Usage Guidance

**WiFi (wireless LAN service)**
Can be used in the following areas.
- Training Building: Seminar rooms on 2F and 3F
- Lodging Building: Conference rooms on 4F and accommodation rooms

**Sale of prefectural products**
Popular prefectural products are offered for sale, centering on superior Sai-no-Kuni brand products.

**Closed days**
In principle, 2 times per month (Mondays), and from December 29 to January 3
*Please inquire for details.

**Smoking**
The building is non-smoking.
If staying overnight, the smoking area cannot be used from 23:00 to 6:00 the following morning, as the after-hours entrance is locked.

**Requests Regarding Use**

**How to obtain your key**
On the day of usage, present “Usage Permit” to Reception. You will be given a key for the facility that you want to use.

**About usage time**
The usage time includes preparation and cleanup time. Please plan ahead so that everything is completed within your usage time.

**After using the facilities**
Please restore desks, chairs, accessory fixtures, etc. to their original state. Turn off the lights and lock the door before returning the key to Reception.

**Eating and drinking**
Please ask the Facilities Use Representative (TEL:048-728-7112) regarding eating and drinking within the facilities.

We ask for cooperation from all facility users. If you have any questions, please direct them to the following.

By Saitama New Urban Transit New Shuttle
Approx. 25 minutes from Omiya Station to Uchijuku Station. Approx. 3 minutes from Uchijuku Station by courtesy bus, or approx. 15 minutes by foot.

From JR Utsunomiya Line Hasuda Station West Exit
Approx. 20 minutes by Ken-chan Bus (towards Kamin Katsudo Center). Or, approx. 20 minutes by Asahi Bus (towards Makashi/Nakamata Jinja). Approx. 12-minute walk after getting off at Kaminjiro bus stop.

From JR Takasaki Line, Okagawa Station, East Exit
20 minutes by Ken-chan Bus (To Ina Gakuen)

From JR Takasaki Line Ageo Station East Exit
Approx. 20 minutes by Asahi Bus (towards Hanuki Station/Ina Gakuen). Get off at Hanuki Station. Change to New Shuttle, 1 stop to Uchijuku Station (approx. 3 minutes).

By car
Approx. 6 km from Ken-O Expressway (Metropolitan Inter-City Expressway) Shiraokashobu I.C. or Omiya Kano I.C.

Parking Guide
Capacity: 559 vehicles (including 8 handicap spots and 3 large-sized spots)

**Fee**

<table>
<thead>
<tr>
<th>For day visits</th>
<th>1 hour or less</th>
<th>More than 1 hour 2 hours or less</th>
<th>More than 2 hours up to 6 hours or less</th>
<th>More than 6 hours up to 24 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free</td>
<td>100yen</td>
<td>200yen</td>
<td>300yen</td>
<td>400yen</td>
</tr>
</tbody>
</table>

If staying overnight
* 400 yen per night
* If staying overnight, present your parking ticket to Reception when checking out.
* Free for disabled persons. Please park at the dedicated parking lot in front of the main entrance. If you park anywhere other than the designated parking lot, please present your parking ticket and disability certificate to Reception before paying for parking.
**Computer Training Room**
There are training rooms that are permanently equipped with a computer and training rooms where you can bring your own computer.

**Seminar Hall / Seminar Room**
There are 19 training rooms that can be used, with a capacity of 24 to 210 people. There are preparation rooms that can be used as waiting rooms.

**Gymnasium**
The entire area (area of basketball court) or half area (area of volleyball court) can be used.

**Small Hall**
Can be used for recitals and lectures. (There is a grand piano (Steinway & Sons C)

**Conference Room**
There are 6 conference rooms that can hold a capacity of 14 to 80 people.

**Accommodations**
(1) Western-style rooms (16 rooms)
   - Capacity of 2 or 4 people
   - With modular bath
(2) Japanese-style rooms (12 rooms)
   - Capacity of 4 people (maximum 5 people)
   - Without modular bath
   - For overnight guests: Maximum 105 people

**Japanese-style Room / Tea Room**
There are two Japanese-style rooms: 30.3 m² and 24.24 m². The authentic tea room (13.64m²) even has a traditional miniature entrance.

**Music Studio**
There is a piano, microphones, speakers, guitar amplifier, bass amplifier, and drum set.

**Available Hours**
- **Facility**
  - Rental Facilities (excluding outdoor facilities/children’s room)
    - 9:00~21:30
  - Outdoor Facilities (grounds, tennis court, etc.)
    - 9:00~17:00
  - Information Center / Copy Corner
    - 9:00~18:00
- **Training Room**
  - 9:00~21:30
  - The usage fee is 200 yen per use.
    - If you plan on using these facilities, please participate in “Workshops on Using Training Rooms” beforehand. For details, please contact the Facilities Use Representative (TEL: 048-728-7112).
- **Sai-no-Kuni Citizens Activities Support Center**
  - 10:00~16:00
  - Tuesday to Sunday
  - We welcome consultations regarding NPO activities and volunteer activities. (TEL: 048-728-7112.)
- **Restaurant**
  - Kobaton Shokudo
  - 048-729-3900
  - FAX: 048-729-3901

In addition to meals and coffee/tea, we also accommodate requests for box lunches, various parties, social gatherings, catering, etc. Please feel free to inquire.

**Convenience store**
New Yamazaki Daily Store
- Business hours: 08:00~18:00
- Lunchtime: 11:00 to 14:00
- Reservations required
  - Breakfast: 7:30 to 9:00
  - Dinner: 16:00 to 21:00

In addition to rice balls and sandwiches, the store is stocked with beverages, stuffed breads, and sweets.
Application for Using Facilities
(Excluding Lodging Facilities)

**Application**
- Start of application acceptance: First day of the month 6 months prior to date of use
- Application method: In person or by telephone 9:00 to 17:15 (excluding closed days)
- Internet (preliminary registration) 5:00 to 24:00
  - However, applications are accepted starting at 9:00
- After receiving your application, you will be given "Usage Application Form".
  - Applications for using tennis courts, grounds, and gateball courts are not provided in advance. Instead, procedures for using these facilities are conducted on the day of use.

**Submission of "Usage Application Form"**
In principle, please submit to the Facilities Use Representative within 2 weeks of the reservation date.

- After accepting your application, you will be given "Usage Permit" and "Payment Notice".

**Payment of usage fee**
Please pay the usage fee by the deadline listed on "Usage Application Form".
- Payment method: In person or bank transfer

**Usage**
Please present "Usage Permit" to Reception. You will be given a key to the facility.

Application for lodging

**Application**
- Start of application acceptance: First day of the month 6 months prior to date of use
- Application method: In person or by telephone 9:00 to 17:15 (excluding closed days)
  - It is also possible to apply from the Kenmin Katsudo Sogo Center homepage.
  - Minors who wish to stay overnight must be accompanied by a guardian.
- After receiving your application, you will be given "Lodging Reservation Confirmation Form" and "Guest List".

**Submission of "Guest List"**
Please submit up to one month prior to your accommodation date.

- Lodging fees will be calculated based on the "Guest List" that you submit, and you will be given "Breakdown of Lodging Fees".

**Check-in**
- Check-in: 15:00 to 21:30
- During check-in, a final confirmation of the number of persons staying will be conducted, and lodging fees will be determined.

**Payment of lodging fees**
Please pay the lodging fees by 17:15 of the day of your stay to Reception.
- Please note that refunds of differences that arise from cancellations and changes after the fees are determined cannot be given.

**Check-out**
- Check-out: 8:45 to 10:00

Usage period
The periods during which you can use the facilities consecutively are as follows.
- Exhibition corner: 15 days or less (including closed days)
- Facilities other than the above: 5 days or less

**Reservation changes/cancellations/refund of usage fees**
If it becomes inevitably necessary to cancel or change your usage details, please contact us immediately.

- Changes
  - A one-time change will be accepted after you receive usage permission. In addition to notifying us by 17:15 the day before the day of use, please also submit "Application for Change".
- Cancellation
  - If canceling after receiving usage permission, please submit "Application for Cancellation Usage Permission".
- Refund of usage fee
  - Differences arising from changing or canceling your reservation will be refunded only if submitted by the following deadlines.
    - Small Hall: 45 days prior to day of use
    - Facilities other than the above: 14 days prior to day of use
  - In both circumstances, cases where there is judged to be an issue in terms of facilities management are excluded.
  - If changes or cancellations are made within 14 days of the day of use, the usage fee cannot be refunded.

For the procedure, it is necessary to submit "Refund Application" as well as the "Usage Permit" and "Receipt" that were issued. Refund of usage fees will be made through bank transfer.

**Information on lottery reservation**
If you know the facility that you wish to use and the date and time of use 7 months or more beforehand, we recommend that you apply through lottery reservation.
- Acceptance period: 10th to 20th of the month 7 months prior to day of use
- Application method: In person, telephone, Internet
- For details, please ask the Facilities Use Representative.

**About the usage period, etc.**
The period during which you can stay overnight consecutively is 6 days and 5 nights.
- Even if staying continuously, you will not be able to use your accommodation room from 10:00 to 15:00.
- It is not possible to go outside from 23:00 to 6:00 the next day as the entrance is locked.

**Rental of amenities for accommodations**
The following amenities are not provided. Please bring your own.
- They can also be rented.
  - Yukata bathrobe 200 yen per night
  - Set of towels (bath towel, face towel, toothbrush set) 300 yen per night

**Meals**
Reservations must be made beforehand (up to 3 days before the date of use) for dinner (18:00 to 21:00) and breakfast (7:30 to 9:00).
Please inquire with the restaurant directly regarding reservations. (TEL: 048-729-3900)

**Room type/number of rooms/capacity**
- 12 Japanese-style rooms, 16 Western-style rooms / Maximum occupancy 105 people for lodging

**List of lodging fees**
- **Fees for use for purpose** (Fee per person, per night)

<table>
<thead>
<tr>
<th>Room type</th>
<th>Number of people per room</th>
<th>Adult (high school student and older)</th>
<th>Child (elementary/junior high school student)</th>
<th>Disabled person/caregiver</th>
<th>Pre-school child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese-style room (without bath or toilet)</td>
<td>2 adults/1 child</td>
<td>3,000</td>
<td>1,500</td>
<td>1,500</td>
<td>750</td>
</tr>
<tr>
<td>1 person</td>
<td>4,000</td>
<td>4,000</td>
<td>4,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Western-style room (with bath or toilet)</td>
<td>2 adults/1 child</td>
<td>3,500</td>
<td>1,750</td>
<td>1,700</td>
<td>850</td>
</tr>
<tr>
<td>1 person</td>
<td>4,500</td>
<td>4,500</td>
<td>4,500</td>
<td>2,250</td>
<td>2,200</td>
</tr>
</tbody>
</table>

- **Fees for general use** (Fee per person, per night)

<table>
<thead>
<tr>
<th>Room type</th>
<th>Number of people per room</th>
<th>Adult (high school student and older)</th>
<th>Child (elementary/junior high school student)</th>
<th>Disabled person/caregiver</th>
<th>Pre-school child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese-style room (without bath or toilet)</td>
<td>2 adults/1 child</td>
<td>3,900</td>
<td>1,950</td>
<td>1,900</td>
<td>950</td>
</tr>
<tr>
<td>1 person</td>
<td>4,800</td>
<td>4,800</td>
<td>4,800</td>
<td>2,400</td>
<td>2,400</td>
</tr>
<tr>
<td>Western-style room (with bath or toilet)</td>
<td>2 adults/1 child</td>
<td>4,500</td>
<td>2,250</td>
<td>2,200</td>
<td>1,100</td>
</tr>
<tr>
<td>1 person</td>
<td>5,600</td>
<td>5,600</td>
<td>5,600</td>
<td>2,750</td>
<td>2,800</td>
</tr>
</tbody>
</table>

- Please refer to the reverse side regarding "Use for Purpose" and "General Usage".

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**Saitama Prefectural Citizens' Activities General Center [Facilities Use Representative]**

**TEL** 048-728-7112  **FAX** 048-728-7118
## List of usage fees for Saitamaken Kenmin Katsudo Sogo Center

**Use for purposes where the purpose of activity is volunteer activities, social welfare activities, social education activities, women's activities, youth activities, elderly activities, or lifelong learning.**

### General use

#### Names of facilities, etc.

<table>
<thead>
<tr>
<th>Small Hall (weekdays)</th>
<th>Small Hall (weekends and holidays)</th>
<th>Small Hall (tennis, etc, of 30 years or more activity)</th>
<th>Small Hall (art, etc, of 20 years or more activity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,200</td>
<td>9,900</td>
<td>210</td>
<td>210</td>
</tr>
<tr>
<td>9,000</td>
<td>12,100</td>
<td>210</td>
<td>220</td>
</tr>
<tr>
<td>14,100</td>
<td>18,900</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>17,900</td>
<td>24,200</td>
<td>310</td>
<td>310</td>
</tr>
<tr>
<td>8,800</td>
<td>11,400</td>
<td>16,900</td>
<td>16,900</td>
</tr>
<tr>
<td>15,100</td>
<td>16,900</td>
<td>210</td>
<td>220</td>
</tr>
<tr>
<td>17,500</td>
<td>22,800</td>
<td>29,900</td>
<td>29,900</td>
</tr>
<tr>
<td>21,000</td>
<td>27,300</td>
<td>35,400</td>
<td>35,400</td>
</tr>
</tbody>
</table>

#### Dressing Rooms 1, 2, 3, 4, 5, 6

<table>
<thead>
<tr>
<th>Complete sets in dressing rooms</th>
<th>Rehearsal Rooms 1, 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,900</td>
<td>1,100</td>
</tr>
<tr>
<td>8,100</td>
<td>1,400</td>
</tr>
</tbody>
</table>

#### Audiovisual equipment

<table>
<thead>
<tr>
<th>Fixtures for Small Hall</th>
<th>Fixtures for Small Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand piano</td>
<td>Grand piano</td>
</tr>
<tr>
<td>Upright piano</td>
<td>Upright piano</td>
</tr>
<tr>
<td>Leotard (cloth cover)</td>
<td>Leotard (cloth cover)</td>
</tr>
<tr>
<td>Matting (5.4m)</td>
<td>Matting (5.4m)</td>
</tr>
<tr>
<td>Matting (2.7m)</td>
<td>Matting (2.7m)</td>
</tr>
<tr>
<td>Chair for contrabassett</td>
<td>Chair for contrabassett</td>
</tr>
<tr>
<td>Keyboard</td>
<td>Keyboard</td>
</tr>
<tr>
<td>Microphone</td>
<td>Microphone</td>
</tr>
<tr>
<td>TV setting</td>
<td>TV setting</td>
</tr>
<tr>
<td>Car radio</td>
<td>Car radio</td>
</tr>
<tr>
<td>CD and radio casette player</td>
<td>CD and radio casette player</td>
</tr>
<tr>
<td>OHC</td>
<td>OHC</td>
</tr>
<tr>
<td>Computer (1 unit)</td>
<td>Computer (1 unit)</td>
</tr>
</tbody>
</table>

#### Sale of coupon tickets

**Economical coupon tickets that you can use for the parking lot and for using training rooms are available.**

### Guide to various additional services

#### Agent for garbage disposal

We will dispose of garbage produced during your usage of the facilities at a fee.

**FAX**

*FAX can be sent or received at Reception.*

**Parcel delivery**

Handling of packages to be shipped (Parcels will be shipped by Sagawa Express)

*Limited to parcels sent C.O.D.*

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*The grounds, tennis courts, and gateball fields (one-day use) can be used from 9:00 to 17:00.*

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*The fee is the same as for using in Computer Training Room 1.*

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*For details, please inquire by telephone.*

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**USE YOUR TREASURE!**

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**For the benefit of our facilities, a discount will be applied if using 4 or more rooms.**

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**For reserving all 6 dressing rooms, a discount will be applied.**