

Guide for Day Visitors

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 change

- ● ● Please make sure to inform any changes in dates, facilities to be used, the number of lodgers, etc. by 17:00 of the day before the first day of use.

Application for meals

- ● ● When reserving meals, please apply to each cafeteria directly.
* Please note that bringing lunch boxes or other food into the Center is forbidden as a precaution for preventing food poisoning.

Payment for facility use

- ● ● Payment for facility use:
 - By bank or postal transfer: by 7 weekdays before use
 - By cash or check: before stating use

Fixing of facility use

- ● ● Facility to be used is fixed by 17:00 of the day before the use.

Procedures for use

- ● ● ○ **Procedures for use at the Center**
 - * Bring the notice approving use of facilities.
 - (1) Payment of facility use fees (cash)
 - 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) Filling out of group user card (people by category/gender)
 - * When using only tennis courts or swimming pools, please complete procedures for use at the reception desk in Level 2 of Athletic Building, not the Center, and purchase the ticket from a ticket machine.
 - * When purchasing meal tickets, please use them at cafeteria where reservations were made.

During use of facilities

- ● ● ○ Use of training facilities (Opening and setting lock with a numeric keypad)
 - * Training facilities are locked by computer and accessible after completing procedures for use.
 - * Training facilities of the International Exchange Building and tennis courts of the Athletic Building are not opened and locked with a numeric keypad.

After use of facilities

- ● ● ○ Cleaning and tidying up of training facilities and lecturers' rooms that are used.
- Return of borrowed items.
- Locking of training facilities.
- Submission of room cards / room use confirmation cards (voluntary)

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	Please contact the Accommodation and Facilities Division office (Extension No.: 2256) if equipment is destroyed.
Suspicious objects / people	Please contact the Disaster Prevention Center (Extension No.: 2950) if a suspicious object or person is observed.
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)	If you must call an ambulance due to sudden illness or injury, etc., make sure to contact the Accommodation and Facilities Division office. (Extension No.: 2256)
Parking (6:30~23:00)	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 within 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: 2.8 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 Accommodation and Facilities Division 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
Floor	Please clean with cleaning utensils.
Whiteboard	Please wipe with whiteboard eraser so as not to leave writing on whiteboard.
Markers	Please make sure to put caps on markers.
Desks / Chairs	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).
Windows	Please make sure to close the windows when leaving the room.
Lighting / Air conditioners	Please make sure to turn off when leaving the room.
Audio video operations console (seminar rooms for 80 or more)	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.
Trash	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 (4 place) on each floor. Please return cleaning utensils to their original locations when finished with them.

Contact for applications, etc. (opening hours)

Open: 9:00 -17:00 except on institutional close days (inspection days prescribed by law)

Opening hours for each service: [●Application: 9:00 -15:00 ●Change/inquiry: 9:00-17:00 ●Payment: 7:30-22:00]

The National Olympics Memorial Youth Center (NYC)

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<http://nyc.niye.go.jp/> (Current status of close day, use fees, access, etc.)