

Citizen Service Center utilization rules

◎Be aware that it is a Public Facility

People use the space of Citizen Service Center for many different objects.

Therefore, each organization or person should think and use the space with consciousness.

Exemple

Organization after using: Collect garbage, Do not leave personal objects in the Center, Wipe the tables, Clean the board and chalk powder, Sweep the floor etc

We ask to: Do not forget to turn off the air conditioning and heater, Unplug electrical equipment, Check and confirm that gas in the Kitchen and tea room is off. If you break something, we ask to be sincere and tell us writing on the Check-list, mainly if the use is during the weekend.

◎Utilization rules

1. Booking fee

From October 2019, a small fee is charged to use the rooms, air conditioning and heater. Please check in the reception in which Organization or Association you are in to check the correct price.

The kitchen can not be used after working hours and on Sundays or during the holidays. (working hours 08:30 – 17:15).

2. Respect the using time and the purpose of use

Write on the Booking Request and Using Information what is the purpose of use (ex: meeting, musical instruments training etc), the using time and people quantity.

Respec the using time that is on your Booking request. (You can start using the room after 09:00am).

If you use the room after your time finishes, extra fee can be charged.

3. Room organization

After using the room, leave as it was in the beginning, returning tables and chairs to the right places.

As we asked before, please do not forget to organize:

Collect garbage, Do not leave personal objects in the Center, Wipe the tables, Clean the board and chalk powder, Sweep the floor etc

4. Check and writing the Check-list and Using Information list

Do not forget to check and fill Check-list and the Using Information list after using the room.

On the Check-list write the room and air conditioning / heater using hours. If the air conditioning and heater was not used, cross a line or write “nashi”.

On the Using Information list are the people's personal datas, the person who booked the room must keep the list. (If we confirm that someone had been infected by the coronavirus, we will ask to bring the list back).

5. Notify the reception

Always when starting using the room, and after finished it, please notify the reception / concierge in the first floor.

To cancel the reservation, call in one day befor, if the cancelation was on the day or not done, maybe the fee will be charged.

6. Damaged objects or installation

In case of damage or loss of the objects from the installation of Citizen Service Center, just report what happened to the our employee

7. Some Prohibited Musical instruments

The use of drum, Japanese drum, trumpet and trombone are prohibited because, it may bother another people in the next rooms.

8. Alcohol is prohibited

It is totaly prohibited drinking alcohol in the installation of Citizen Service Center.

The use of the rooms after alcohol ingestion out of de Center is prohibited too.

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We think that it is important to put yourself in someone else's position, to think in the next person that is going to use the room, so we can take care of each detail.

For this reason, the responsible person, must tell others the rules of the installation, how to use it and commit to do Check-list + verification of personal items + cleaning after using the rooms.

For organization or people who not accomplish to the rules, futures booking will not be accepted.

Please contact us if you have any questions or opinion.