Driving in reverse in the pit road is strictly prohibited.
8. If there is more than one vehicle/motorcycle on the track and there is an obstacle on the course (car unable to drive, oil spillage, etc), a YELLOW flag will show. It is prohibited to slow down and overtake said obstacle. Decelerate, slow to an appropriate speed, exit the track and return to the pit area. Study and understand all flags before coming to the facility and act appropriately to the flag shown while on the track.
9. Vehicles with improper or poor maintenance is subject to refusal on the track.
10. Exhausts must be 100db or less. Any vehicles exceeding 100db will be denied from driving on the track.
11. Under no circumstances shall a driver or passenger (if applicable) remove their helmets while on the course. Secure chin straps before entering the track.
12. Oil, gasoline, coolant, etc spillage on the track can be dangerous to others who utilize the track and thus ask that you are careful in checking your car for any leaks before entering the facility.
13. Being under the influence of drugs or alcohol while driving is prohibited.
14. Pedestrians are not allowed on the track at anytime. Furthermore, repairing your vehicle or motorcycle on the track is prohibited.

**【Annotations on running each specific motor sport】**

**【Motorcycle Rules and Regulations】**

1. Dress requirements: When riding, a full face helmet or goggles with a motocross helmet, long sleeve jacket, pants, gloves, and shoes are required. Shoes covering the ankles are recommended but not required.
2. Unless wearing a racing suit; elbow, shoulder, chest and knee protectors are required.
3. When riding, the chin strap on your helmet must be secured. Under NO circumstances the rider will remove their helmet while on the track.
4. Upon entering the track, check the course as riders on the track have the right of way, signal that you are coming on the track by raising your hand.
5. To prevent rear end collisions while coming off the track and into the pit area due to sudden deceleration; give a signal to the motorcycle behind you and once you have given the signal, you must exit the track. Do not change course.
6. Under no circumstances shall a rider stop to repair their motorcycle while on the track. In the case of an emergency on the track, take all necessary precautions under the guidance of the facility manager.
7. If coming to a stop on or off the course is absolutely necessary, safely re-enter or exit the flow of traffic.
8. Motorcycles drivers are prohibited to carry a passenger on the track at any time.
9. Driving the wrong way is prohibited on the course and in the pit area.

**【Racing Kart Rules and Regulations】**


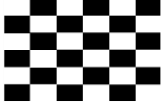








1. Dress requirements: When driving, a full face helmet, racing suit (thick long-sleeve coveralls are acceptable), gloves and shoes are required.
2. When driving, the chin strap on your helmet must be secured. Under NO circumstances the rider will remove their helmet while on the track.
3. Self-propelled karts are prohibited in the paddock. It is the drivers responsibility to have their kart under their control at all times.
4. Upon entering the track, check the course as drivers on the track have the right of way, signal that you are coming on the track by raising your hand.
5. To prevent rear end collisions while coming off the track and into the pit area due to sudden deceleration; give a signal to the driver behind you and once you have given the signal, you must exit the track. Do not change course.
6. When overtaking a kart, do so only when it is safe. When being overtaken by another kart, do not suddenly change your lines and let the other kart overtake safely.
7. Under no circumstances shall a driver stop to repair their kart while on the track. In the case of an emergency on your kart, take all necessary precautions under the guidance of the facility manager.
8. If coming to a stop on or off the course is absolutely necessary, safely re-enter or exit the flow of traffic.

**【4-Wheeled Vehicle Rules and Regulations (Drift and Gymkhana)】**

1. Dress requirements: When driving, a helmet, long-sleeve jacket, pants, and shoes that do not expose any part of the foot is required.
2. When driving, the chin strap on your helmet must be secured. Under NO circumstances the rider will remove their helmet while on the track.
3. Seatbelt is always required when driving on the track.
4. The drivers side window must be closed while on the track. If you have a passenger, their window must be closed as well.
5. Follow the instructions of the staff members when entering the course.
6. If you experience vehicle troubles while on the track, turn your hazard lights on to alert the staff.
7. Under no circumstances shall a driver stop to repair their vehicle while on the track. In the case of an emergency on your car, take all necessary precautions under the guidance of the facility manager.
8. In the event a cone gets knocked over or out of its designated space, turn your hazard lights on, drive to the cone and replace it to its original position.
9. Driving in reverse in the pit road is prohibited.
10. It is highly recommended to use steel wheel nuts.



**【Various flags and its meanings used on the track】**

Types	Name	Explanation
	Japanese Flag	This is the start flag and signals the start of the run.
	Checkered Flag	Signifies the end of the session or run. Once the checkered flag is shown, slow down and return to the pit area.
	Yellow Flag	This is a "caution flag" and is signaled when there is an obstacle ahead. Slow and yield. Overtaking when the caution flag is raised is prohibited.
	Red Flag	Signals the suspension of the race immediately. When the red flag appears, slow and return to the pits without overtaking.
	Blue Flag	Signals to the driver in front that a vehicle is quickly approaching from behind. To the first driver, they must not change lines and the overtaker, second driver must be careful when overtaking.
	Green Flag	Signals the restart after the caution flag (yellow flag) has been raised.
	Black Flag	The official will signal the flag and point at the offending person and the driver must return to the pit area.
	Oil Flag	Alternating Red and Yellow Striped flag signals the track surface ahead is slippery due to oil, water or some other substance.
	Black Flag with Orange Ball	The driver's car, signaled by the flag waving and gesturing to the driver, has been observed to have a possible or definite failure. Slow down and return to the pit area immediately.
	White Flag	A service car or emergency vehicle is on the track.

(Common points for private rental and open use)

**【Motorcycle Table Separate】**

	Full Face Helmet	Open Face Helmet	Half Helmet	Racing Suit	Long Sleeve /Long Pants /Protectors	Shoes Covering Ankles	Long Boots	Cotton Gloves	Gloves
Expert	○	×	×	○	×	×	○	×	○
Intermediate	○	×	×	○	×	×	○	×	○
Novice	○	×	×	○	○	○	○	×	○
Kids	○	×	×	○	○	○	○	×	○
Gymkhana	○	○	×	○	○	○	○	×	○
Extreme and Free Bike	○	○	×	○	○	○	○	×	○

【Example Motorsports Multi Field Okinawa Permission Application Form】

様式第1号（第4条関係）

Form No. 1 (affiliated for Article 4)

2022年 4月 1日

Year Month Date

モータースポーツマルチフィールド沖縄利用許可申請書

Motorsports Multi Field Okinawa Permission Application Form

沖縄市長 様

Mr. Mayor of Okinawa

住所 **1 Kurashiki, Okinawa City**

Address

団体名 **Kurashiki Driving Party**

Group Name

代表者名 **John Smith**

Group Representative

連絡先 **000-0000-0000**

Contact Information

次のとおり申請します。

Application as follows.

利用施設 Facility Name	<b>Motorsports Multi Field Okinawa</b>
催物の名称（種類） Name (Type) of Event	<b>First Round of the Kurashiki Driving Event</b>
催物の概要 Overview of Events	<b>4-Wheeled Vehicle Gymkhana</b>
利用日時 Date and Time of Use	<b>2022年 5月 1日 09時 00分から 17時 00分まで</b>

※その他、市長が必要と認める書類を提出すること。

※Additionally, submit documents that the facility manager deems necessary.

**【Example Motorsports Multi Field Okinawa Private Use Permission Application Form】**

No. \_\_\_\_\_

モータースポーツ施設利用申込書（専用利用）  
Motorsports Multi Field Okinawa Private Use Permission Application Form

沖縄市長 様  
Mr. Mayor of Okinawa

フリガナ 利用者氏名 (団体の名称) Users Name (Name of Organization)	<b>Kurashiki Driving Party</b>		フリガナ 代表者名 Representative Name <b>John Smith</b>
電話番号 Phone Number	<b>000-000-000</b> FAX <b>000-000-000</b> Facsimile	支払方法 Form of Payment	現金 <b>振込</b> Cash • Bank Transfer
住所 Address	〒 <b>901-2145</b> <b>1 Kurashiki Okinawa City</b>		
使用目的 Purpose of Use	競技会等の場合はその名称を記入 <b>First Round of the Kurashiki Driving Event</b> In the case of competition use, state name below		
入場料 Admission Fee	<b>無料</b> ・有料 Free Paid	金額 円 Entry Fee ¥	計測機 Timing Equipment
予定入場者 Predicted Visitors	観客数 Number of Spectators	<b>50</b> 人 車両 <b>50</b> 台 People Vehicles	使用 ポンダー 個 Use Transponder Lap Timer
利用歴 Past Usage	<b>なし</b> ・あり ( 回) No Yes (# of times)	関係者数 Number of Participants	<b>30</b> 人 車両 <b>20</b> 台 People Vehicles
利用日 Prior Usage Date	西暦 <b>2020</b> 年 <b>5</b> 月 <b>1</b> 日 (日) AD Year Month Date	利用時間 Utilization Time	<b>全日</b> ・午前半日・午後半日 All Day Half Day(Morning) Half Day(Afternoon)
競技種目 Motor Sports Category	<b>ジムカーナー</b> ・ドリフト・バイク・カート・バイクジムカーナー・エクストリームバイク Gymkhana Drift Bike Kart Bike Gymkhana Extreme Bike その他 ( ) Other		
器材使用 Equipment Use	カラーコーン <b>50</b> 本、ポール ___ 本、フラッグ ___ 本、イレクターフェンス ___ 個、 Cones Poles Flags PVC Fencing Barriers 安全バリア ___ 個、コンクリートブロック ___ 個、タイム計測器ポンダー ___ 個、 Safety Barriers Concrete Blocks Time Measuring Transponder 無線機 ___ 個、矢印サイン ___ 個、テント ___ 張、テーブル ___ 台、椅子 ___ 脚 Wireless Device Arrows Tent Table Chair 騒音計 ___、フォークリフト ___、路面清掃車 ___、会議室 ___、監視室 ___、計時室 ___ Decibel Meter Forklift Road Sweeper Conference Room Control Room Timekeeping Room		
出店 Vendors	店舗数 ___ <b>0</b> 販売品名 ( ) Number of Vendors Vendor Products	特記事項 Notice	

個人情報については法令による要請の場合を除き、第三者への開示は一切致しません。

Personal information will not be shared to any third part unless required by law.

貸出料金 ¥ **130,000**

Rental Fee ¥

**【Example Waiver Form】**

※Sign and submit this waiver at the reception office on the day you wish to utilize the track.

様式第 2 号 (第 4 条関係)

Form No.2 (affiliated to Article 4)

誓 約 書

Release and Waiver Liability

モータースポーツマルチフィールド沖縄条例施行規則第 2 条に基づく利用許可の申請にあたり、下記の事項に同意し、厳守することを誓います。

In regards to the use of the Motorsports Multi Field Okinawa, I hear by agree to the following matters and pledge to strictly adhere to the below.

記

Document

1. 利用にあたっては、モータースポーツマルチフィールド沖縄条例及びモータースポーツマルチフィールド沖縄条例施行規則を遵守するとともに、市及び施設職員の指示に従うこと。

Always comply with the Motorsports Multi Field Okinawa Ordinance, the Motorsports Multi Field Okinawa Ordinance Enforcement Regulations, and follow the instructions of the facility staff members when utilizing the facility.

2. 利用中に生じた事故等により、利用者本人又はその他の利用者、入場者等が死傷したり、財産等を損傷・汚損した場合は、自身の責任となること。また、この際に利用者間で紛争が生じた場合は、当事者間で解決するものとし、市は一切責任を負わない。

Hereby agrees to indemnify and save and hold harmless the Releasees and each of them from any loss, liability, damage, or cost they may incur arising out of or related to the undersigned' s injury or death, whether caused by the negligence of the releasees or otherwise. Hereby assumes full responsibility for any risk of bodily injury, death or property damage arising out of or related to the event(s) whether caused by the negligence of releasees or otherwise. Hereby acknowledges that the activities of the event(s) are very dangerous and involve the risk of serious injury and/or death and/or property damage. Should damage occur between two parties, they shall resolve the issue and the city or the facility shall not assume any responsibility or liability.

3. 本施設及び附属設備若しくは備品等を損壊し、又は滅失したときは、それによって生じた損害を市に賠償しなければならない。If any damage or loss has occurred to any part of the property to include the facility, surrounding facilities and/or equipment, the facility/city must be compensated for the damage from the person.

4. 条例、規則、その他市長及び施設職員の指示等に違反したことを理由に利用許可の取消し又は利用の制限若しくは中止を命ぜられた場合は、それに従うこと。また、当該措置によって利用者が被った損失については、市はその責めを負わない。

If any user of the Multi Field violates any laws, regulations or if instructions from the city or facility manager are found to be ignored, the usage license will be revoked without prejudice. If the license has been revoked, the city and/or facility manager will not assume any responsibility to include any cost burden associated with the above infractions.

2022 年 5 月 1 日

Year Month Date

住 所 1 Kurashiki Okinawa City

Address

署 名 John Smith

Signature