

Usage Guide

Tachikawa Memorial International Hall

Content List

<u>Purpose of Use, Usage qualification, Hall Office</u>	p 1
<u>Facility</u>	p 2
<u>Accommodation (Application conditions , Flow of use)</u>	p 3
<u>Accommodation (Changes and Cancellations, Fee etc)</u>	p 4
<u>Usage tips</u>	p 5
<u>Reception Hall</u>	p 6
<u>Meeting Room</u>	p 7

Usage Guide

Tachikawa Memorial International Hall

■ Purpose of Use

The Hall's use is limited to educational and academic activities and events. It allows for exchanges among participants, which are hosted by students, pupils, employees, alumni of Rikkyo Gakuin, or their guardians.

■ Usage qualification

Only groups of **5 or more people** can stay overnight.

The hall can be reserved for a minimum of 10 people.

In order to stay overnight, a full-time Rikkyo Gakuin staff member or faculty member must be responsible for the accommodation.

	Expected Users	
1	Rikkyo Gakuin students, pupils	When elementary, middle, or high school students use this hall, a responsible teacher must accompany them.
2	Rikkyo Gakuin employees	—
3	Rikkyo Gakuin alumni	You can only stay if you are interacting with current students or employees.
4	Guardians of current Rikkyo Gakuin students	You can only stay if you are interacting with current students or employees.
5	Other persons approved by the administrator	People from outside Rikkyo Gakuin may only stay overnight if they intend to interact with current students, faculty and staff on campus.

■ Hall Office

Location: First floor of Tachikawa International Hall on Niiza Campus

Address: 1-2-25 Kitano, Niiza City, 〒352-8523

T E L : 048-471-7770

F A X : 048-471-7211

E-mail : niizatachikawa@rikkyo.ac.jp



	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Office Hours
Daytime	○	○	×	○	○	×	×	13 : 00~17 : 00
Night shift	Only on days with accommodation reservations							Check in~21:00 7 : 00~9 : 00

※ In addition to the above, there are closing days determined by the university.

Facility

Reception Hall		Capacity: 48 people. (Standing banquet: up to 80 people) You can rent screens, projectors, microphones and laptops.
Lounge		A shared TV, refrigerator, and microwave are available. There's also a vending machine.
Meeting Room		Up to 24 people per room. You can rent screens, projectors, and laptops.
Accommodation Rooms	Type A	3rooms. 【105,207,208】 Double occupancy. Lavatory and bath installed.
	Type B	1room. (especially for wheelchair users) 【106】 Double occupancy. Multi-purpose lavatory and shower installed.
	Type C	6rooms(+4rooms) 【201-206】 Double – quadruple occupancy Meeting rooms can be converted into accommodation rooms Type C. 【101-104】
Shower Rooms		The men's and women's sections each have four stalls. The shower rooms also house the washing machines and drying machines.



Type A



Type B



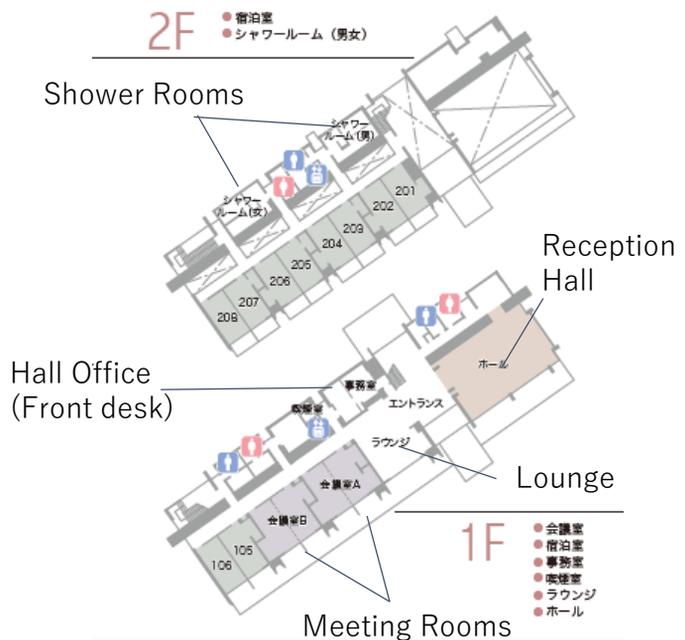
Type C



Lounge



Shower Rooms



Accommodation

■ Available Period

It is available throughout the year, except for closed days determined by the university (posted on the website).

■ Application conditions

Only groups of **5 or more people** can stay overnight

Consecutive stays are limited to **7 nights and 8 days.**

In order to stay overnight, a full-time Rikkyo Gakuin staff member or faculty member must be responsible for the accommodation.

When elementary, middle, or high school students use this hall, a responsible teacher must accompany them.

■ Flow of use

〈 Application start 〉 From the same day 6 months before the start of use.

〈 Application Deadline 〉 Until the same day 2 weeks before the start of use.
(If the office is closed, the day before)

〈 Deposit Deadline 〉 Up to one week before the start of use.

【 Check before applying 】

Does it meet the purpose of use of the hall, the target users, and the conditions for accommodation?

Please check the availability on our website or at the hall office.



【 Tentative reservation 】

Submit your tentative reservation by email.



【 Reservation 】

Submit the accommodation application form and list by email.

If you use a meeting room or reception hall, please submit an application form too.



NEW

The hall will send a confirmation email to the person responsible for the group.

Receive an email reply and your reservation will be completed.



【 Payment of accommodation fees 】

Please transfer the accommodation fee by one week before the start of use.



【 Check-in 】

The representative should check in.

If you are ordering food, please pay with cash.

Accommodation

■ Changes and Cancellations

Please contact the office by the deadline.

No changes or cancellations can be made after the deadline.

〈Accommodation〉 Up to 7 days before the start of your stay.

Refunds are not possible after transfer.

〈Meals〉 Up to 6 days before the start of your stay. If the office is closed, the day before

■ Accommodation Fee *per person per night *money for meals are excluded *tax included

Type A/B	3,500 yen (students and pupils) / 4,500yen (others)
Type C	3,000 yen (students and pupils) / 4,000yen (others)

■ Meals(Prior booking necessary)

Meals can be ordered from 10meais or more.

Please pay for meals in cash upon check-in.

Breakfast	7 : 30 ~ 8 : 30	¥ 770	
Lunch	12 : 00 ~ 13 : 00	¥ 930	
Dinner	18 : 30 ~ 19 : 30	¥ 1,320	*tax included

If there is no reservation, guests can use the hall as a place to eat and drink.

It is also possible to bring your own food and drinks to the hall or lounge.

Please do not eat or drink in the guest rooms.

■ Facilities

Amenities and rental items

The hall does not provide such as yukatas, hairbrushes, razors.

Please bring your own or purchase at a nearby store.

(What's in the hall) Slippers, hair dryer, shampoo and conditioner, body soap.

(Sold at reception) towel_¥200、toothbrush_¥100 Tax included , Cash only.

(Reservation required) Rental laptop.

Internet connection

Each guest room is equipped with a telephone for campus calls only.

There are no public phones.

Rikkyo members : You can use the LAN terminals and wireless LAN.

Visitors : You may have access to Wi-Fi for visitors.

Please have your representative contact the media center in advance.

Parking

There is no parking lot, so you cannot come by car or motorcycle.

Washing machine and dryer

The washing machine and dryer are located in the shower room and can be used free of charge.

Please bring your own detergent. (Available until 22:00)

Please note the following

■ Opening Hour

Check-in	16 : 00~21 : 00 (18 : 00~21 : 00)	(On days when the Hall Office is closed)
Check-out	7 : 00~9 : 00	Please checkout first even if you plan on using the Hall facilities .
Closed Gate	22 : 30	After curfew, the door will be locked and you will not be allowed in or out until the next morning.
Light-out	23 : 00	—
Opening Gate	7 : 00	If you wish to go out before 7:00 a.m., please contact the hall office the day before.
Shower rooms	18 : 30~22 : 30 7 : 00~ 8 : 30	Washing machines and dryers can be used until 22:00

■ Usage tips

1. The faculty or staff responsible for the accomodation must ensure that guests comply with the hall usage rules.
2. Please adhere to all specified deadlines, including cancellation/change deadlines and payment deadlines.
3. Please refrain from having food and drink in the accommodation rooms. You can use the lounge and the Reception Hall.
4. Please use the sheets provided. At checkout, please remove the sheet and pillow cover from the bed and put them together in the corner of the room.
5. Please put on foot wear in the Hall. You can find slippers at the Hall Office.
6. Smoking is prohibited. You can smoke only inside the smoking room.
7. When you go out, please return your roomkey at the hall office.(When the Hall Office is closed, please return the key to the key box fixed on the front desk.)
8. When hanging out laundry, be sure to dehydrate it and hang it according to the rules written in the file for each room.
9. Please refrain from taking out any supplies (toilet paper, etc.).
10. When you go out, please turn off the lights and air conditioner.
11. On days when the office is closed, staff will be absent from 9:30 to 17:30.
Please call Ext.6600 (Security office) in an emergency when the Hall Office is absent.
12. The services for overnight guests are available until 21:00.
13. Permission to use the Hall will be canceled for the following violations;
 - (1) Causing damage to the building, facilities or equipment.
 - (2) When any false information is found in the application form.
 - (3) Disregarding rules governing the use of the Hall.

Reception Hall

The reception hall can be used for ceremonies, parties, etc.
We also accept orders for snacks, dinners, party food, and drinks.

■ Reserved use

Please apply as a group of **10 or more people**.

Student groups not staying overnight at the Hall cannot use the Reception Hall.

■ Capacity

Up to 48 people. (Standing banquet: up to 80 people)

■ Available date

	Mon	Tue	Wed	Thu	Fri	Sat	Sun Holidays	Opening Hour	
Not staying	○	○	—	○	○	—	—	9 : 00~17 : 00	
Staying	You can reserve the reception hall exclusively during your stay, regardless of the day of the week.								9 : 00~22 : 00
Use of catering service	○	○	○	○	○	○	○	~20 : 30 (2 hours from start)	

It is available as above, except for closed days determined by the university (posted on the website).

■ Usage fee

The Reception Hall can be used free of charge.

■ Application process

Please check availability with the hall office and submit an application form.

Application period

If you are staying at the hall, please apply at the same time as you apply for accommodation.

If you wish to use the reception hall without staying overnight, applications will be accepted from three months prior to the date of use.

Registration deadline

Please apply at least one week before the planned date of use.

(If the office is closed, the day before.)

■ Catering services

You can order catering for a minimum of 20 people.

If you would like to hold a party , please order the catering service at the hall office.

No other caterers may be used.

The staff will listen to your wishes and suggest a menu.

The application period and deadline are the same as for reserved use.

Changes and cancellations must be made up to 6 days in advance.

(If the office is closed, the day before)

Please pay in cash on the day.

■ Rental fixture

Microphone, screen, projector, laptop.

■ Others

If the hall is not reserved for exclusive use,
it will be open to guests as a dining area until
lights out.



Meeting Room

The Hall offers services for those hosting meetings
Student groups not staying overnight at the Hall cannot use the meeting rooms.

■ Capacity

Up to 24 people per room (2 rooms)

■ Available date

	Mon	Tue	Wed	Thu	Fri	Sat	Sun Holidays	Opening Hour
Not staying	○	○	—	○	○	—	—	9 : 00~17 : 00
Staying	You can reserve the meeting room exclusively during your stay, regardless of the day of the week.							9 : 00~22 : 00

It is available as above, except for closed days determined by the university (posted on the website).

■ Usage fee

The meeting rooms can be used free of charge.

■ Application process

Please check the availability with the hall office and submit an application form.

Application period

If you are staying at the hall, your application will be accepted at the same time as your accommodation application.

If you wish to use the meeting room without staying overnight, applications will be accepted from three months prior to the date of use.

Registration deadline

Please apply at least one week before the planned date of use.

(If the office is closed, the day before.)

■ Rental fixture

Screen, projector, laptop

■ Others

Please do not eat or drink in the meeting room.



Tachikawa International Hall is a facility constructed based on the generous donation from the late Ms. Asako Tachikawa, the spouse of the late Mr. Shouzaburou Tachikawa (who graduated from the College of Economics, Rikkyo University in 1940), following Tachikawa Hall in Ikebukuro Campus. Please follow the above rules to ensure the facility's proper use.