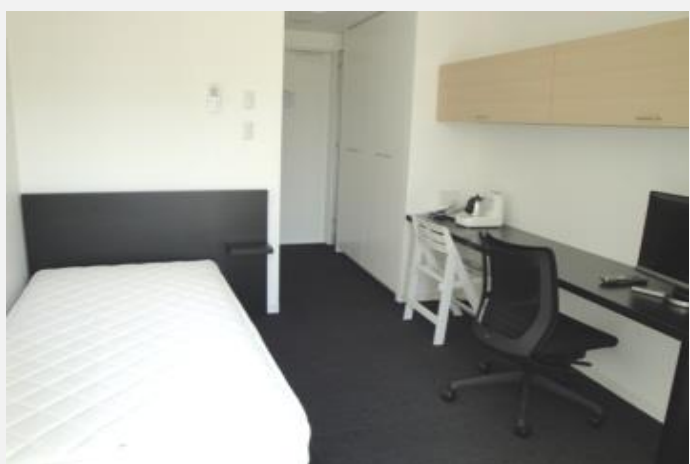


●●● Welcome to

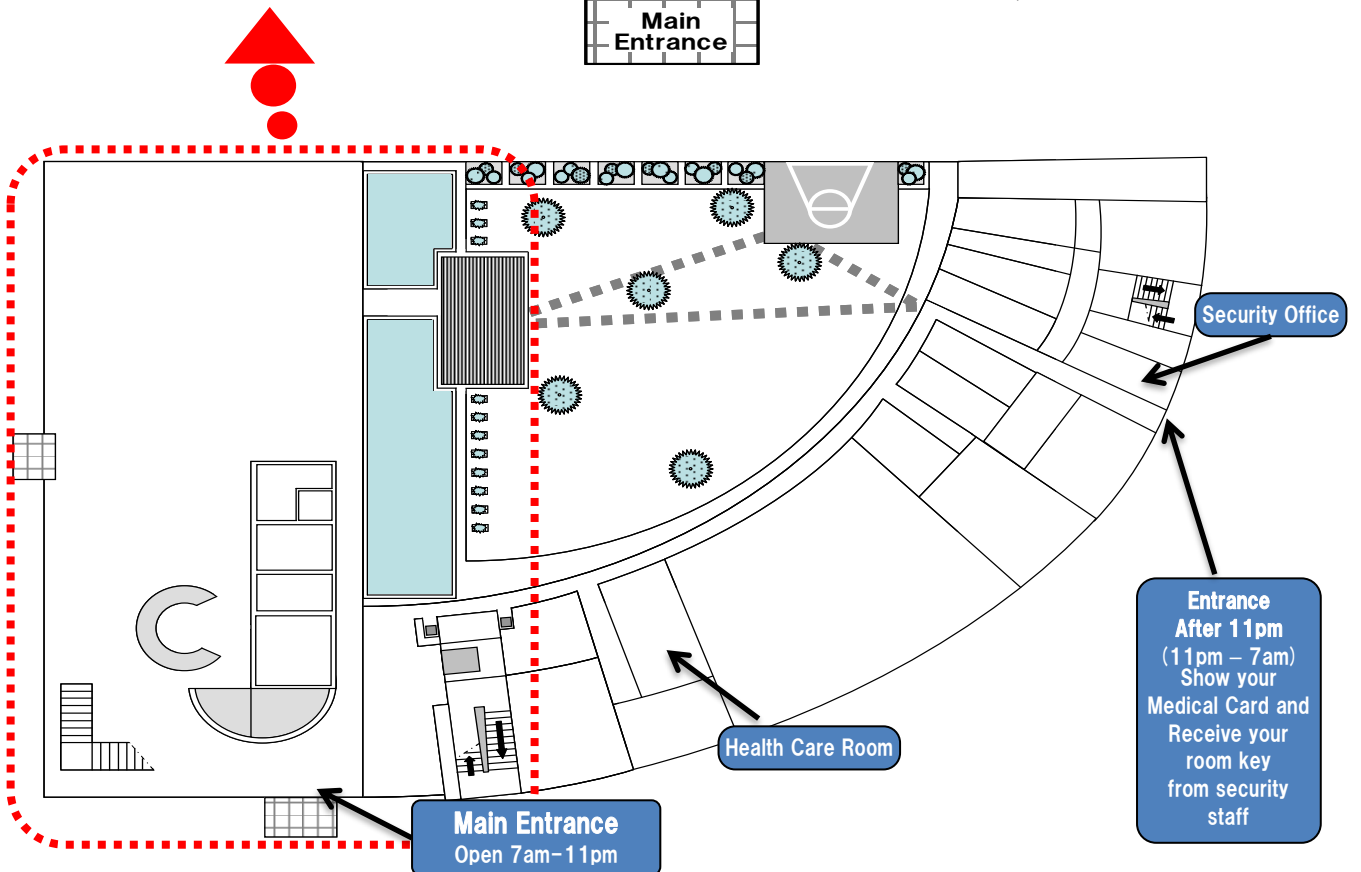
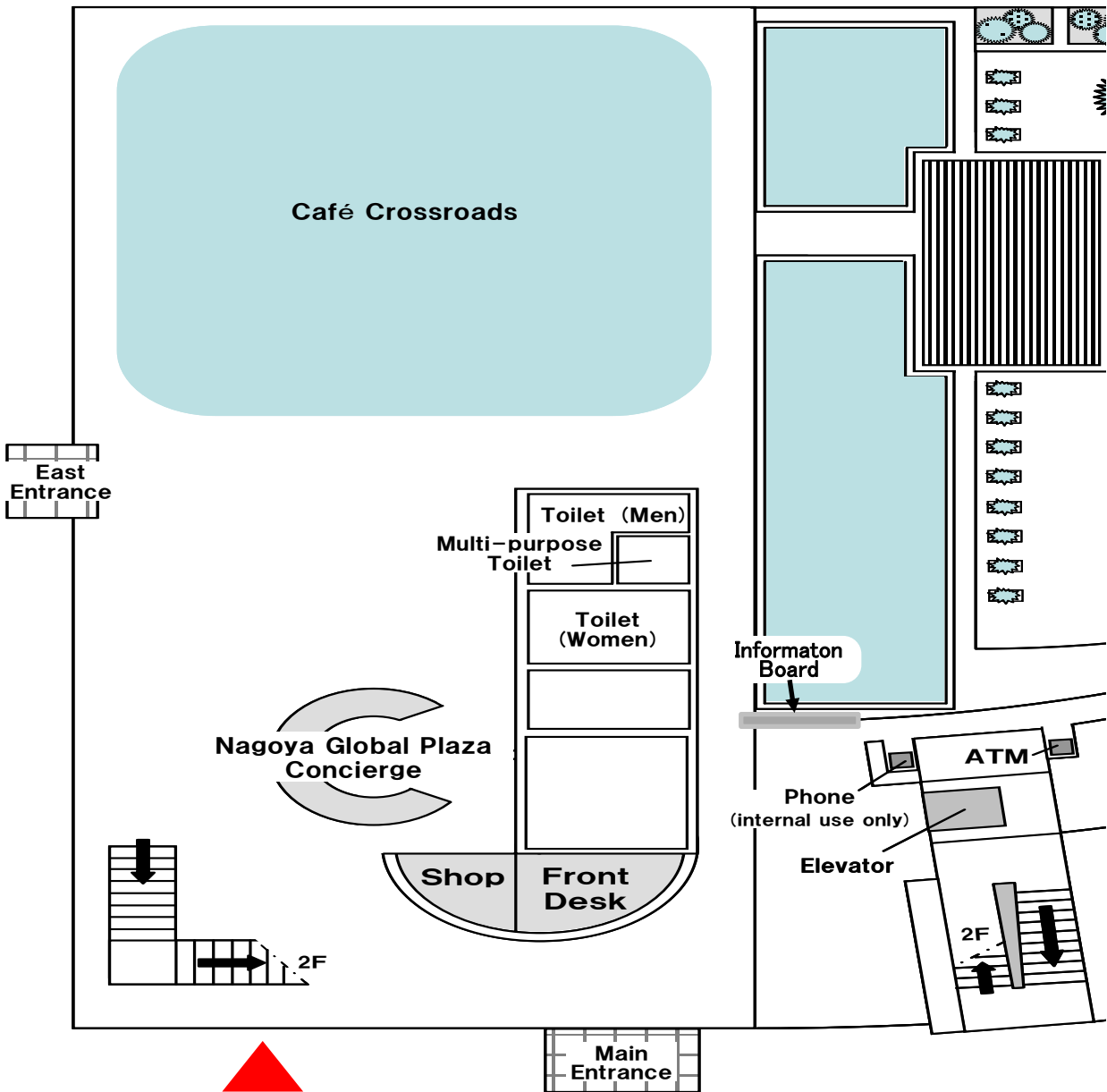
# JICA Chubu

— For JICA Participants  
staying at JICA Chubu—

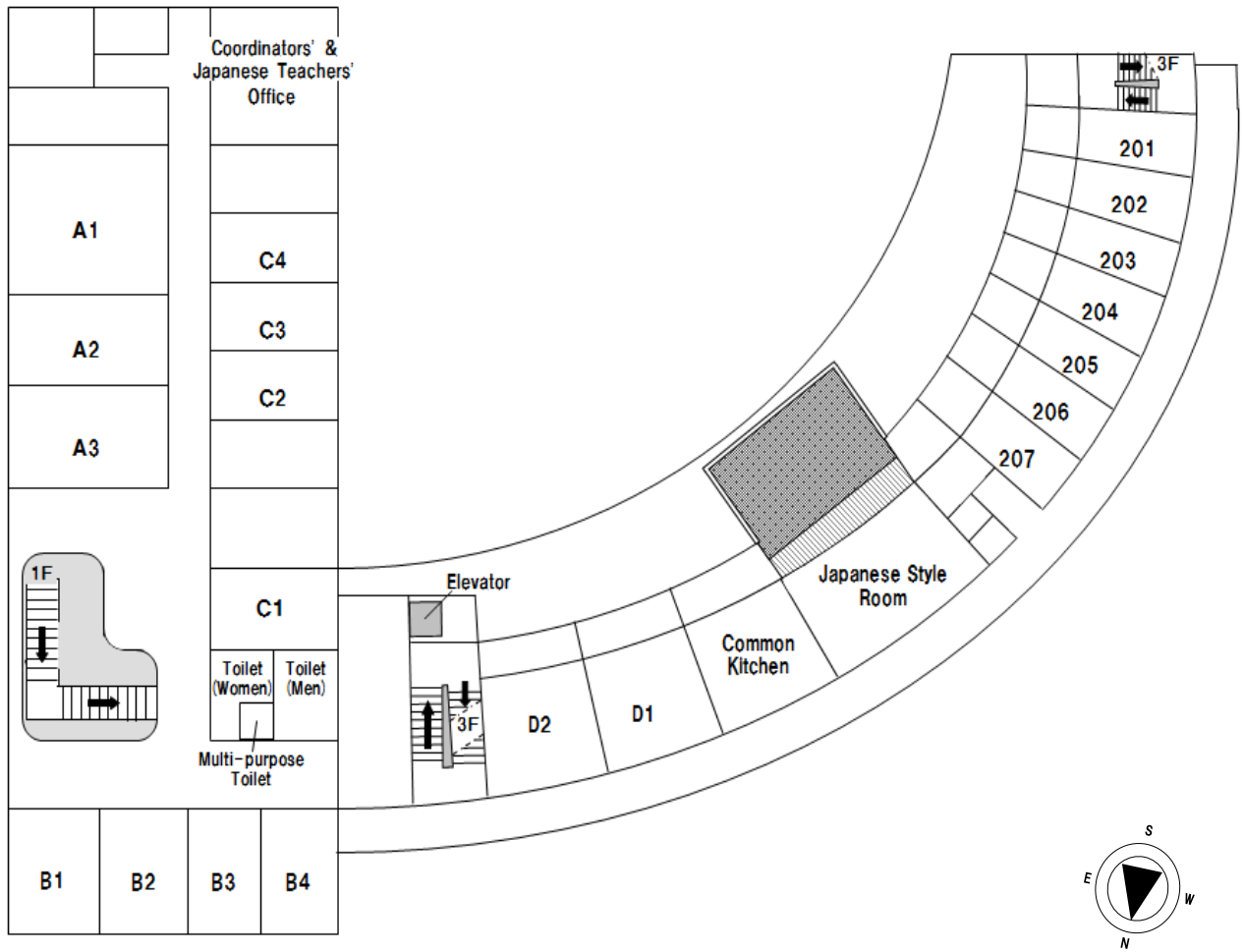
Center ●●●



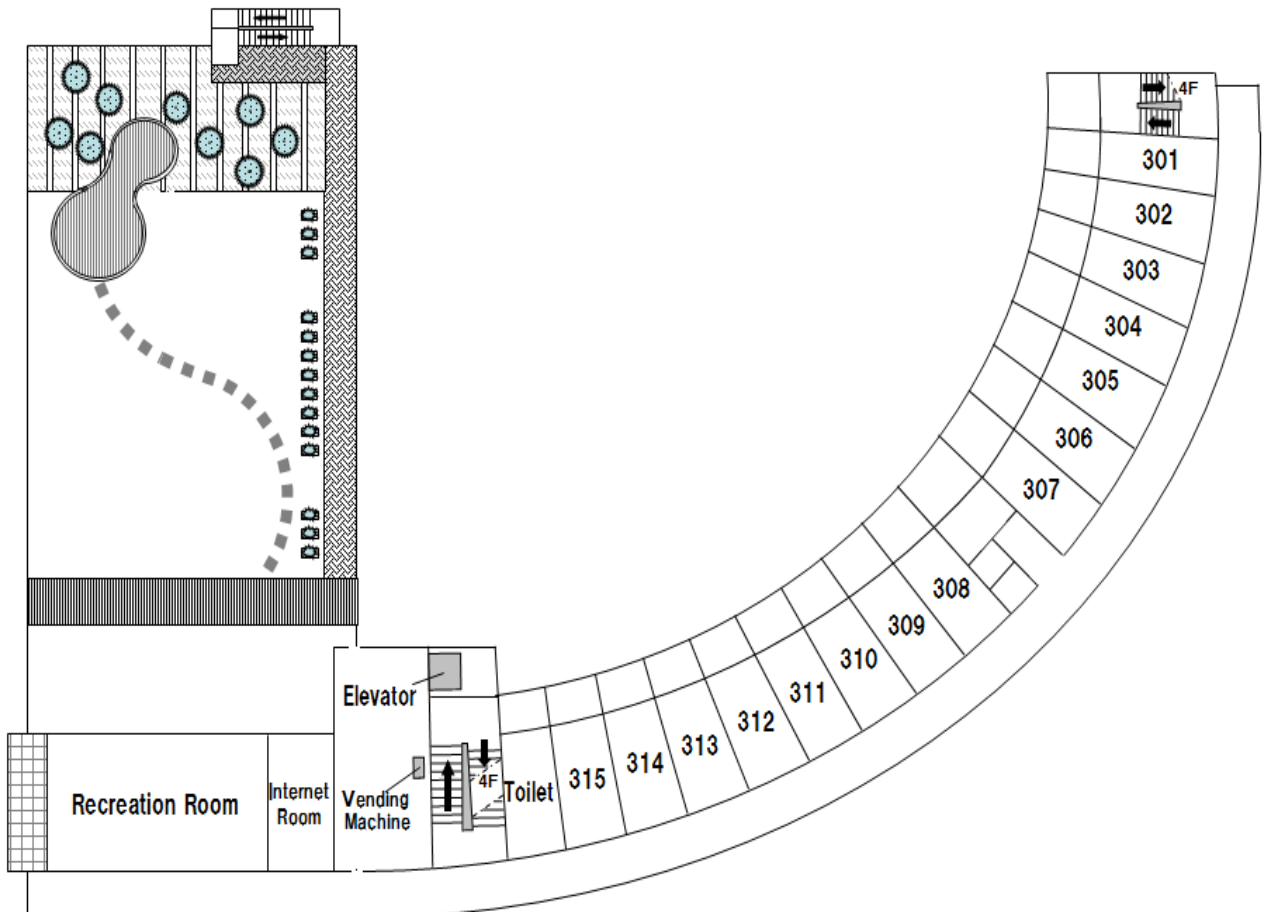
4-60-7 Hiraike-cho Nakamura-ku,  
Nagoya-shi, Aichi Prefecture,  
453-0872, JAPAN  
TEL: +81-52-533-0220



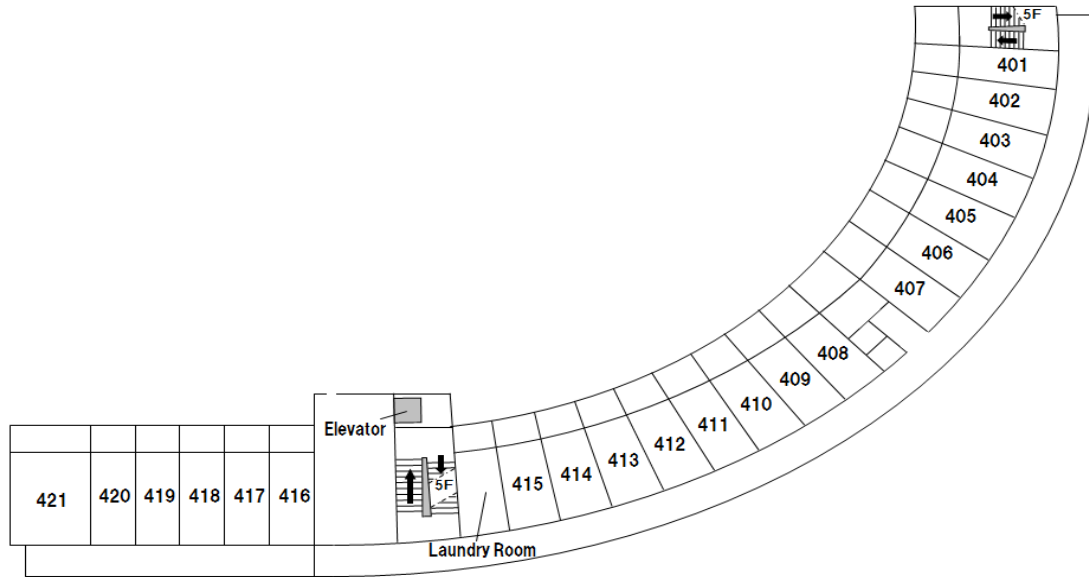
# 2F



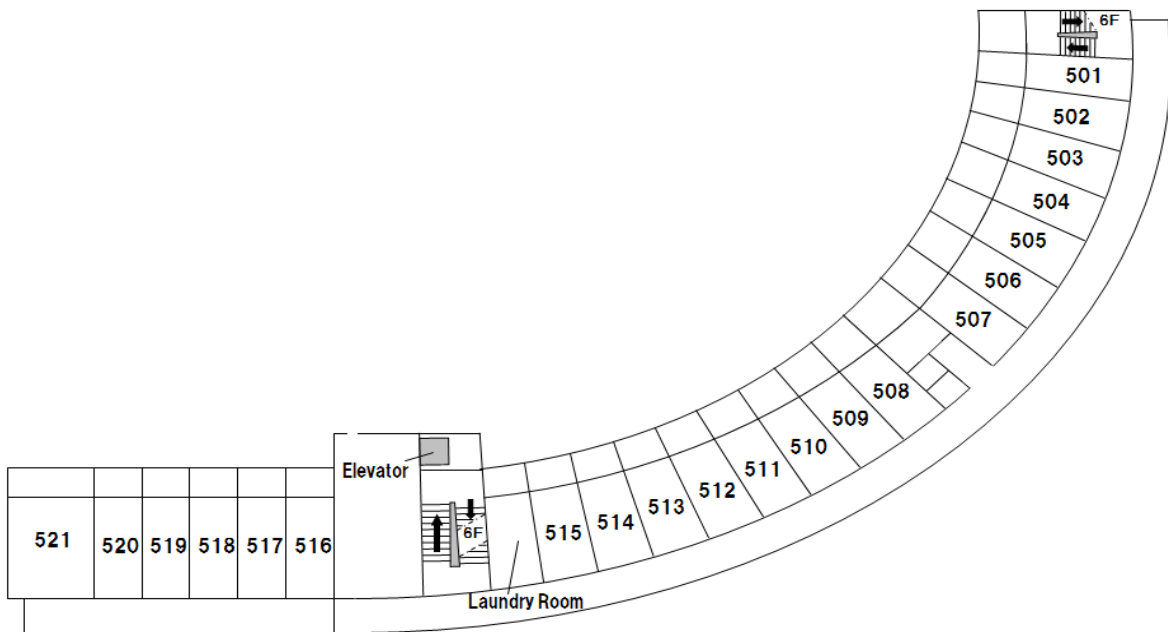
# 3F



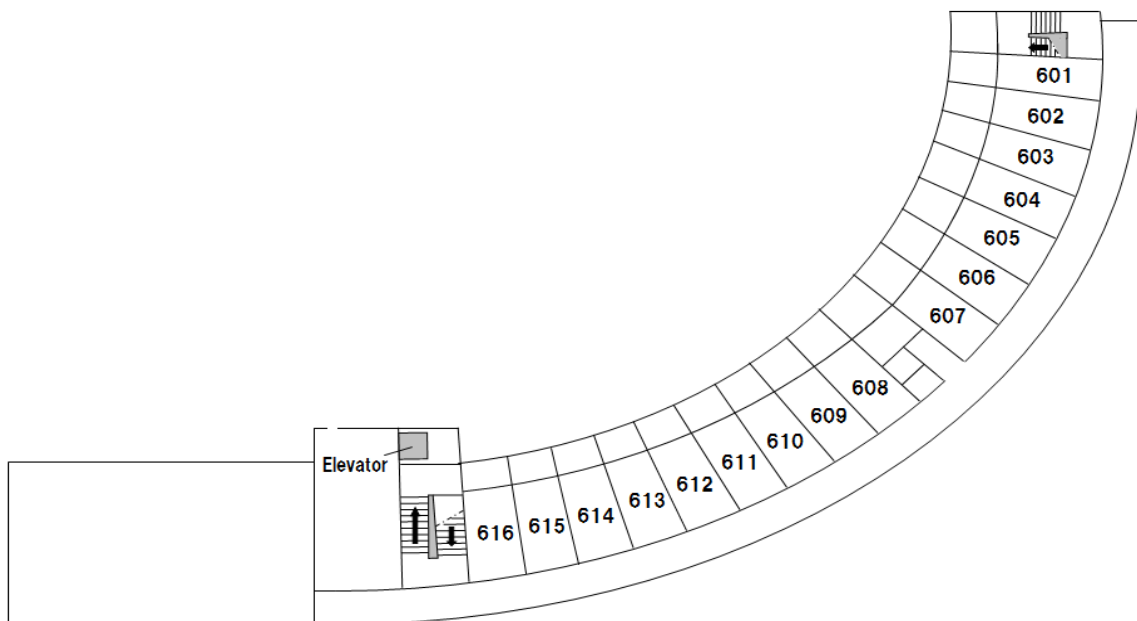
# 4F



# 5F



# 6F



# Service Hours & Facilities

## 1F

- **Front Desk** 7:00am-11:00pm

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- **Restaurant** **【Café Crossroads】** You are not allowed to bring in any food or drinks from outside to restaurant.
  - 【Breakfast】** 7:00am-9:00am (Mon-Fri) (8:30am last order)  
7:30am-9:30am (Sat & Sun, Holiday) (9:00am last order)
  - 【Lunch】** 11:30am-2:00pm
  - 【Dinner】** 5:30pm-9:00pm (8:00pm last order)
  - 【Cafe】** 2:00pm-5:30pm (except Mon & Holiday)

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- **ATM** 8:45am-7:00pm (Mon-Fri)  
9:00am-5:00pm (Sat)  
☆No service on Sun & Holiday

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- **Health Care Room** (Mon) 15:30~18:30 (Tue~Fri) 13:00~18:30
- **Information Board** ☆Events, Culture Classes, etc



## 2F

- **Common Kitchen** Available 24 hours  
☆Cold water server, Ice maker & Micro-oven

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- **Seminar Rooms :** A/1-2-3, B/1-2-3-4, C/1-2-3-4, D/1-2

## 3F

- **Recreation Room** Available 24 hours
- **Internet Room** Available 24 hours

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- **Vending Machine** Available 24 hours

## 4F & 5F

- **Laundry Room** Available 24 hours  
☆Use ironing board for ironing

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- **Weighing Scale** Available in the elevator hall on 4F

## 6F

- **Weighing Scale** Available in the elevator hall

## Room Cleaning

- Room cleaning and bed making every morning except on Sun, Sat and Holiday.
- Bed sheets changed every 10 days or so.

■ **PLEASE NOTE** ■ **Visitor's access to**

- Guest rooms • Common kitchen
- Recreation room • Internet room

is prohibited without prior authorization.  
Your cooperation is much appreciated.

# Useful Guide

FRONT DESK SERVICES

7 AM - 11PM

DIAL 100

- ★ Room Key, Message, Connecting Incoming Call, General Inquiries, Emergency responses during the night & weekend.
- ★ Lending : Laptop PC, Headset for SKYPE, Umbrella, Coat for winter, Blanket, Safety Key for Running Machine, Ashtray, Adapter.  
(Note : No Rental Bicycle at the Center & No Bicycle Riding outside)
- ★ Supplying : Paper for Printer, TV guide for "movie plus" and "J sports" , (Rechargeable) Brastel Card, Vicinity Map, etc
- ★ Accepting : Application Form for Staying Out (for private reasons)  
(Staying out without notice & permission is strictly prohibited)  
Application Form for Use of Laptop PC

## Entrance after 11 pm

- If you return later than 11pm, you are required to enter by Security Office door (see 1st floor layout) and receive your room key there. You must show your MEDICAL CARD for security to enter JICA Chubu center.

## Valuables

- Keep your own valuables with you or in the safety box of your room. Outside you must carry Passport, Emergency Card/Manual, Medical Card.
- Room cleaning will be avoided once our cleaning staff find your valuables left unattended.

## Internet Environment

- Wireless LAN is available for JICA Participant. You can get login details from Front Desk with your agreement to conditions of use. In your room, also you can use LAN cable.

## Smoking outside your room

- Smoking is allowed only on the balcony of your room; smoking is prohibited on the building premises including the parking lot and outside the main entrance.
- If you wish to smoke, ask Front Desk for an ashtray.
- No throwing cigarette ends into trash basket, toilet-bowl or on the lawn; it can cause a fire breakout, or troubles in cleaning & sewerage treatment.

## If you go on a trip or stay out as part of training program,

- Check-out as a rule: pack in advance and vacate your room in time.  
★ Suitcases can be kept in storage by Front Desk till you return.
- Meal card is returned to Front Desk (if you do not return to JICA Centers)

## REQUEST for SAFETY CONFIRMATION!

If you are outside and struck by a disaster, please try to contact us at once and tell us where and how you are. Confirmation of your safety is needed.



## Guide for Breakfast



- ❑ Come to the restaurant and sign on the room list.
- ❑ Self-service breakfast.
- ❑ Pick up a tray and help yourself to your choices of food.
- ❑ When you finish, return the plates to the corner of the restaurant.



## Guide for Prepaid Meal Card



- ❑ Meal Card is charged ¥1100 a day in accordance with your scheduled stay (maximum up to 31 days)
- ❑ On your first check-in you will receive :
  - (If you stay here all the time to final departure day) only one Meal Card,
  - (If you go on an official trip) one Meal Card covering up to trip, and second Meal Card on your return for your second stay, No time limit for both Cards. (Each time you return to the Center from a trip, a new Meal Card is given)
- ❑ As you are fully responsible for your Meal Card. take extra care not to lose it. (It is the same as other prepaid cards.) We cannot replace your lost Meal Card.

Living allowance of 2,098 yen a day you will receive should sufficiently cover other expenses necessary for your stay in Japan. Breakfast is included in accommodation.

- ❑ To settle your bill, your Card is inserted into payment register machine to print the balance on its back.
- ❑ You cannot transfer your Meal Card to others.
- ❑ Meal Card is used for lunch and dinner in JICA Chubu restaurant.
- ❑ When the remaining amount in the Card is not enough, pay the balance in cash.
- ❑ When the charged amount in the Card is finished (¥0), the restaurant cashier will collect the finished card.
- ❑ Ask Front Desk to change Cards when there is no more space on its back to print the remaining amount, or when it does not work owing to some damage. (Note: to be changed only when the remaining amount is confirmed)
- ❑ At the time of final check-out of JICA Chubu, return both the Card and its Card Holder to Front Desk.
- ❑ The remaining balance is not refundable. So check your balance time to time.
- You are not allowed to take the left-over food out of the restaurant; it is to prevent both food poisoning and emergence of pests such as cockroaches, rats, etc.
- You are not allowed to bring in any food or drinks from outside to the restaurant.



*For any questions or in case of emergency  
dial 100 for Front Desk*

## Doors to Accommodation Area (2F - 6F)



- ☆ Doors to accommodation areas are usually locked for security. You can open them with your room key.  
(The door of your room, however, does not lock automatically. Remember to lock the door, even for a short absence.)

## Before You Use Electricity and Bathroom

### ☆ ELECTRICITY

To activate the electricity in your room, insert your room key in the keyhole by the door, and turn it clockwise.



### ☆ AIR CONDITIONER

It takes several minutes before it starts heating or cooling.  
Recommended temperatures: 20°C in winter, 28°C in summer.

### ☆ REFRIGERATER

The appliance is not switched off even if you pull your key out of the wall keyhole.

### ☆ BATHROOM & SHOWER



#### Attention !

- Please do not use too much hot water at a time, as the water is heated only during the night to save energy, and a tank in the room has a capacity of 150 liters.
- After bathtub is filled, hot shower will last five to ten minutes.
- Please do not dye your hair in the bathroom.

### ☆ SHOWER CURTAIN

Tuck shower curtain inside bathtub to prevent splash water on the floor.

### ☆ TOILET

Throw toilet paper into the toilet-bowl and flush the toilet.  
But do not throw other things: the toilet piping will be blocked or sewerage treatment more troublesome.