

Usage Guide

Tachikawa Memorial International Hall

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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

Accommodation, hall, and meeting room reservations require groups of **five or more**.

	Category	Conditions
1	Rikkyo Gakuin Students	Present student ID at the administrative office upon use. For overnight stays, appoint a representative and a deputy at the time of application.
	Rikkyo Gakuin Pupils	Students below high school level must be accompanied by supervising staff.
2	Rikkyo Gakuin Faculty/Staff	No additional conditions.
3	Rikkyo Gakuin alumni	Overnight use allowed only for activities involving interaction with current students/faculty.
4	Guardians of current students	Same as above.
5	Others Approved by Administrator	Same as above.

For the following types of overnight stays, please designate a full-time faculty or staff member as the “Accommodation Supervisor” on the application form

:When overnight guests include:

- ① Individuals not affiliated with Rikkyo Gakuin (e.g., alumni, students from other universities, external participants)
- ② Persons of high school age or youngerWhen the representative listed on the application is not a full-time employee (e.g., part-time instructors, contracted staff)

■ 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

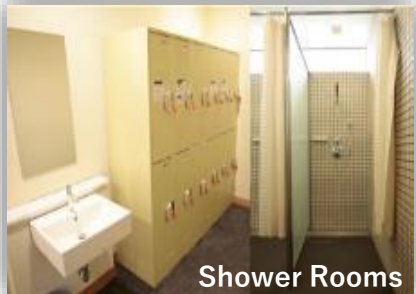
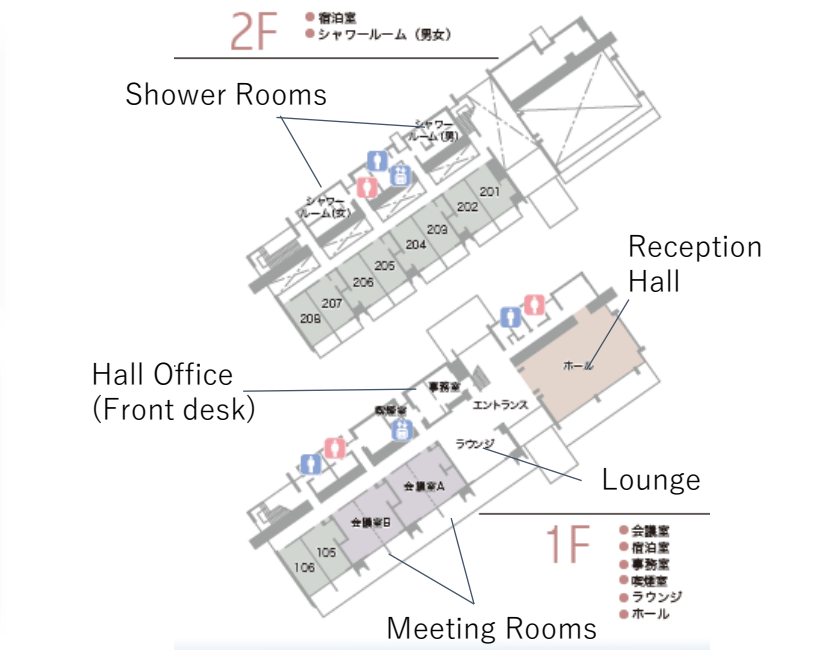
E-mail: niizatachikawa@rikkyo.ac.jp

	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 seated / Up to 80 standing.
Lounge		Shared appliances: TV, refrigerator, microwave. Vending machines available.
Meeting Room		One room with capacity up to 24 people.
Accommodation Rooms	Type A	(Rooms 105, 207, 208): Capacity 2 persons, equipped with toilet and bath.
	Type B	(Room 106): Capacity 2 persons, wheelchair accessible, equipped with multipurpose toilet and shower.
	Type C	(Rooms 201-206 and convertible rooms 101-104): Capacity 2-4 persons, some rooms convertible from meeting rooms.
Shower Rooms		4 booths each for men and women Washing machines and dryers available.



Accommodation

■ Available Period

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

■ Accommodation Procedure

1. Group reservations must include **5 or more people**.
2. Maximum stay: **up to 7 nights and 8 days**.
3. Refer to the “Eligible Users & Conditions” for eligibility details.

For external guests, a member affiliated with Rikkyo Gakuin must submit the accommodation application.

■ Reservation Steps

【 Preliminary Check 】

Please confirm eligibility and purpose of use.

You can preview the facility in advance. Please consult the administrative office of the hall.



【Tentative reservation】

Begins 6 months before the intended stay date;

Please submit your application through the provisional reservation form.



【Final Reservation】

Due 2 weeks before the intended stay; submit “Accommodation Application Form” and “Guest List” via email. If you use a meeting room or reception hall, please submit an application form too.



【 Payment 】

Transfer fee to designated account at least 1 week before the stay (non-refundable after payment).



【Check-in】

Representative completes check-in process.

- Students must show student ID.
- If meals are ordered, pay in cash at check-in.

■ Changes and Cancellations

Please notify the administrative office of the hall by the deadlines below.

Note: If the deadline falls on a day the office is closed, please contact them by the previous business day.

- **Accommodation** Deadline: At least 7 days before the start of your stay.

Note: Accommodation fees already paid cannot be refunded.

- **Meals** Deadline: At least 6 days before the start of your stay.

Note: After this deadline, you will be charged for the originally ordered meal costs, regardless of changes.

Accommodation

■ Accommodation Fees *per person per night *money for meals are excluded

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

*tax included

■ Meal Orders (Advance Reservation Required)

To order meals, please indicate the quantity needed on the “Accommodation Application Form.” *Note: Orders must be for at least 10 meals per session.*

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

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 to the hall or lounge.
Please do not eat 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, 2-in-1 shampoo, body soap.

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

(Reservation required) Rental laptop.

Communication Environment

All guest rooms are equipped with in-campus phones (no public phones are available).

Rikkyo affiliates may use LAN ports and Wi-Fi in guest rooms.

External guests may access visitor Wi-Fi similar to other campus facilities. Connection methods vary depending on number of users, purpose, and length of stay. Please consult with a responsible faculty/staff member before arrival. Issuing visitor accounts may take time, so early inquiry is recommended.

Parking

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

Laundry Facilities

Washing machines and dryers are located in the shower room and available free of charge. Please bring your own detergent.

Guidelines for Overnight Stay

■ Opening Hour

Check-in	16:00~21:00	(On days the office is closed: 18:00 - 21:00)
Check-out	7:00~9:00	Please checkout first even if you plan on using the Hall facilities .
Facility Opening Hours	7:00~22:30	Use the night entrance if accessing the building outside of opening hours.
Common area lights off	23:00	—
Shower rooms	From check-in until 30 minutes before check-out Not usable during cleaning times.	

■ Usage Precautions

1. Guests must follow the hall's usage rules.
2. Eating and drinking are prohibited in guest rooms and meeting rooms. Please use the lounge or hall instead.
3. For hygiene purposes, please use sheets on all bedding. Upon checkout, remove sheets, futon covers, and pillowcases and place them in a corner of the room.
4. Smoking is only permitted in the designated smoking room on the first floor. The entire facility, including the surroundings, is strictly non-smoking outside of this room.
5. When leaving the building, please deposit your room key in the key locker near the front desk. If lost, you may be charged a replacement fee.
6. Do not take any supplies out of the facility (e.g., toilet paper).
7. During nighttime and early morning hours, please avoid making noise that may disturb other guests.
8. If an emergency occurs when the administrative office is closed or when the manager is unavailable, contact the security gate office (extension 6600).
9. Between 21:00 and 7:00, the administrative office handles emergencies only.
- 10.Usage permission may be revoked and compensation may be required if any of the following occur:
 - Damage or potential damage to the building, facilities, or equipment.
 - False information found in the application form.
 - Violation of any rules outlined in the usage guide or facility policies.

Reception Hall

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

■ Maximum capacity,Usage fee

Up to 48 people. (Standing banquet: up to 80 people)
Please apply as a group of **five or more people**.
The Reception Hall can be used **free of charge**.

■ Available date

	Mon	Tue	Wed	Thu	Fri	Sat	Sun Holidays	Opening Hour
Without Overnight Stay	○	○	—	○	○	—	—	9:00~17:00 (Student groups: from 9:30)
With Overnight Stay	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).

■ 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**.
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. *

When you start using Students please **show your student ID**.

■ Catering services

If you would like to hold a party , please order the catering service at the hall office.
No other caterers may be used. Please check the menu on the hall's website under "Meal Menu at the Hall," and then contact the hall's office for further information.
The application period and deadline are the same as for reserved use.
Changes and cancellations must be made up to **6 days in advance**.*
Please pay in cash on the day.
You may have food delivered or bring your own.
If you have ordered catering, please do not bring in any additional food for hygiene reasons.

** If the office is closed, the day before.*

■ Available Equipment

Microphone, screen, projector,
laptop,40-inch TV monitor.

■ Others

For parties, staff will handle venue setup, cleanup, and tidying. If no staff are assigned, users are required to clean the venue and restore it to its original condition after use.



Meeting Room

The Hall offers services for those hosting meetings.

■ Capacity, Usage fee

2 rooms, each accommodating up to 24 people.
Please apply as a group of **five or more people**.
The meeting rooms can be used **free of charge**.

■ Available date

	Mon	Tue	Wed	Thu	Fri	Sat	Sun Holidays	Opening Hour
Without Overnight Stay	○	○	—	○	○	—	—	9:00~17:00 (Student groups: from 9:30)
With Overnight Stay	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).

■ 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**.

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.*)

When you start using

Students please **show your student ID**.

■ Available Equipment

Screen, projector, laptop, 40-inch TV monitor.

■ Others

You may move the desk. Please return it to its original state when finished.



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.