

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 any changes in dates, facilities to be used, the number of lodgers, etc. by 17:00 hrs of the day before the first day of use.
* For large-scale/long-term use, in particular, please confirm the contents of application 3 months before the use.

Lodging room numbers

- ● ● Room numbers are determined 2 weeks before use of the facilities starts. If necessary, please confirm these numbers by phone.

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 the number of lodgers

- ● ● Please make sure to fix the number of lodgers by 17:00 hrs on the day before the day of use.

Use of facility

- * Complete procedures for checking into the Center and payment (After 17:30 hrs: 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 by 22:00 hrs of the first day of use.
* 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) Submission of list of lodgers and activities agenda (2 copies each). (For Building D, please use the designated form)

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

- * When purchasing meal tickets, please use them at cafeteria where reservations were made.

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

○ Receipt of sheets and pillowcases

Sheet delivery counter
Level 1 of Building A: 13:00-19:00
Level 1 of Building C: 13:00-22:00

○ 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.
- 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, pillowcases and linen card
 ↓ [7:00-9:00 hrs, 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 (voluntary)
 [by 10:00 o'clock, 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	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 hrs)	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 (1 place) on each floor. Please return cleaning utensils to their original locations when finished with them.

About life in the lodgings

Entering your room	Please make sure to confirm evacuation routes. Please make sure to read the information provided in the room.				
Eating and drinking	Eating and drinking in lodging rooms are not allowed. Please use restaurants, etc.				
	Restaurants		Open		
	Right side of the main entrance	Cafe & Bakery <i>Piccolo</i>		8:00~19:00	
	Central Building	Level 2	Cafeteria <i>Fuji</i>		Morning: 7:00~9:00 Lunch: 11:30~13:30 Dinner: 17:00~19:00
		Level 2	Cafe <i>Friends</i>		8:00~19:00
	Arts Building	Level 2	Restaurant <i>Toki</i>		11:30~21:00
	International Exchange Building	Level 1	Shop lounge		(Shop) 7:30~21:50
	Level 9	Restaurant <i>Sakura</i>		7:00~23:00	
	* Please contact to each restaurants for details.				
Smoking	Smoking is forbidden in all lodging rooms. However, 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.				
Lounge	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.				
Curfew	Although the main gate is closed between 23:00 and 6:00, the service gate on the side stays open during this time.				
Bathing	Use of all bathing facilities is available from 17:00 to 23:30. Please be careful to observe this time.				
		Conditioning shampoo Body soap	Dryer	Towel	
	Lodgers of Building A * Use shower in each unit	○	×	×	
Lodgers of Building B and C lodgers * Use bathing facilities of Building B.	○	○	×		
Handling keys	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)				
Building A units	Please remember that each unit of Lodging Buil. A is closed to people not related to groups that have been allocated to the unit. *No dryer or amenity goods are supplied. Please bring them if needed.				
Building D	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. *No dryer or amenity goods are supplied. Please bring them if needed.				
Living services	Please refer to the information provided in your lodging room for details.				

After using lodging rooms

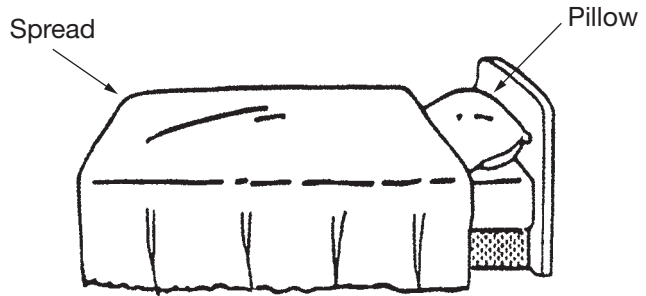
**The next guest will use your room as you leave it.*

Cleaning and tidying up rooms	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.			
Returning sheets	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.)			

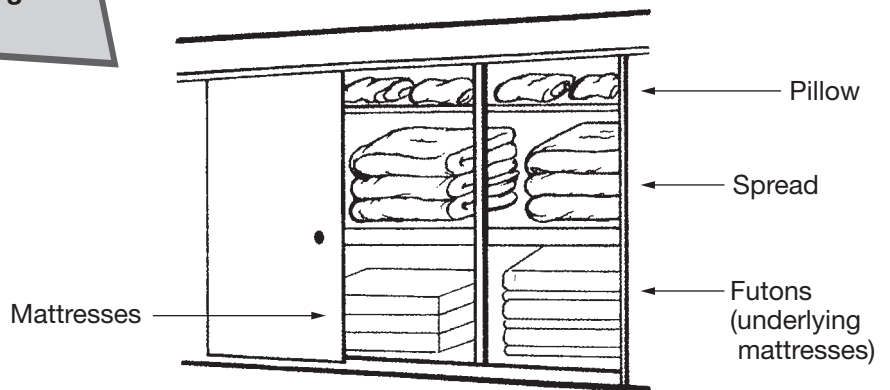


Please clean and tidy up lodging facilities that have been used in the following way.
(The morning on which a change of rooms is made or on the last day of use)

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

Lodging Building B (10-futon Japanese rooms)	
Tatami mat	Please clean with electric vacuum cleaner / mop.
Windows / Fusuma screens	Please close when leaving the room.
Shoji screens	Please open when leaving the room.
Trash	Please sort trash and then put it into the trash can in the lounge.
Hangers Towel racks	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)

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.)