

Guide for the Use of “Tachikawa International Hall” in Niiza Campus

Tachikawa 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 for realizing fruitful exchanges, including seminars, club activities, conferences, meetings, and lectures.

1. Usage of Tachikawa International Hall

<Outline of the Facility>

- Hall (available as a communication space from 11:00 to 16:00, Monday to Saturday, as long as there are no programs)
- Meeting rooms: 2 rooms (When you lodge at the hall, the 4 Type-C rooms can be used as the 2 meeting rooms.)
- Accommodation rooms:
 - Type A: double occupancy (lavatory and shower installed): 3 rooms
 - Type B: double occupancy (multi-purpose lavatory and shower installed): 1 room (especially for wheelchair users)
 - Type C: double-quadruple occupancy: 6 rooms
- Lounge
- Shower rooms: 4 booths each for males and females (There are also washing machines and drying machines.)

<Capacities>

- Hall: 48 people (As for stand-up luncheons, up to 80 people can enter the hall.)
- Meeting room: 24 people (Up to 2 rooms can be used.)
- Accommodation room: 32 people (Up to 48 people can lodge.)

<Purpose of Use>

The purpose of use is limited to educational and academic activities and events, etc., for exchanges among participants, hosted by students, pupils, workers, alumni of Rikkyo Gakuin, or their guardians or guarantors.

<Expected Users>

1. Students, pupils, or workers of Rikkyo Gakuin
 2. Alumni of Rikkyo Gakuin, or their guardians or guarantors
 3. Those who have been 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 the closed dates specified by the university. Each group can lodge for up to 8 days and 7 nights.

<Where to Apply>

Office for Tachikawa International Hall (hereinafter called “Hall Office”) in Niiza Campus

TEL: 048-471-7770

Location: First floor of Tachikawa International Hall in Niiza Campus

Office hours: 9:00 to 17:00 from Mon. to Fri. and 9:00 to 12:30 on Sat.

* In Ikebukuro Campus, your inquiries are dealt with by Rikkyo Kikaku Co., Ltd. on the third floor of St. Paul's Plaza. (TEL:03-3985-2856)

<Change and Cancellation of Application Contents>

With regard to a change or cancellation of application contents, please consult with the Hall Office. If you cancel your application at least 2 days prior to the scheduled date of use, the usage fee (subtracting the bank transfer fee) will be returned. If you cancel your application on the previous day of the scheduled date of use or on the date of use, the usage fee will not be returned.

<Additional information>

1. There are neither public phones nor copying machines inside the hall.
2. There are no parking lots at the hall. Accordingly, please refrain from visiting the hall by car.
3. Please smoke in the smoking room on the first floor. Smoking is prohibited in all other areas in the hall.
4. When the hall is used as a communication space, drinking tea, etc. is allowed. (Such usage is charged. This cannot be used by students or pupils alone.) Such usage cannot be done on Sundays, national holidays, Dec. 26 to Jan. 5, and the closed dates specified by the university.
5. If alumni, guardians, guarantors, or external persons apply, please consult with the Hall Office about application procedures.

2. Accommodation Use

<Opening Hours>

- Check-in 15:00 to 18:00
- Check-out 10:00
- Meals (prior booking necessary)
 - Breakfast 7:30 to 8:30
 - Lunch 12:00 to 13:00
 - Dinner 18:00 to 19:00
- Shower room 6:00 to 10:00, 15:00 to 23:00 (washing machines and drying machines can be used until 22:00)
- Curfew 22:00

<Accommodation Charge>

Type A/B: 2,500 yen per person per night

Type C: 2,000 yen per person per night

(The charges for meals are excluded.)

<Period for Application>

As for a group composed of over 20 persons, application is possible from 6 months prior to the date of the first accommodation. As for a group composed of less than 20 persons, application is possible from 5 months prior to the date of the first accommodation. The deadline for application (tentative reservation) is one week before the date of the first accommodation. (If this date falls on a holiday, the day before the holiday is the deadline.)

* In the case of an event held by Rikkyo Gakuin or the like, the above deadline may not be applied.

* During the summer and winter vacations and successive holidays, an application just before the deadline may be rejected.

<From Application to Actual Use>

1. The representative of application must check the vacancy of accommodation rooms at the window of the Hall Office within the period for application, and conduct prior reservation (this can be done by phone)
2. After the prior reservation is approved, the “application form for accommodation” and the “list of lodgers” will be given to the representative of application. Please fill them in, and submit them to the Hall Office or Rikkyo Kikaku Co., Ltd. within one week after these documents are received.
3. The contents of the submitted “application form for accommodation” and “list of lodgers” will be checked at the Hall Office, and the invoice for accommodation charges and a copy of the “application form for accommodation” will be given to the representative of accommodation. Please pay the accommodation charges into the specified bank account, within one week after the invoice is received.
4. At the time of check-in on the date of accommodation, please submit the copy of the “application form for accommodation” to the Hall Office, and receive the key to the accommodation room. If you are a student, it is necessary to show your student ID card.
 - * If you make an application just before the deadline, please complete the procedures immediately, and pay the accommodation charge by the specified date.
 - * If the representative of application is a student, please request a full-time teacher of Rikkyo Gakuin to become the responsible person prior to the tentative reservation. (If application is made by club members, please request the coach to become the responsible person.) The responsible teacher needs to sign and seal the “application form for accommodation.”
 - * If you want to use the Hall or a meeting room in addition to accommodation rooms, it is necessary to submit another application form.

<Additional information>

1. There are no yukatas (Japanese bathrobes) or bath towels. Face towels, toothbrushes, hairbrushes, slippers, etc., are available at the Hall Office (for additional charge).
2. Please use the television set, refrigerator, and microwave ovens in the lounge, which is shared in the hall.
3. It is possible to access the Internet via the LAN terminal in each accommodation room. However, there are no rental PCs, and so please bring your own PC.
4. Each accommodation room has a telephone exclusively for intra-school call.
5. If you use tea sets or glasses in the hall, please consult with the Hall Office in advance.
6. The services at the Hall Office for lodgers are available until 22:00, and only emergency services are conducted during the period from 22:00 to 7:30 on the following day.
7. If you want to have meals inside the hall, please write the number of necessary meals for each day on the “application form for accommodation” and submit it. The prices are about 500 yen for breakfast, 700 yen for lunch, and 1,000 yen for dinner. Please pay the charges for meals to the Hall Office at the time of check-in, and receive food tickets.

3. Use of the Hall (Large Room)

<Opening Time>

- Mon. to Sat. 16:00 to 21:00
- Sun. and holidays 9:00 to 21:00
- * As for events, etc. hosted by Rikkyo Gakuin, this time may be changed.

<Usage Fee>

The hall can be used free of charge. If you order food and drink for a talkfest, etc., please pay the charges directly to the Hall Office on the day of use.

<Period for Application>

- If you also lodge at the hall, the applications for accommodation and the use of the hall are accepted concurrently.
- If you do not lodge at the hall, your application for the use of the hall can be accepted from 3 months before the scheduled date of use. The deadline for the application is one week before the scheduled date of use. (If the deadline falls on a holiday, the deadline is the day before the holiday.)
- * As for events, etc. hosted by Rikkyo Gakuin, this rule may not be applied.

<From Application to Actual Use>

1. The representative of application must check the vacancy of the hall at the window of the Hall Office within the period for application, and submit the “application form for the use of the hall” to the Hall Office.
2. On the day of use, please submit the copy of the “application form for the use of the hall” to the Hall Office. After the use of the hall, please notify the Hall Office of the end of use.

<Additional information>

1. Any group that applies for the use of the hall must be composed of over 10 persons.
2. Any student group that does not lodge at the hall cannot use the hall.

4. Usage of Meeting Rooms

<Opening Hours>

- If you lodge at the hall: 9:00 to 22:00
- If you do not lodge at the hall: 9:00 to 17:00

<Usage Fee>

Meeting rooms can be used free of charge.

<Period for Application>

- If you also lodge at the hall, the applications for accommodation and the use of the hall are accepted concurrently.
- If you do not lodge at the hall, your application for the use of the hall can be accepted from 3 months before the scheduled date of the use. The deadline for the application is one week before the scheduled date of the use. (If the deadline falls on a holiday, the deadline is the day before the holiday.)
- * As for events, etc., hosted by Rikkyo Gakuin, this rule may not be applied.

<From Application to Actual Use>

1. The representative of application must check the vacancy of meeting rooms at the window of the Hall Office within the period for application, and submit the “application form for the use of meeting rooms” to the Hall Office.
2. On the day of use, please submit the copy of the “application form for the use of meeting rooms” to the Hall Office. After the use of meeting rooms, please notify the Hall Office of the end of the use.

<Additional information>

1. If a group uses a meeting room while lodging at the hall, the 4 accommodation rooms on the first floor may be used as two meeting rooms. In this case, the specification changes between accommodation and meeting rooms must be arranged by each group.
2. Any student group cannot use a meeting room without lodging at the hall.

Tachikawa International Hall is a facility constructed based on the generous donation from Asako Tachikawa, the spouse of the late Shouzaburo Tachikawa (who graduated from the College of Economics, Rikkyo University in 1940), following Tachikawa Hall in Ikebukuro Campus. Please follow the rules for use and utilize it properly.