

Tokyo Metropolitan Government Press Room Establishment and Operation Guidelines

(Purpose)

Article 1: The purpose of these guidelines is to prescribe the procedures, methods, and other necessary matters regarding the use of the Tokyo Metropolitan Government Press Room (hereinafter referred to as the “press room”), which is established by the Tokyo Metropolitan Government within its building, in order to ensure the smooth operation of the press room.

(Purpose of establishing a press room)

Article 2: As part of public relations activities to disseminate public information about policies and events of the Tokyo Metropolitan Government to residents, a press room shall be established within the government building for use by media organizations.

(Location)

Article 3: The press room shall be located within the Press Office of the Press Liaison Section, Strategic Public Relations Division, Office of the Governor for Policy Planning, Tokyo Metropolitan Government.

(Eligibility requirements)

Article 4: Corporations and individuals who meet the following requirements can use the press room. However, this excludes parties who are likely to significantly harm public interest.

(1) Fairly report public information such as Tokyo Metropolitan Government policies and events.

(2) Are a member of one of the following organizations:

- A. General Incorporated Association, The Japan Newspaper Publishers & Editors Association
- B. General Incorporated Association, Japan Local Newspaper Association
- C. Public Interest Incorporated Association, Japan Specialized Newspapers Association
- D. General Incorporated Association, Japan Magazine Publishers Association
- E. General Incorporated Association, The Japan Commercial Broadcasters Association
- F. Public Interest Incorporated Association, Japan National Press Club
- G. Public Interest Incorporated Association, Foreign Correspondents' Club of Japan

(3) The newspaper or magazine is not published for the objectives of a political party or religion.

(Process for approval of use)

Article 5: Parties who wish to use the press room must submit the Application for Approval to Use the Tokyo Metropolitan Government Press Room (Appendix Form 1) in advance to the Governor of Tokyo with the following documents and be approved.

(1) A photocopy of a document proving membership in an organization listed in Article 4, Item 2.

(2) A photograph (color photograph taken within six months prior to the application,

without a hat, with upper body facing forward, and with dimensions of 4.5 centimeters in height and 3.5 centimeters in width)

2. Upon receiving the application mentioned in the preceding paragraph, the Governor of Tokyo shall promptly review the contents of the application. If it is determined that the applicant meets the eligibility requirements outlined in the preceding Article, a Tokyo Metropolitan Government Press Room Usage Approval Certificate (Appendix Form 2) and a Tokyo Metropolitan Government Press Room User ID (Appendix Form 3. Hereinafter, user ID.) shall be issued to each applicant. If it is determined that the party is not eligible, a Tokyo Metropolitan Government Press Room Ineligibility Notice (Appendix Form 4) shall be issued.
3. The period for which the use of the press room is approved shall be from the day the use is approved until the end of that fiscal year.
4. Any party who intends to extend the period of use approved under the provisions of paragraph 2 must submit the application stipulated in paragraph 1 by no later than 10 days before the last day of the approved use period. In this case, the provisions of paragraph 2 and the preceding paragraph shall apply *mutatis mutandis*.
5. If a party that has received approval for use in accordance with the provisions of paragraph 2 subsequently loses their eligibility as outlined in the preceding Article, they must promptly return the user ID to the Governor of Tokyo.
6. If a party who has obtained approval for use in accordance with the provisions of paragraph 2 tears, soils, or loses the user ID, they must submit an application for reissuance through the Tokyo Metropolitan Government Press Room User ID Reissuance Application (Appendix Form 5. Hereinafter, 'reissuance application').
 - (1) If a user ID is torn or dirty, the applicant must attach the user ID to the reissuance application.
 - (2) If a lost user ID is found after a reissued one has been received, it must be promptly returned to the Governor of Tokyo.

(Usage days and hours)

Article 6: The usage days and hours of the press room shall, in principle, be from 9:00 a.m. to 7:00 p.m. on days other than holidays specified by Tokyo Metropolitan Government ordinance (Tokyo Metropolitan Government Ordinance No.10 of 1989).

(Extent of benefits granted)

Article 7: The press room shall be furnished with desks, chairs, and other office furnishings as well as telephones for internal lines, outlets for laptop computers, and television sets to provide convenience for those utilizing the press room.

(Terms of use)

Article 8: When using the press room, the following must be observed.

- (1) Individuals who possess a user ID must always wear it in a visible position after entering the government building and until leaving the premises.
- (2) Materials in the press room must not be taken outside the room.
- (3) Entry to the press room is limited to individuals possessing a user ID (Including members of the Tokyo Metropolitan Government Press Club entering when they need to browse materials within the press room). A concerned person from their affiliated

corporations or individuals is not permitted to enter.

(4) The use of the press room shall be limited to purely reporting activities and the organization of articles, and it shall not be used for any other purpose.

(5) Desks, chairs, telephones, and other equipment provided in the press room are for communal use by individuals with a user ID and must not be used exclusively by any individual.

(Administration)

Article 9: When a user utilizes the press room, they must exercise the care of a prudent administrator.

2. Users shall be liable for any damages caused to the press room and equipment provided as a convenience under the provisions of Article 7 for reasons attributable to the user.

(Prohibition of use for unintended purposes)

Article 10: If a user utilizes the press room in violation of the provisions of Article 8, the Tokyo Metropolitan Government may order the user to cease use or exit the press room or may revoke their usage approval.

2. A person who has received an order as prescribed in the preceding paragraph or revocation of usage approval must immediately cease use, vacate the premises, or return the user ID. In this case, the press room must be restored to its original condition.

(Other)

Article 11: The matters necessary for the implementation of these guidelines shall be separately specified by the Director General, Office of the Governor for Policy Planning of the Tokyo Metropolitan Government.

Supplementary provisions

These guidelines shall be implemented on November 1, 2001.

These guidelines shall be implemented on April 1, 2004.

These guidelines shall be implemented on July 16, 2014.

These guidelines shall be implemented on April 1, 2019.

These guidelines shall be implemented on April 1, 2022.

These guidelines shall be implemented on February 15, 2023.

These guidelines shall be implemented on March 19, 2025.