

To : JICA Global Plaza

Application for Use of JICA Facilities**Conditions for the use of Facilities**

Date: _____ (Year / Month / Day)

We understand and agree to the following "Regulations and matters for compliance for use". * Please check the applicable box.

- Yes We will use the facilities for activities related to international cooperation and international exchange targeted to developing countries.
- Yes We will not use the facilities for profit-making, religious/political activity, nor for recruitment of members.
- Yes We will not use the facilities for sublease or lend the facilities or fixtures approved for use to third parties, nor will we engage in acts of nuisance causing loud and resonant noise.

Registration No:	
Organization:	
Representative:	

Person in charge	Name Tel : _____ Fax : _____ E-mail : _____		
Facility to be used	*Please circle the appropriate seminar room. <u> </u> Other: J's café Int'l Conference Hall, Meeting Room, 201AB, 202AB, 203, 600, 601, 602, 601/602, 603		
Date of use	___ / ___ / ___		
Hours reserved	___ : ___ am/pm to ___ : ___ am/pm		
Hours of actual use	___ : ___ am/pm to ___ : ___ am/pm		
Number of Participants	Online: _____	Participation Fee for joining <input type="checkbox"/> Yes / <input type="checkbox"/> No * If yes, please submit "Statement of Income and Expenses".	
a) Safety Officer	*One person should be assigned for general security reasons.		
b) Safety Guidance Personnel	*One person should be assigned for every 50 participant. (cannot be the same person as the Safety Officer)		
Purpose of use * Please write in detail			
Title of event	Japanese: English:		
Signboard request	Lobby : <input type="checkbox"/> Yes / <input type="checkbox"/> No Entrance of the room : <input type="checkbox"/> Yes / <input type="checkbox"/> No		
Facility arrangement	<input type="checkbox"/> Request Arrangement * Subject to additional charge. Please submit "Application for Use of Equipment and Arrangement" <input type="checkbox"/> Basic Arrangement *Once you have finished using the facilities please return the tables and chairs to their original position.		
Equipment	<input type="checkbox"/> Yes / <input type="checkbox"/> No * If yes, please submit "Application for Use of Equipment and Arrangement"		
Parking space use	<input type="checkbox"/> Yes / <input type="checkbox"/> No * Please note that parking space is limited.		
Mail magazine	Upon request, we can announce your event in our e-mail magazine (service available in Japanese only / published every other Tuesday). Do you wish to announce your event in our e-mail magazine ? <input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, please submit this application form no later than 10 days in advance of the e-mail magazine publication date.		
	Title: * Title in Japanese → within 30 characters. Title in English → please note that it may be abridged for translation		
	Date & time:	Venue:	
	Contact Person:	Tel:	e-mail:
Merchandise/Fundraising (approval by JICA necessary)	• Merchandise • Sale products / Goods <input type="checkbox"/> Yes / <input type="checkbox"/> No (If yes, please submit "Application for Sales of Products/Fundraising Activity")		
	• Fundraising <input type="checkbox"/> Yes / <input type="checkbox"/> No (If yes, please submit "Application for Sales of Products/Fundraising Activity")		
Participation of government executive official/ambassador/public figure	<input type="checkbox"/> Yes / <input type="checkbox"/> No (If yes, please write name and occupation) Name: _____ Occupation: _____		
JICA Nominal Support	Do you wish to apply for nominal support ? <input type="checkbox"/> Yes / <input type="checkbox"/> No (If yes, please submit "Application for Nominal Support")		
Remarks			

※ If you wish to use more than one room, please submit an application form for each room.

【施設管理受託会社記入欄】 Facility Management Office use only:

整理番号:	担当者:	受付日:
-------	------	------

※ Provisional reservations can be made by telephone, fax or e-mail.

※ Applications for use of facilities may be made from 6 months before the date of your use, up to 3 business days before your use.

(Reservations for the International Conference Hall, Meeting Room and Seminar Room 203 on weekdays from 9:00am to 6:00pm are fixed 3 months before your use.)

※ Application forms should be submitted via e-mail or fax within 7 days after making the provisional reservation, up to 3 business days before your use.

※ We will send the "Approval for Use of Facilities" to you by e-mail after confirmation of the reservation.

Please bring and show this document to the Front Desk on the date of your use.

Note: In case of cancellations or changes of Seminar rooms after the 14th day before your use, a fee will be applicable.