



Education & Training Center Sakura-kan

Guidelines and Regulations for Users

Check In/Check Out

Check in: after 4:00pm

Check out: by 9:30am

- If you plan to check in after midnight, please notify the front desk by telephone.
- If a late check out is unavoidable, please be sure to inform the front desk in advance.
- Please be sure to leave your key at the front desk when you go out.
- if you lose your key, you will be charged for a new one.
- If you plan to stay the night outside, please fill in the form at the front desk.

Guest Room Furnishings

Single Room (bed room and bath room)

Bed and bedding, TV , writing table and chair, desk lamp, telephone, refrigerator, electric kettle, cup, hair dryer, drying rack, hangers, bath and face towels, bath mat, yukata (Japanese cotton bathrobe), soap, sheets, pillow case

*The underlined items are changed during room cleaning. Also, the slippers and yukata provided may only be worn in your room.

- We do not prepare any tissues and detergent.

Twin Room (bed room and bath room)

As above, with twin beds and personal items for two.

Family Room (bed room, bath room, & kitchen)

As above, plus sofas and coffee table, dining table and chairs, cooking range, microwave oven, electric rice cooker, dishwasher, kitchen utensils, dishes and cutlery.

* Additional beds (up to two) are available upon request. (B-Wing only)

Useful Information

Cleaning: Rooms will be cleaned and bedding changed once every 4days.

(Excluding Saturdays, Sundays and national holidays.)

If you are staying for more than 4nights, you will be given a calendar showing the cleaning day.

On the cleaning day, please do not leave items on your bed. Also, please keep your valuables with you.

Cooking: For fire prevention, you are kindly requested not to cook in Single and Twin rooms.

If you would like to cook your own meals, we will lend you cooking utensils.

Please ask at the front desk and use the common kitchen.

Visitors: It is not permitted to have visitors in your room.

Please use the lounges for this purpose.

Damage to facilities and furnishings:

Please do not move furniture or remove any items from the rooms. If any damage is found or occurs, please report it to the front desk. Residents who cause damage may be asked to pay compensation.

* Bicycles, umbrellas, irons and vacuum cleaners, LAN cable can be borrowed.

Please ask at the front desk.

Satellite Broadcasting / Cable TV:

You can watch CNN, BBC and other foreign channels on the TVs located in the first floor lounge of A-Wing.

Vending Machines: beverages

Smoking: Smoking is prohibited in the guest rooms.

When you wish to smoke, please use the smoking room of A-Wing.

Internet: You can connect to the Internet in the guest rooms and the lobby.

Common Room Hours

Kitchen: 7:00am ~ 10:00pm

Laundry room: 9:00am ~ 10:00pm

* Please keep these rooms clean and neat, and take all of your belongings with you.

Payment

Please pay for accommodation and telephone when you check out. For long-term guests, we issue a bill at the end of each month for payment at the beginning of the following month.

If you wish to pay in a lump sum or if you require a receipt with your division's name on it, please tell the front desk in advance.

We only accept cash (Japanese Yen). Please prepare enough cash for your room charge.

Please note that we cannot change money.

Restaurants and Cafeterias

Meals are served at the restaurant and cafeteria in the Welfare Center (weekdays only). If you need information on how to get there, please ask at the front desk for a map and directions, or follow the signs posted outside the Sakura-kan and along the route to the Welfare Center.

* For fire prevention, you are kindly requested not to cook in Single and Twin rooms.

If you would like to cook your own meals, please use the common kitchen.

Telephone

Outside calls (domestic Japan / international) can be made from the guest rooms. Please refer to the instructions in each room. Outside calls will be charged to your account. Prepaid telephone cards cannot be used with room telephones.

* You can receive calls from outside, but you can't call outside from the guest rooms in C-Wing.

Pay phones are located near the lounges on the first floor of B-Wing.

Other Regulations

If you have to change plans for your stay, please apply for adjustments through your host.

If you do not follow the regulations of sakura-kan, or disturb other guests, you may be asked to leave.

Please do not leave valuables or cash in your room.

Sakura-kan Information

Address : Education and Training Center, Sakura-kan
National Institute of Advanced Industrial Science and Technology (AIST)
1-1-1 Higashi, Tsukuba, Ibaraki 305-8561 Japan

TEL : 029-861-2395 (from outside AIST) , 221-32395 (from inside AIST)

FAX : 029-861-2418 (from outside AIST) , 221-32418 (from inside AIST)

☆ If you wish to call a guest room directly,
please dial 029-858-5203 (from outside AIST) and follow the instructions.
From inside the Sakura-kan, you can simply dial the extension number of
the guest room.

