

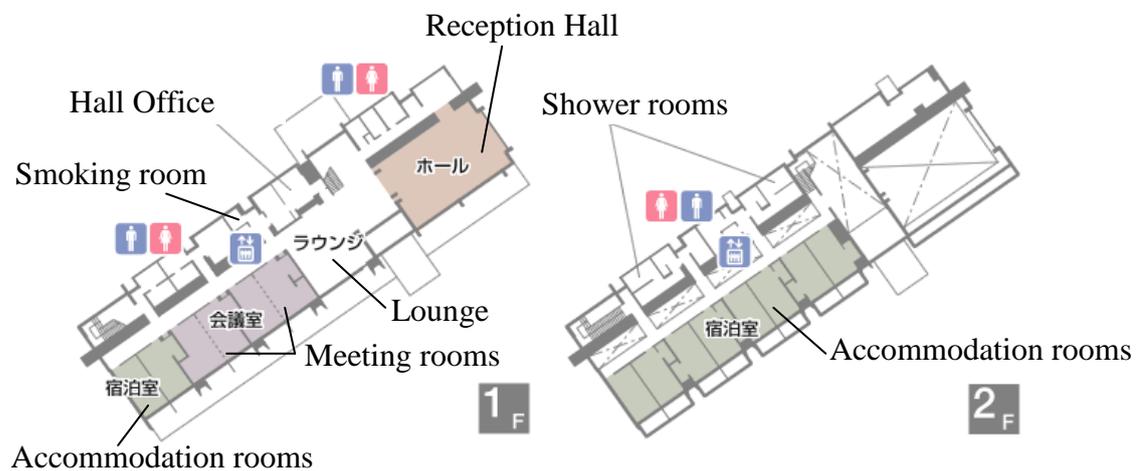
# A Tour of “Tachikawa Memorial International Hall” on Niiza Campus



Tachikawa Memorial International Hall is a conference and activity center established for the purpose of enabling various kinds of exchanges by a broad range of people concerned with Rikkyo Gakuin. Please utilize this facility to create fruitful exchanges, including seminars, club activities, conferences, meetings, and lectures.

## Tachikawa Memorial International Hall Guide

<Outline of the facility>



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◆ Reception Hall . . . The Reception Hall is ideal for ceremonies and parties.



- The Reception Hall can accommodate 48 people in sit-down and up to 80 people in buffet style.

- Hours : 10:00 ~ 22:00

(people not staying at the Hall can use it until 20:30.)

\*We can offer food and beverage catering services for 20 people or more. For details, ask the Hall Office

- ◆ Meeting rooms . . . The Hall offers services for those hosting meetings, such as equipment rentals (screens, projectors, laptops) and photocopying.



- The Hall has two meeting rooms that can accommodate 24 people.  
(The two meeting rooms can be used as the four accommodation rooms of Type-C.)
- Hours : 10:00 ~ 22:00 (Anyone not staying at the Hall can use the rooms until 20:30.)

- ◆ Accommodation rooms . . . The Hall offers overnight accommodation for up to 48 guests.



- Type A: double occupancy (lavatory and bath installed): three rooms
- Type B: double occupancy (multi-purpose lavatory and shower installed): one room (especially for wheelchair users)
- Type C: double - quadruple occupancy: six rooms
- \* Internet access is available via LAN.  
Each of the rooms has a LAN cable.

- ◆ Lounge



The television set, refrigerator, microwave ovens and photocopying machine (for a fee) are accessible in the shared lounge.

- Hours : 7:00 ~ 23:00

\*The vending machine can also be found here.

- ◆ Shower rooms



The men's and women's sections each have four stalls.  
(The shower rooms also house the washing machines and drying machines.)

- Hours : 18:30 ~ 22:30 , 7:00 ~ 9:00  
(Washing machines and drying machines can be used until 22:00.)

<Additional information>

1. There are no public phones in the Hall. If you need to make an outside call, please let a staff member know.
2. There are no parking lots at the Hall. As such, we request that you refrain from arriving by car.
3. There is a smoking room on the first floor. Smoking is prohibited in all other areas of the Hall.
4. If alumni, guardians, guarantors, or external persons apply, please consult with the Hall Office about application procedures.