

The Independent Administrative Institution
National Olympics Memorial Youth Center (NYC)

Guide to Using the Facilities

The National Olympics Memorial Youth Center (NYC), an independent administrative institution, is an educational institution established to promote the healthy development of young people and youth education in Japan. NYC's activities include the organization of various training courses for young people and persons related to youth education, the promotion of cooperation and links between institutions and groups connected to youth education, and provision of grants to groups engaged in youth education.

1 Eligible organizations

Although the Center gives priority to youth groups / clubs, youth educator groups, and school and other youth groups, other types of general groups can also use its facilities. Each group must consist of about five people or more, including the group leader, and have a clearly defined purpose for their activities. Acceptable activities include training seminars and activities related to culture, sports, and international exchange based on independent programs. New groups must register before using the Center.

2 Facilities

The life in the Center is on a **SELF-SERVICE** basis since the Center is a facility for youth education.

Accommodation facilities

(Capacity: 1,500)

Lodging building	Description	Lodging building	Description
Lodging Building A (in sectional units)	15 20-room units (each w/ 20 single rooms) 20 10-room units (each w/ 10 single rooms)	Lodging Building C	109 4-bed rooms 23 2-bed rooms
Lodging Building B	10 10-futon Japanese rooms 41 4-bed rooms, 27 2-bed rooms	Lodging Building D	200 single rooms * Lodgings for youth educators, etc.

* Units are collective units of 10 or 20 single rooms, each with a lounge, showers, toilets, and washrooms

* Lodging Buildings A, B, and C are to be used on a self-service basis.

* The Internet can be accessed from the lounges of Building A, the 2-bed rooms of Buildings B and C, and all rooms of Building D.

Training facilities

All training facilities are to be used on a self-service basis, so please clean up before and after using them.

Central Building

Facilities	Description	Facilities	Description
300-capacity room (1 room)	200-inch screen, fixed seating tiers	40-capacity rooms (14)	Lectures / debates
200-capacity rooms (2)	Lectures / debates, etc.	40-capacity rooms (2)	Computer-aided training possible (equipped with floor power outlets) Internet access available
200-capacity room (1)	Computer-aided training possible (equipped with floor power outlets) Internet access available	40-capacity room (1)	Equivalent to space for 80 seats Computer-aided training possible (equipped with floor power outlets) Internet access available
160-capacity rooms (4)	Lectures / debates, etc.	20-capacity rooms (18)	Lectures / debates, etc.
120-capacity rooms (2)	Lectures / debates, etc.	Conference Rooms (2)	20 seats around the round table
80-capacity rooms (5)	Lectures / debates, etc.		

* The Center's seminar rooms are equipped with the following audio video equipment.

80-capacity - 300-capacity rooms	Touch-panel audio video system (touch-panel operated VHS / 8 mm video deck, document camera, slide projector, cassette tape / MD deck, CD / DVD / LD player, etc.) 100-200-inch screen, functionality for connecting portable computers, podium
40-capacity rooms Conference Rooms	80-inch screen, 25-inch monitor, VHS video deck, slide projector, MD / CD radio-cassette player, overhead projector, data projector (usable as data projector / overhead projector / document camera)
20-capacity rooms	25-inch monitor, VHS video deck, MD / CD radio-cassette player

International Exchange Building

Facility	Description
International Conference Room	Classroom-style: 250 seats; Round table-style: 100-120 seats 5 simultaneous interpretation booths, 2 110-inch screens, 50-inch monitor, document camera, projector, VHS video deck, slide projector, cassette / CD / MD player
Meeting Room 1	25-inch monitor, VHS video deck, overhead projector, slide projector, data projector (usable as data projector / overhead projector / document camera)
Meeting Room 2	
Reception Hall	Can be used for get-togethers / dinners during training Buffet-style: about 500 people; Dinner-style: about 250 people (can be partitioned into 1/3 or 2/3 the normal size) Cassette deck, CD player, MD player
<i>Okatei</i> (Japanese-style house)	2 10-tatami rooms, tea ceremony / Japanese calligraphy / flower arrangement / incense burning / etiquette / Japanese dancing / Noh singing / Koto playing, etc.

Athletic Building

Facility	Description
Tennis Courts	2 all-weather tennis courts (2 hours per reservation, with 1 day divided into 4 scheduling periods)
Swimming Pool	6 25-meter lanes * Open 10:00 - 20:00 * Exclusive use of up to 4 lanes can be reserved by applying in advance. ----- * Individual use
Seminar Room 1	40 desks and chairs, and audio video equipment (Priority given to groups using Athletic Building)
Gymnasium 1	1 basketball court, 2 volleyball courts, 3 badminton courts, 12 ping pong tables, 1 futsal court, etc. (W: 24 m x D: 34 m x H: 13.8 m)
Gymnasium 2	* Gymnasiums 1 and 2 can also be used together as one big gymnasium. 2 basketball courts, 4 volleyball courts, 6 badminton courts, 24 ping pong tables, etc. (Mobile bleachers for 514) (W: 48 m x D: 34 m x H: 12 m)
Gymnasium 3	1 basketball court, 2 volleyball courts, 4 badminton courts, 6 ping pong tables, 1 futsal court, etc. (W: 37 m x D: 23 m x H: 9.3 m)
Gymnasium 4	Dance, aerobics, wrestling, etc. (W: 15 m x D: 18 m x H: 5.5 m)
Gymnasium 5	1 kendo dojo, 1 judo dojo, 1 karate dojo, etc. (W: 15 m x D: 18 m x H: 5.3 m)

Arts Building

Facility	Description
Large Hall	Available for use as a venue for presentations / cultural activities, etc. Capacity: 758. Stage: (W : 20 m x D : 10 m) 2 grand pianos, backstage administration office, 6 dressing rooms, sound control room, light control room, projection room (all require fees)
Small Hall	Available for use as a venue for presentations / cultural activities, etc. Reconfigurable stage / seating w/ max. capacity for 384. Stage: (W : 17 m x D : 8.5 m) (example w/ configuration for capacity for about 300) Grand pianos, backstage administration office, 3 dressing rooms, sound control room, light control room, projection room (all require fees)
Rehearsal Room	Grand piano (fee required), sound system control, capacity: 100 (W: 14 m x D: 21 m x H: 5.4 m)
Music and Drama Rooms Medium-sized Practice Rooms (2 big, 1 small)	Grand piano (free), theater PA system, mirrors, bars, guitar amp & drum set & PA system (only big room No.41) Capacity: 60 for medium practice rooms (big No. 41 / No. 42): 40 for medium practice room (small No. 43)
Music and Drama Rooms Small Practice Rooms (3)	Upright piano (free), theater PA system, mirrors, bars, TV / video combo units, guitar amp & drum set & PA system (only small room No.11) (Capacity: 20)
5 Music Rooms	Upright piano (free), CD / MD radio-cassette player, TV / video combo units (Capacity: 20)
10 Drama Rooms	Theater PA system, mirrors, bars, TV / video combo units (Capacity: 20)
2 Craft Rooms	Woodwork / metalwork / cloisonne work, work tables and chairs (20)
2 Fine Art Rooms	Dyeing / ink painting / drawing and painting / sculpting, desks and chairs (20), video combo units
2 Japanese-style Rooms	21 tatamis, tea ceremony / Japanese calligraphy / flower arrangement, etc.
Exhibition Area	Photography / painting / picture exhibits, linked exhibit panels (venue for presentations / cultural activities, etc.)

* Tables and chairs for maximum capacity are located in the storage room in the music / drama rooms. They are available on a self-service basis.

Cafeteria Fuji (Level 2, Central Building)		Capacity: 500
Open	Description	
Breakfast: 7:00-9:00	Buffet service	
Lunch: 11:30-13:30	Choose from fixed menu	
Dinner: 17:00-19:00	Choose from fixed menu	
* Reservation required in advance. However, some tickets are available for sale through ticket-vending machines. Adult : Breakfast: 450 yen Lunch: 590 yen Dinner: 670 yen Children (reservation required) : Breakfast: 440 yen Lunch: 580 yen Dinner: 650 yen		
Restaurant Sakura (Level 9, Lodging Building D)		Capacity: 60
Open: 7:00-23:00	Western and Japanese food and drinks	
Restaurant Toki (Level 2, Arts Building)		Capacity: 180
Open: 11:30-21:00	Western and Chinese food and drinks	
Cafe Friends (Level 2, Central Building)		Capacity: 57
Open: 8:00-19:00	Drinks, light meals, and desserts	
* Restaurants Sakura and Toki and Cafe Friends allow reservations for meals to be made in advance.		
Shop (next to Exchange Plaza, Level 1, Lodging Building D)		
Open: 7:30-21:50	Daily necessities, stationery, snacks, drinks	
Service Corner (next to Exchange Plaza, Level 1, Lodging Building D)		
Open: 9:00-19:00	Photocopying, faxing (sending only), home delivery service (sending only)	
Sundays / Holiday: 9:00-15:00	Change machine, souvenir photos, etc.	
Bathing Building (next to Lodging Building B) (*Bathing facilities for guests using Lodging Buildings B and C)		
Open: 17:00-23:30	2 large and 2 small bathrooms	
* Baths are not available outside working hours.		
Coin laundry (Level 1, Bathing Building / Lodging Building C)		
Open: 7:00-22:00	Washing machines and driers	
Postal Savings ATM (Level 1, Central Building)		
Open: 9:00-19:00	Automated cash deposits / withdrawals	
* Available until 17:00 on Sundays / holidays.		
Fee-based Underground Parking Lot (Not available to large buses, etc.)		
Open: 6:30-23:00	Capacity: about 200 vehicles	
* Vehicles cannot enter or exit outside working hours.		
Fee-based Coach Parking Lot (North Gate)		
		Capacity: 7 vehicles (Application required in advance)
Information Center on Youth Education (Level 2, Central Building)		
Open: 10:00-18:00	Provides information about youth education in Japan and overseas.	

Other facilities

B *Types of purposes our facilities are used for*

Youth groups (youth groups, clubs, youth educator groups, schools, etc.):

National meetings / general assemblies, meetings / research conferences, international exchange / get-togethers, club activities, cultural events such as dramas / choruses, physical education / sports / recreation activities, training of teachers / leaders, lectures / seminars, class activities, university seminars, freshman orientations, etc.

General groups (adult groups, government-related groups, public entities, companies, etc.):

Adult club activities, government-related training courses, corporate training / study groups, etc.

4 Open

(1) Training facilities (Central Building, International Exchange Building, Athletic Building, and Arts Building) are open during the times in the right-hand column.

Morning:	8:30-12:00
Afternoon:	13:00-17:00
Evening:	18:00-22:00

(2) Use of the tennis courts and swimming pool by groups is allowed during the times in the right-hand column.

①	10:00-12:00
②	13:00-15:00
③	15:30-17:30
④	18:00-20:00

(3) Individuals may use the swimming pool during any 2-hour period. (Pool opening hours: 10:00-20:00)

5 How to apply to use the Center's facilities

Please phone in advance, then either visit the Center or send a fax (if you have used the Center before and your application satisfies other conditions), making your requests using the prescribed application form.

Category	Applications accepted
Youth groups	From 1 year to 3 days before the first day of use (see below for days closed, etc.)
General groups	From 10 months to 3 days before the first day of use (see below for days closed, etc.)

* The Center is open to discussing use of the facilities up to two years in advance for international projects related to youth.

* Applications for the large and small halls of Arts Building need to be made at least one month in advance, depending on the activities.

Contact for applications, etc. (opening hours)

9:00 - 15:00 except on institutional close days (inspection days prescribed by law)
 Accommodation and Facilities Division
 National Olympics Memorial Youth Center (NYC)
 TEL: +81-3-3469-2525 / FAX: +81-3-3469-2277
<http://www.nyc.go.jp> (Current status of reservations, use fees, access, etc.)

6 Rules for users of these facilities

- This Center is a public facility for youth education.
When using the Center, please observe good manners and be careful not to behave in a way that bothers other groups using the facilities.
- The following behavior is not allowed at this Center
 - Political education supporting or opposing a particular political party, or other political activities.
 - Religious education supporting or opposing a particular religious party, or other religious activities.
 - Activities with the exclusive purpose of making a profit.
- Group leaders should always stay in command of their group's plans for using the Center, and should strive to ensure that activities go smoothly.
In particular, during lodging training sessions, group leaders also should always stay at the Center and stay in command of the situation surrounding participants of their group.
- The Center's facilities are to be used on a self-service basis. Please treat the facilities well and, in addition to cleaning up after using facilities, please cooperate in keeping the area within the facilities clean and attractive.
- Parties using large buses, etc. must apply in advance and park their vehicles in the designated parking space. General vehicles (passenger cars) are to park in the underground parking lot. Although both require fees, they may be used for free for under 30 minutes for the purpose of unloading baggage, etc.

* The following are the dimensions of vehicles allowed to enter the underground parking lot.

Length: 5.6 m; Width: 1.9 m; Height: 3.1 m (B1 Level)

Length: 5.6 m; Width: 1.9 m; Height: 2.1 m (B2 Level)