

## Guidelines for using the Sapporo International Student Center (SISC)

### Conference Rooms

Conference Room A : 28.3 m<sup>2</sup>/6 tables and 12 chairs

Conference Room B : 31.3 m<sup>2</sup>/6 tables and 12 chairs

Conference Room C : 31.3 m<sup>2</sup>/6 tables and 12 chairs

#### 【Fee】

Room type	Time period	Fee	Fee for extended use
A・B・C	Morning (9:00-12:00)	¥ 1,200	¥ 360/room/hour (8:00-9:00、12:00-13:00)
	Afternoon (13:00-17:00)	¥ 1,500	¥ 360/room/hour (12:00-13:00、17:00-18:00)
	Evening (18:00-21:00)	¥ 1,800	¥ 360/room/hour (17:00-18:00、21:00-22:00)
	All day (9:00-21:00)	¥ 3,600	¥ 360/room/hour (8:00-9:00、21:00-22:00)

※Rentals by the hour are not available.

※Extension is allowed for an hour immediately before and/or after each time period.

※The fee for morning plus afternoon use( 9:00-17:00) is 3,060 yen per room, and the fee for afternoon plus evening use (13:00-21:00) is 3,660 yen per room.

Items available for rent	Time period	Fee	Fee for extended use
Audio equipment	Morning/Afternoon/Evening	¥ 200	¥ 60 per hour
DVD/Video player	Morning/Afternoon/Evening	¥ 50	¥ 15 per hour
LCD projector	Morning/Afternoon/Evening	¥ 250	¥ 75 per hour

※Rentals by the hour are not available.

※Extension is allowed only if you use the conference room during any of the above time period.

#### 【How to apply】

You will need to visit the center, fill out the application form and pay the fee (from 9:00 to 17:30 on weekdays). Applications are accepted from the first day of the month preceding the month to which the date of use belongs (or the following weekday if the first day falls on a Saturday, Sunday or holiday).

#### 【Conditions of use】

On the application form, specify the purpose of use. The approval will be cancelled if it is found that any of the following cancellation policies apply, and no refund will be made. If the violation is discovered during use, you will be asked to leave immediately.

- There is a risk of harm to public order or morals
- It disturbs or is likely to disturb others

- There is a risk of damage to or loss of facilities or equipment
- There is a risk of bringing in hazardous materials
- There are members of organized crime group or related parties, or other antisocial force members
- An application is made even though there is no actual need to use the facility
- Selling goods or soliciting donations of money or goods (except when specifically approved by the Mayor)
- The purpose of use is to earn income directly
- Use for an event where drinking alcohol is a principal element, for weddings, funerals, or missionary activities
- The purpose of use is regarded undesirable in light of the purpose of establishment of SISC

### **【Requests】**

Please take all trash with you.

Please return all tables, chairs, whiteboards, etc. to their original positions after use.

The time period includes the time required for set-up and returning to the original positions.

### **【Cancellation policies】**

Cancellation or change of your application must be made at least 5 days prior to the date of use (or on the weekday prior to the date of use if it is a Saturday, Sunday, or holiday). Fees will not be refunded for changes or cancellations made after that time.

For refunds, you must fill out the designated form. The fee will be transferred to a bank account under the applicant's name in principle.

Applications and changes cannot be made on Saturdays, Sundays, holidays, and weekdays after 5:45 p.m. to 9:00 a.m. the following morning.

### **【Parking】**

No parking is available at the SISC. Please use public transportation.

If there is room in the parking lot of the Sapporo International Youth Hostel, you may use the parking lot. When using the parking lot, you must get a parking permit at the SISC office (or the security guard's office during nighttime, weekends, and holidays) and put the permit at the front of the car while parked.

If there is no space available, please use a nearby parking lot.

### **【Entrance】**

On weekends and holidays, please use the entrance on the west side of the building (facing the subway station). The west entrance has an automatic lock system. Please ring the intercom and ask the security guard to open the door.