

# Guide for Overnight Guests

## Office procedures after applying to use the facilities

Confirmation of notice approving use of facilities

- Please confirm the particulars of the approval.

Procedures for making changes

- Please make sure to inform the Accommodation and Facilities Division of any changes in dates, facilities to be used, the number of lodgers, etc.

Lodging room numbers

- Room numbers are determined 2 weeks before use of the facilities starts. If necessary, please confirm these numbers by phone with the Accommodation and Facilities Division.

Application for meals

- When reserving meals, please apply to each cafeteria directly. (Please apply using the prescribed form 3 days before the first day of use.)  
\* Please note that bringing lunch boxes or other food into the Center is forbidden as a precaution for preventing food poisoning.

Fixing the number of lodgers

- If procedures are going to go past 17:00 on the day use of the facilities begins, please make sure to phone the Accommodation and Facilities Division by 15:00 on that day.

Use of facilities

- \* Complete procedures for checking into the Center and payment at the Use guidance (office).

(After 17:45: At the Front Desk, Level 1, Building D)

- \* During the period of the group's lodging, group leaders also should always stay at the Center, stay in command of the situation surrounding participants of their group, and provide guidance so that training activities go smoothly.

First day using facilities

- **Check-in procedure** \* Make sure to complete this before using facilities.  
\* Bring the notice approving use of facilities.

(1) Payment of facility use fees (cash / check)

When payment has been made in advance, such as by bank transfer: Please make sure to bring a copy of the money transfer (payment) receipt to complete the payment procedure.

(2) Submission of list of lodgers and activities agenda (2 copies each).

(3) Filling out of group user card (people by category / sex)

○Purchase of meal tickets (cafeteria where reservations were made)

○Receipt of room keys (15:00-22:00, Front Desk, Level 1, Lodging Building D)

○Receipt of sheets and pillowcases

(13:00-22:00, Sheet delivery counter, Level 1 of Buildings A and C)

○Lodgers in Lodging Buildings A, B, and C are expected to handle bedmaking themselves.

During use of facilities

- ○Use of training facilities (Opening and setting lock with a numeric keypad)  
\* Training facilities of the International Exchange Building and tennis courts of the Athletic Building are not opened and locked with a numeric keypad. Please borrow a key at the Front Desk of each Building.
- Cleaning and tidying up of training facilities and lecturers' rooms that are used.
- Return of borrowed items.
- Locking of training facilities.

Last day using facilities

- ○Return of sheets and pillowcases.  
(7:00-9:00, Sheet delivery counter, Level 1 of Buildings A and C)
- Cleaning and tidying up of rooms / lounge (Please do not lock rooms)
- Return of room keys
- Submission of room cards / room use confirmation cards  
(by 10:00, Front Desk, Level 1, Lodging Building D)

**Important points for your attention** *Group leaders must make sure that all group members understand the following.*

**This Center is a public facility for youth education.**

**When using the Center, please be careful not to behave in a way that bothers other groups using the facilities.**

- Keeping the area clean** Please treat the facilities well and strive to keep the area within the facilities clean and attractive. Information notices may only be placed on the designated notice boards.
- Smoking** There shall be no smoking within the training facilities. Smoking is only allowed in the smoking areas and places with ashtrays. Behavior such as smoking while walking and discarding cigarette butts anywhere but in an ashtray, in particular, is strictly forbidden.
- Get-togethers / Dinners, etc** Eating or drinking in seminar rooms is not allowed in principle. However, eating and drinking in the prescribed places are allowed if necessary for a program for exchanges and get-togethers. Please consult the Center in advance.
- Destruction of equipment** Make contact with the Use guidance (office) when you damage a furniture kind.
- Suspicious objects / people** Make contact with the extension 2950 (an emergency center) when you discover a doubt thing, doubt person.
- Energy savings** Please give us your cooperation in avoiding use of the elevator and saving electricity and water, etc.
- Management of valuables** In order to prevent theft or loss of valuables, etc., please manage valuables at the group or individual level or use the valuables storage boxes.
- Sickness / Injuries (Ambulance)** Be sure to make contact with the Use guidance (office) (18:00 - 8:30 : At the Front Desk, Level 1, Building D) when you call an ambulance with the sudden illness, the injury, and so on and you must call it.
- Parking** Parties using large vehicles like coaches must apply in advance and park in the coach parking lot. General vehicles (passenger cars) are to park in the underground parking lot.  
 These parking lots may be used for free for under 30 minutes for the purpose of unloading baggage, etc.  
 \* Free parking is available for handicapped vehicles. Please ask in advance.  
 \* The following are the dimensions of vehicles allowed to enter the underground parking lot.  
 Length: 5.6 m; Width: 1.9 m; Height: 2.7 m (B1 Level)  
 Length: 5.6 m; Width: 1.9 m; Height: 2.1 m (B2 Level)

**If you have questions while using the facilities**

**Please contact the Use guidance (office)., Level 1, Central Building at extension 2256.**

**Proper etiquette to be observed after using training facilities** *For the next guest who will use the Center*

**Please clean and tidy up training facilities that have been used in the following way.**

Item	Description
<b>Floor</b>	Please clean with cleaning utensils.
<b>Whiteboard</b>	Please wipe with whiteboard eraser so as not to leave writing on whiteboard.
<b>Markers</b>	Please make sure to put caps on markers.
<b>Desks / Chairs</b>	When changing locations within a room, please put desks and chairs back to the prescribed locations. If desktops, etc. are soiled, please wipe them with a rag (available in the hot water service room).
<b>Windows</b>	Please make sure to close the windows when leaving the room.
<b>Lighting / Air conditioners</b>	Please make sure to turn off when leaving the room.
<b>Audio video operations console (seminar rooms for 80 or more)</b>	Please remove tapes that have been used and perform the completion procedure as instructed. Please store wireless microphones in the chargers located in the instructor's desk.
<b>Trash</b>	Please sort trash and put it in the trash can. However, please take with you any trash originating from materials you brought with you or large amount of trash.

\* Cleaning utensils are located in the following places.

Central Building: In the cleaning utensils storage room on each floor (1 or 2 places near the center of the hallway).

Athletic Building: In each gymnasium's storage room (apparatus storage).

Arts Building: Near the center of the hallway (1 place) on each floor. Please return cleaning utensils to their original locations when finished with them.

## About life in the lodgings

<b>Entering your room</b>	Please make sure to confirm evacuation routes. Please make sure to read the information provided in the room.
<b>Alcohol consumption / eating and drinking</b>	Eating, drinking, and consumption of alcohol are not allowed in lodging rooms. For such activities, please visit Restaurant Sakura on Level 9 of Lodging Building D (7:00-23:00), the lounge in front of the shop on Level 1 of Lodging Building D (7:30-21:50), Cafe <i>Friends</i> on Level 2 of the Central Building (8:00-19:00) or Restaurant Toki on Level 2 of the Arts Building (11:30-21:00).
<b>Smoking</b>	Smoking is forbidden in all lodging rooms. Building A uses the smoking place of the open air. Otherwise, smoking is limited to designated lounges in Buildings B and C, and the lounges on Level 3 and 6 of Building D. Smoking while walking and discarding cigarette butts anywhere but in an ashtray is strictly forbidden.
<b>Lounge</b>	Please make sure to clean and tidy up the lounge each time you use it. Please refrain from using lounges late at night because it may bother other groups.
<b>Curfew</b>	Although the main gate is closed between 23:00 and 6:00, the service entrance on the side stays open during this time. Group leaders must constantly maintain a firm grasp of changes in the makeup of their groups.
<b>Bathing</b>	Use of all bathing facilities is available from 17:00 to 23:30. Please be careful to observe this time. Lodgers of Building A: Please use the bathing facilities in each unit. Conditioning shampoo and body soap are available in these bathing facilities. However, no driers or towels are available. Lodgers of Buildings B and C: Please use the bathing facilities next to Building B. Conditioning shampoo, body soap, and driers are available in these bathing facilities. However, no towels are available.
<b>Handling keys</b>	Please make sure to close windows and lock doors when leaving rooms unattended. When the entire group goes outside the Center, the group leader must collect all keys and leave them with the Front Desk on Level 1 of Lodging Building D. * Please exercise sufficient care in handling keys because a charge is required to compensate for lost keys. (Buildings A, B, and C: 5,500 yen; Building D: 630 yen)
<b>Building A units</b>	Please remember that each unit of Lodging Buil. A is closed to people not related to groups that have been allocated to the unit.
<b>Building D</b>	Building D has auto-lock doors. Please be careful in this regard, because you will not be able to get back into your room if you leave your key in your room. Slippers, towels, bath towels, conditioning shampoo, and body soap are available in each room. When using the bathing facilities, please close the door and turn on the fan. (The room's smoke detectors may react to the steam and start an alarm.) Trousers presses, irons, and driers are available for rent at the Front Desk on Level 1 of Building D. Pajamas are also available on a rental basis for a fee.
<b>Living services</b>	Please refer to the information provided in your lodging room for details.

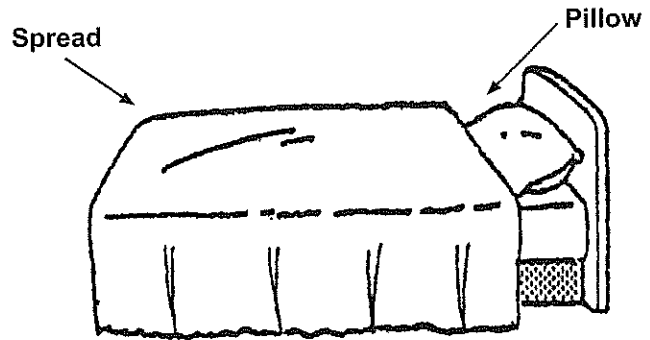
## After using lodging rooms

\* The next guest will use your room as you leave it.

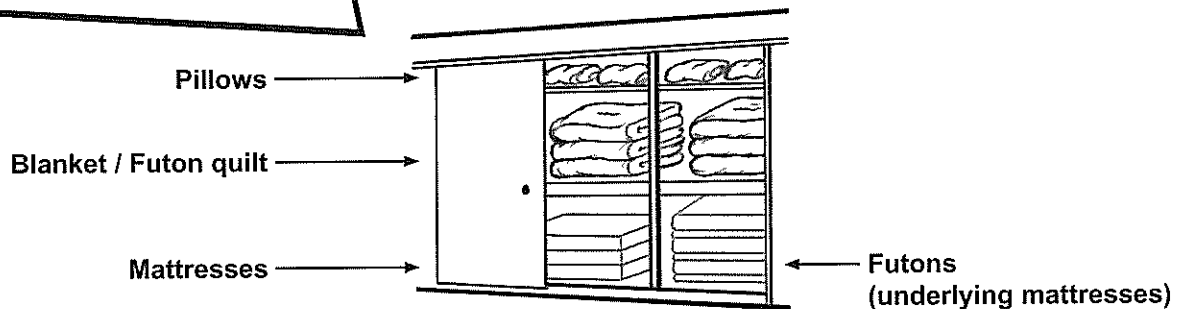
<b>Cleaning and tidying up rooms</b>	Cleaning of lodging rooms (Buildings A, B, and C) that have been used is to be done on a self-service basis. Please make sure to clean and tidy up your room the morning on which a change of rooms is made or on the last day of use, referring to your room use confirmation card and the information provided in the room, etc.
<b>Returning sheets</b>	Please return sheets folded, with the folds oriented in the same direction, in stacks of 20, and tied with string to facilitate counting. (String is available in the linen room.)

**Please clean and tidy up lodging facilities that have been used in the following way.  
(The morning on which a change of rooms is made or on the last day of use)**

**(1) How to tidy up bedding  
Lodging Buildings A, B, and C**



**(2) How to tidy up futons  
Level 1, Lodging Building B**



**(3) Cleaning / tidying up rooms**

**Lodging Building A (in sectional units), Lodging Buildings B and C (2- and 4-bed rooms)**

<b>Floor</b>	Please clean with electric vacuum cleaner / mop.
<b>Windows</b>	Please close in accordance with the instructions.
<b>Curtains</b>	Please fasten the curtains with the tiebacks.
<b>Trash</b>	Please sort trash and then put it into the trash can in the lounge.
<b>Hangers Towel racks</b>	Tidy up, checking the number of hangers. * Each person gets 2 hangers.

**Lodging Building B (10-futon Japanese rooms)**

<b>Tatami mat</b>	Please clean with electric vacuum cleaner / mop.
<b>Windows / Fusuma screens</b>	Please close when leaving the room.
<b>Shoji screens</b>	Please open when leaving the room.
<b>Trash</b>	Please sort trash and then put it into the trash can in the lounge.
<b>Hangers Towel racks</b>	Tidy up, checking the number of hangers. * Each person gets 2 hangers.

\*Cleaning utensils are located in the cleaning utensil storage in each lounge. Please return them to their original location after using them.

**Contact for applications, etc. (opening hours)**

9:00 - 15:00 except on institutional close days (inspection days prescribed by law)

**National Olympics Memorial Youth Center (NYC)**

**TEL: +81-3-3469-2525 / FAX: +81-3-3469-2277**

<http://www.nyc.go.jp> (Information about close days, use fees, access, etc.)