

Saitama Prefectural Citizens'  
Activities General Center

Accommodation User Guide

Ikiiki Saitama Public Interest Incorporated Foundation  
(Facility Use Coordinator)

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# Saitama Prefectural Citizens' Activities General Center

## Guideline for using our 'Accommodation'

We kindly ask that you review and follow the instructions below when using our center.

### 1 Prior Procedures

#### (1) Reservation Confirmation

Please confirm the number of guests (including breakdown), room types, and number of rooms using the “*Shukuhaku Yoyaku Kakunin Hyo (Accommodation Reservation Confirmation Form)*”.

#### (2) Submission of Guest List

Please fill in the required information for all guests in the “*Shukuhakusha Meibo (Guest List Form)*” and submit it in advance.

### 2 Procedures on the Day of Arrival

#### (1) Check-in

Check-in is available from 3:00 PM to 9:30 PM.

#### (2) Final Reservation Confirmation & Accommodation Use Application Entry

At check-in, please review the details on the “*Shukuhaku Shisetsu Riyo Sinneisho (Accommodation Use Application Form)*” and fill in the date of application.

※Guests with disabilities: Please present your disability certificate.

※Foreign nationals without a residential address in Japan:

Please show your passport.

#### (3) Key Handover

Once check-in procedures are complete, the room keys will be handed over.

Please have the group representative receive all keys at once.

#### (4) Payment of Accommodation Fees

Accommodation fees must be paid by 5:15 PM on the day of arrival, either in cash or by credit card.

If check-in occurs after 5:15 PM, please make your payment between 8:45 AM and 10:00 AM the following morning.

We accept credit cards and electronic payment methods. For details, please contact us.

【Credit Cards: VISA, MasterCard, JCB, etc. E-Money: Suica, nanaco, iD, Rakuten Edy, etc.】

#### (5) Check-out

Check-out is available from 8:45 AM to 10:00 AM.

Please have the group representative collect and return all room keys together.

### 3 Room Type and others

- ◇ Western-style rooms (with Bathroom/Toilet) : 7 rooms for 2 guests each, 9 rooms for up to 4 guests each
- ◇ Japanese-style Rooms (shared bath and toilet facilities): 12 rooms for 4 guests (maximum 5 guests per room)
- ※ Please note that in Japanese-style rooms, guests are kindly asked to lay out their own *futons*. However, our staff will handle the futon removal.
- ※ The communal bath is available from 5:00 PM to 11:00 PM.  
Please note that depending on the reservation status of the day—such as when the Japanese-style room is not in use—the communal bath may not be available. We appreciate your understanding in advance.
- ※ The bathroom is equipped with body soap and rinse-in shampoo.

#### [Rental of amenity goods] (Paid Service)

- Towel sets (bath towel, face towel, toothbrush)      ¥300 per night
- Yukatas (adult size M only)      ¥200 per night
- ※ If the guests need them, please make a reservation in advance or buy a ticket at the ticketing machine next to the general reception counter and give it to the receptionist at the counter by 9:30 pm on the staying day then receive them.

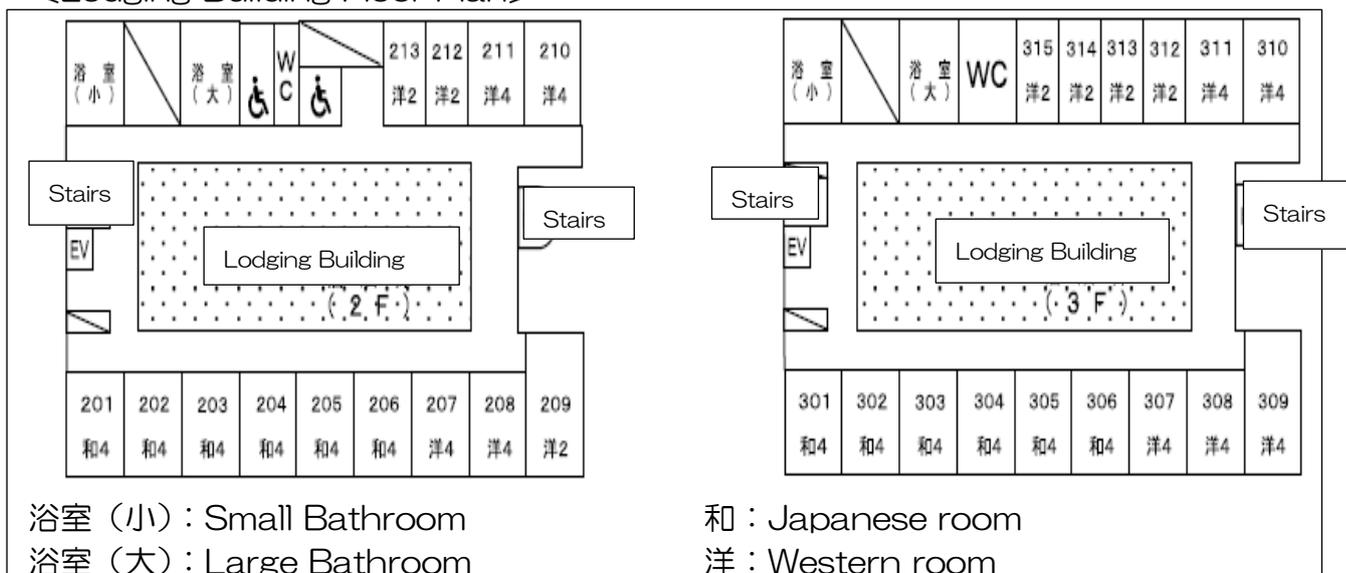
### 4 Equipment in a Guest Room

- ◇ Refrigerator
- ◇ Hair dryer
- ◇ Alarm clock
- ◇ Wireless LAN (No rental PC available)
- ◇ Phone (Extension use only. For outside calls, please use public phone [domestic use only] in the Inner Mall on the 1st floor)

### 5 Other Facilities

- ◇ Convenience Store<Y shop>  
Opening hours: 8:00 am -6:00 pm
- ◇ Washing machine, drier  
※Location : 2nd floor and 3rd floor of the Lodging Building
- ◇ Vending machine (Soft drinks)  
※Location : each floor of the Lodging Building and Training Building
- ◇ Copy Machines (Paid Service)  
※Location: 1st Floor and 2nd Floor of Administrative Building (inside the Information Center)

## [Lodging Building Floor Plan]



## 6 Use of 'Kenkatsu Restaurant'

TEL/FAX 048-728-0777 【Opening hours : 11:00~17:00】

- Breakfast and dinner services are available for groups of 20 or more guests. (Reservation required)  
If you stay alone or in a small group, we can prepare a boxed meal (Yamazaki Y Shop) for you. (Reservation required)
- If the number of guests is sufficient, we can also host various parties and social gatherings outside business hours.

※Please note that cancellation fees may apply in case of changes or cancellations.

※Meal fees should be paid directly to “Kenkatsu Restaurant” .

For more details, please contact “Kenkatsu Shokudo” .

## 7 Requests during Your Stay

### (1) For Guests Staying Multiple Nights

Please return the key to the General Reception by 10 am even if you stay consecutively.

※ Please note that you will not be able to use your rooms from 10 am to 3 pm.

### (2) When Going out from the Premises

Please leave your room key at the General Reception when going out.

※ After 10:00 PM, key drop-off and pick-up will be handled at the Security Office on the 1st floor of the Lodging Building.

※ The entrances to the Lodging Building and parking area will be locked at 11:00 PM. Please return by 11:00 PM if you go out.

### (3) About smoking

Smoking is entirely prohibited in all areas of this center.

We appreciate your understanding and cooperation.

(4) Handling of Valuables

Please manage your valuables responsibly by using the safety box or other secure methods.

(5) Damage, Stains, or Loss of Equipment and Furnishings

In the event of damage, stains, or loss of property, guests will be responsible for covering the actual cost of repair or replacement.

【Parking Information】

- ◇ Capacity: Approximately 500 vehicles (including 3 spaces for large vehicles)
- ◇ Parking Fee (for overnight guests)

Parking fee for overnight guests	1 night & 2 days	2 nights & 3 days	3 nights & 4 days	4 nights & 5 days	5 nights & 6 days
	¥400	¥800	¥1,200	¥1,600	¥2,000

