

# A Guide for the Use of Tachikawa Memorial International Hall

## 1. The Outline for the 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.

### <Expected Users>

- Students, pupils, alumni, or their guardians and employees of Rikkyo Gakuin
  - Those engaging in an educational exchange with the persons mentioned above
  - Those approved by the management representative
- ※ Students must use this hall in a group. The use for extracurricular activities is limited to the groups accredited by the university.
- ※ When elementary, middle, or high school students use this hall, a responsible teacher must monitor them.

### <Opening Period>

This hall is available year-round, excluding Dec. 26 to Jan. 5 and special closure dates specified by the university. Each group can take up lodging for up to eight days and seven nights.

### <Hall Office>

Office for Tachikawa Memorial International Hall on Niiza Campus

TEL: 048-471-7770

Location: First floor of Tachikawa International Hall on Niiza Campus

Office hour : 13:00 - 17:00 Monday, Tuesday, Thursday and Friday.

## 2. Accommodation Use

### <Opening Hour>

<b>Check-in</b>	16:00 ~ 21:00 18:00 ~ 21:00 : On the days that the Hall Office is closed.
<b>Check-out</b>	7:00 ~ 9:00 (Please checkout even if you plan on using the Hall facilities later.)
<b>Meals (prior booking necessary)</b>	Breakfast 7:30 ~ 8:30 Lunch 12:00 ~ 13:00 Dinner 18:30 ~ 19:30
<b>Shower rooms</b>	7:00 ~ 8:30, 18:30 ~ 22:30 (Washing machines and dryers can be used until 22:00)
<b>Hall Office</b>	9:30 ~ 12:00, 13:00 ~ 17:30 (Mon., Tues., Thus. and Fri.) Closed on Wed., Sat., Sun. and national holidays  *The services for overnight guests are available until 21:00. Only emergency services are available during 21:00 ~ 7:00. The same is true for the days the Hall Office is closed.
<b>Closed gate</b>	22:30
<b>Lights-out</b>	23:00

### <Accommodation Charge>

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

\*per person per night \*money for meals are excluded

**Please note the following when you use the Hall.**

1. The Hall does not provide yukatas (Japanese bathrobes) or towels. The Hall Office rents slippers, hairdryers and paper cups (free of charge).
2. Smoking is prohibited only inside the smoking room.
3. Internet can be accessed via the LAN terminal in each of the accommodation rooms. PCs can be rented, if needed, by making a reservation at the Hall Office.
4. Each accommodation room has a telephone to be used exclusively for intra-school calls.
5. Please refrain from having food and drink in the accommodation rooms. You can use the lounge and the Reception Hall (A reservation is necessary to use the Reception Hall).
6. Please use the sheets provided. When you checkout, please strip the sheet and pillow cover from the bed and put them together in the corner of the room.
7. Please return your key at checkout. You can turn in your key at the Hall Office.
8. When you go out, please turn off the lights and air conditioner.
9. Please take care of your valuables.
10. You can hang your washing on the laundry pole. When it is windy or reiny, please hang your wet clothes (after spinning) indoors.
11. Please do not take the toilet roll from bathrooms. You can find pocket tissues at the Hall Office.
12. Please return by curfew(22:30) and be punctual for lights-out(23:00).

### 3. Usage of the Reception Hall

<Opening Hour> 9:00 ~ 22:00

<Usage Fee>

The Reception Hall can be used free of charge.

If you order food and drink (for example, for a talkfest), please pay the charges directly at the Hall Office on the same day.

<Additional information>

Only groups over 10 people can apply to use the Reception Hall.

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

The Hall can offer a catering service. Please consult with the Hall Office.

### 4. Usage of Meeting Rooms

<Opening Hour>

If you lodge at the hall: 9:00 ~ 22:00

If you do not lodge at the hall: 9:00 ~ 17:00

<Usage Fee>

Meeting rooms can be used free of charge.

<Additional information>

The two meeting rooms on the first floor may be used as four accommodation rooms (type-C) for overnight guests. In this case, the meeting and accommodation rooms transformations must be arranged by each group.

Only overnight student groups can use a 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. Shouzaburo 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.