**Kyoto Museum for World Peace, Ritsumeikan University**

**2025 Gallery Exhibition Application Guidelines**

【Purpose of the Special Exhibition Room】

The Special Exhibition Room was established as part of the permanent exhibition space of the Kyoto Museum for World Peace, Ritsumeikan University. Under the founding philosophy of our institution, exhibitions that convey messages of peace, as an integral element of the permanent exhibition, are open for proposals. These exhibitions may be organized voluntarily by members of the university and citizens (organizations).

**Exhibition Period**

Exhibition Period: Saturday, April 12, 2025 to Saturday, January 31, 2026

※However, the period from Friday, October 10, to Monday, November 10, is unavailable due to a planned self-organized exhibition by the museum.

Following the museum's annual calendar, the exhibition will be scheduled for 2 to 4 weeks, with adjustments made in coordination with other events.

Details will be set after the acceptance decision, in consultation with the applicant.

Opening Hours:　9:30 AM to 4:30 PM（last admission by 4:00 PM）

Closed:　 Sundays and the day after public holidays (if Sunday is a public holiday, the museum will be open, and the following day will be closed), New Year's holidays, summer vacation, and other days designated by the university.

**Exhibition Venue**

Kyoto Museum for World Peace 1st floor Special Exhibition Room

**Venue Usage Fee**

Free of charge

**Eligibility for Application**

Applicants must be members of Ritsumeikan University, individuals, or organizations that agree with the founding philosophy of the museum. All applicants must comply with the guidelines and regulations for the event. Applications that involve promoting specific political parties, political activities, or religious propaganda or missionary activities may be declined.

【Kyoto Museum for World Peace, Ritsumeikan University’s Founding Philosophy】

The twentieth century saw two world wars, in which tens of millions of lives were lost. Nonetheless, conflicts have not stopped, and many lives are still in danger today. Moreover, humanity is plagued by hunger, poverty, human rights violations and environmental disasters. We need to eliminate not only the causes of conflict, but also all barriers to human development so that we can build a peaceful society in which human potential can blossom. As a university, Ritsumeikan felt that it had a social responsibility to promote the development of a peaceful society, and therefore established the Kyoto Museum for World Peace to foster the understanding necessary to build a peaceful world.

**How to Apply**

Applicants must submit the required documents in advance. Please send the application documents via email or letter mail to the museum office within the application period.

**Application Period**

October 15, 2024 (Monday) – December 13, 2024 (Friday) Postmark deadline

(Selection results will be notified by the end of January 2025.)

**Submission Address**

56-1, Toji-in Kita-machi, Kita-ku, Kyoto 603-8577

Kyoto Museum for World Peace Office, Gallery Exhibition Coordinator (Attn: Otsuki)

**Email：museum-1@st.ritsumei.ac.jp**

**Required Documents**

1. Exhibition proposal application form
2. Exhibition proposal (A4 size 1-2 pages, in any format)
3. Exhibition layout plan (Please illustrate based on the exhibition room layout)
4. List of materials/works (Please list with names, sizes, quantities, etc., in any format)

* For group applications, please provide details of the organization, including the representative, organization rules, overview of the organization, and activities.
* If you plan to hold related events (such as gallery talks or lectures), please include an overview of these events with your exhibition proposal.
* Please inform us promptly if there are any major changes in the planned exhibition or related events.

**Selection Process**

The selection of proposals will be determined by the museum. Please note that depending on the content and the number of applications, some proposals may be declined. Additionally, as the museum is an educational facility of the Ritsumeikan Academy, if the number of applications exceeds the available slots, priority will be given to proposals from the Ritsumeikan community.

**[Important Notes for Exhibition Applicants]**

Please review the following conditions before submitting your proposal.

**About the Exhibition**

* **The “host” of the exhibition and related activities will be the applicant. It will be under the auspices of the museum.**
* The Special Exhibition Room is free to use; however, **the applicant is responsible for all costs and tasks related to planning, production, transportation, installation, promotion, and event hosting**.
* The museum charges an entry fee for visitors, even for special exhibitions.

Reference:

Admission Fee: adults ¥400 (¥350), junior high and high school students ¥300 (¥250), elementary school students ¥200 (¥150)

(Group rates apply for 20 or more people)

* Free admission for people with disabilities, atomic bomb survivors, and war-wounded veterans, along with one accompanying person.

※ JAF (Japan Automobile Federation) members can receive a 50 yen discount on the admission fee for up to 5 people with one membership card.

※ Free admission for Ritsumeikan University students, faculty, and staff.

**About Work Setup**

* All setup and takedown activities within the exhibition room must be carried out by the applicants. Ensure that setup or takedown does not disrupt other visitors. Please consult with the museum in advance regarding the setup and takedown schedule, as well as whether vehicle use is required.

Setup and takedown period: 1 week before and after the exhibition dates

Work hours: Weekdays from 9:30 AM to 5:00 PM during museum opening days

* If you wish to borrow any equipment (see the equipment list), please be sure to indicate this on your application form.
* The applicant is responsible for handling all copyright-related procedures for any photographs, videos, music, text, or other materials used in the exhibition or related events, and must complete all formalities before the exhibition opens.
* If any damage occurs to the museum’s fixtures or property, you must report it promptly and may be required to pay for repairs.
* After the exhibition ends, please clean and restore the room to its original condition.

**Other**

* The following activities are prohibited during the event:

1. Selling goods and exchanges of money (including fundraising)
2. Collecting personal information (such as petitions)
3. Solicitation or publicity (advertisements)
4. Eating, drinking, photography, and phone calls inside the exhibition room
5. Any other activity deemed disruptive to visitors by the museum

* The organizer is responsible for the preservation of the exhibits.
* If the exhibition preparations are significantly delayed or other circumstances make the event impossible to hold, the museum reserves the right to cancel the exhibition. The museum will not be responsible for any related costs.

For any inquiries, please contact us:

**【Gallery Exhibition Inquiries】**

56-1, Toji-in Kita-machi, Kita-ku, Kyoto 603-8577

Kyoto Museum for World Peace Office

TEL：075-465-8151 FAX：075-465-7899

Email：museum-1@st.ritsumei.ac.jp

Attn: Otsuki