

# Guide for 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 mentors, 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. Under a certain rule, therefore, users' activities in the Center, such as preparation, tidying up and cleaning, are required to be subjective.

### 1 Accommodation facilities

(Capacity:  
1,500 guests)

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.

### 2 Training facilities

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

\* A pay internet service is available with your PC.

### Central Building

Facilities	Description	Facilities	Description
300-capacity room (1 room)	200-inch screen, fixed seating tiers	40-capacity rooms (15)	Lectures / debates, etc.
200-capacity rooms (3)	Lectures / debates, etc.	40-capacity room (1)	Room space equivalent to 80-capacity. Lectures / debates, etc.
160-capacity rooms (4)	Lectures / debates, etc.	20-capacity rooms (22)	Lectures / debates, etc.
120-capacity rooms (2)	Lectures / debates, etc.	Conference Rooms (2)	Lectures / debates, etc. (fixed 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	Audio visual system (DVD/VHS player, CD/MD radio-cassette player, document camera) 100-200-inch screen, stage, microphone
40-capacity rooms Conference Rooms	100-inch screen, 25-inch monitor, DVD/VHS player, slide, CD/MD radio-cassette player, projector
20-capacity rooms	25-inch monitor, DVD/VHS player, slide, CD/MD radio-cassette player, projector

## International Exchange Building

Facility	Description
International Conference Room	Classroom-style: 250 seats; Round table-style: 100-120 seats, microphone, 2 110-inch screens, 50-inch monitor, document camera, DVD/VHS player, cassette / CD / MD player
Meeting Room 1	Classroom-style: 120 seats 25-inch monitor, DVD/VHS player, overhead projector, slide, projector (usable as data projector / overhead projector / document camera), CD player, CD/MD radio-cassette
Meeting Room 2	
Reception Hall	Can be used for training (separatable in 3 rooms with 100 seats for each) and 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 Projector, CD/MD radio-cassette player, DVD/CD player, microphone
Okatei (Japanese-style house)	2 10-tatami rooms, tea ceremony / Japanese calligraphy / flower arrangement / incense ceremony / etiquette / Japanese dancing / Noh singing / Koto playing, etc.

## Athletic Building

Facility	Description
Tennis Courts	2 all-weather tennis courts (A and B) *2 hours per reservation, with 1 day divided into 4 scheduling periods
Swimming Pool	6 25-meter lanes *Open 9:00 - 22:00 (Group use: 10:00-22:00) * Individual use (5, 6 lanes) (Individual use: 9:00-22:00) * Exclusive use of up to 4 lanes can be reserved by applying in advance.
Seminar Room 1	20 desks and 40 chairs, Various audio visual equipment *Priority given to groups using Athletic Building
Seminar Room 2	
Gymnasium 1	1 basketball court, 2 volleyball courts, 3 badminton courts, 12 ping pong tables, 1 futsal court, etc. W24m×D34m×H13.8m
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 (please confirm in advance) W48m×D34m×H12m
Gymnasium 3	1 basketball court, 2 volleyball courts, 4 badminton courts, 6 ping pong tables, 1 futsal court, etc. W37m×D23m×H9.3m
Gymnasium 4	Dance, aerobics, wrestling, etc. W15m×D18m×H5.5m
Gymnasium 5	1 kendo dojo, 1 judo dojo, 1 karate dojo, etc. W15m×D18m×H5.3m

## Arts Building

Facility	Description
Large Hall	Available for use as a venue for presentations 1 cultural activities, etc. Maximum capacity: 758. Stage: (W: 20 m x D: 10 m) 2 grand pianos (fee required), backstage administration office, 6 dressing rooms, sound control room, light control room (fee required), projection room
Small Hall	Available for use as a venue for presentations / cultural activities, etc. Reconfigurable stage 1 seating w/ max. capacity for 384. Stage: (W: 17 m x D: 8.5 m) (example with configuration for capacity for 312) Grand pianos (fee required), backstage administration office, 3 dressing rooms, sound control room, light control room (fee required), projection room
Rehearsal Room	Grand piano (fee required), sound system control, DVD/VHS, capacity: 100 (monitor dimension: W: 14 m x D: 21 m x H: 5.4)
Music and Drama Rooms Medium-sized Practice Rooms (2 big, 1 small)	Grand piano (free), theater PA system, mirrors, bars 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 (4)	Upright piano (free), theater PA system, mirrors, bars, TV/video combo units (60 m <sup>2</sup> ) Capacity: 20
5 Music Rooms	Upright piano (free), CD/MD radio-cassette player, TV/video combo units (60 m <sup>2</sup> ) Capacity: 20
10 Drama Rooms	Theater PA system, mirrors, bars, CD/MD radio-cassette player, TV/video combo units (60 m <sup>2</sup> ) Capacity: 20
2 Fine Art Rooms	Projector, CD/MD radio-cassette player, table, 40 chairs, TV/video combo units, screen (80m <sup>2</sup> )
1 Craft Rooms	DVD/VHS player, projector, CD/MD radio-cassette player, working table, 20 chairs (80m <sup>2</sup> )
2 Japanese-style Rooms	21 tatamis, tea ceremony / Japanese calligraphy / flower arrangement, etc. DVD/VHS player, whiteboard
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.

### ③ Service facilities

<b>Cafeteria Fuji (Level 2, Central Building)</b>		<b>Capacity: 500</b>
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 is required in advance. However, some tickets are available for sale through ticket-vending machines.  
 Adult (reservation required): Breakfast: 470 yen Lunch: 560 yen Dinner: 680 yen  
 Children (reservation required): Breakfast: 460 yen Lunch: 550 yen Dinner: 660 yen

<b>Restaurant Sakura (Level 9, Lodging Building D)</b>		<b>Capacity: 60</b>
Open	Description	
Open: 7:00-23:00	Western and Japanese food and drinks	

<b>Restaurant Toki (Level 2, Arts Building)</b>		<b>Capacity: 190</b>
Open	Description	
Open: 11:30-21:00	Western, Chinese and Japanese food and drinks	

<b>Cafe Friends (Level 2, Central Building)</b>		<b>Capacity: 50</b>
Open	Description	
Open: 8:00-19:00	Drinks, light meals, and desserts	

<b>Cafe &amp; Bakery Piccolo (Level 1, Athletic Building)</b>		<b>Capacity: 20</b>
Open	Description	
Open: 8:00-19:00	Drinks, light meals, breads, etc.	

\* Restaurants *Sakura* and *Toki* and *Cafe Friends* allow reservations for meals to be made in advance.

<b>Convenience store (next to Exchange Plaza, Level 1, Lodging Building D)</b>	
Open	Description
Open: 7:30-21:50	Daily necessities, stationery, snacks, drinks

<b>Service Corner (Next to Exchange Plaza, Level 1, Lodging Building D)</b>	
Open	Description
Open: 7:30-21:00	Photocopying, home delivery service (sending only) Change machine, etc.

<b>Bathing Building (next to Lodging Building B) (*Bathing facilities for guests using Lodging Buildings B and C)</b>	
Open	Description
Open: 17:00-23:30	2 large and 2 small bathrooms

\* Baths are not available outside working hours.

<b>Self-service laundry (Level 1, Bathing Building / Lodging Building C)</b>	
Open	Description
Open: 7:00-22:00	Washing machines (200 yen for once) and driers (100 yen for 10 min.)

<b>Fee-based Underground Parking Lot (Not available for large buses, etc.)</b>	
Open	Description
Open: 6:30-23:00	Capacity: about 200 vehicles

\* Parking lot is not available outside service hours.

<b>Fee-based Coach Parking Lot (North Gate)</b>	
Open	Description
	Capacity: 9 vehicles (Application required in advance)

<b>Coin-operated locker (Level 1 Central Building, Level 1 Lodging Building C)</b>	
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### ④ Other facilities

<b>Information Center on Youth Education (Level 2, Central Building)</b>	
Open	Description
Open: 10:00-18:00	Provides information about youth education in Japan and overseas

\* Kid's corner 12:00-16:00  
 Weekend and holiday 11:00-17:00

## 3 Types of purposes our facilities are used for

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

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## **Open** \*Please make sure to prepare and clean up during below the schedule.

- (1) Training facilities (Central Building, International Exchange Building, Athletic Building, and Arts Building) are open during the times in the right-hand column.
- (2) Use of the tennis courts by groups is allowed during the times in the right-hand column.
- (3) Use of the swimming pool by groups is allowed during the times in the right-hand column. Individuals may use the swimming pool during any 2-hour period. (Pool opening hours: 9:00-22:00)

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

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

① 10:00~12:00	④ 16:00~18:00
② 12:00~14:00	⑤ 18:00~20:00
③ 14:00~16:00	⑥ 20:00~22:00

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## **How to apply to use the Center's facilities**

Please feel free to make a contact by phone, etc. in advance

[Applicant for the first time]

Please visit the Center for consultation.

\* Please bring group documents (articles of association, regulations, constitutions, handbook, outline, etc.) and a member list (which shows the name, age and residing prefecture of the members).

[Applicant for the second times or more]

Application is acceptable either by visiting the Center or by phone.

(only for those whose application satisfy use records and other conditions)

After the provisional reception, please submit the designated application form through the Internet.

\* For details of the conditions, please confirm by phone.

Category		Applications accepted
Youth and persons concerning youth education	Day / Overnight use	From 1 year to the day before the first day of use
General groups	Day / Overnight use	From 10 months to the day before the first day of use

- \* 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.
- \* Applications of every group category for the use of swimming pools need to be made from three months to 1 day before the first day of use.

### 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)**

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

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

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## **Rules for users of these facilities**

1. 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.
2. The following behavior is not allowed at this Center.
  - 1) Political education supporting or opposing a particular political party, or other political activities.
  - 2) Religious education supporting or opposing a particular religious party, or other religious activities.
  - 3) Activities with the exclusive purpose of making a profit.
3. 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.
4. 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.
5. 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: 2.8 m (B1 Level)  
Length: 5.6 m; Width:1.9 m; Height: 2.1 m (B2 Level)