

Application for Use of JICA Facilities

If you wish to use more than one facility, please submit the same number of application forms.

To : JICA Global Plaza

(Year / Month / Day)

Organization:
Representative:
Contact person:
Registration No:

(Signature)

We hereby submit the following application form to use facilities.
 We understand and will observe the regulations and matters for compliance(terms of use, etc.) for use.

Person in charge	Name : Tel : E-mail : Fax :
Facility to be used	*Please mark as appropriate Other: J's café Int'l Conference Hall, Meeting Room, 201AB, 202A, 202B, 202AB, 203, 600, 601, 602, 601/602, 603
Date of use	___ / ___ / 20___ (day of the week)
Hours reserved	___ : ___ am/pm to ___ : ___ am/pm
Hours of actual use	___ : ___ am/pm to ___ : ___ am/pm
Number of users	
a) Safety Officer	*1 person should be assigned for general security reasons.
b) Safety Guidance Personnel	* 2 persons should be assigned if there are more than 100 users, with a further person for every 50 additional users (in addition to the Safety Officer).
Purpose of use * Please write details	
Title of event	
Signboard request	Lobby : Yes · No / Entrance of the room : Yes · No
Facility arrangement	<input type="checkbox"/> Arrangement by yourself / <input type="checkbox"/> Request * Please submit "Application for Use of Equipment and Arrangement"
Equipment	Arrangement to : <input type="checkbox"/> *Hollow Square , <input type="checkbox"/> * U-Shape, <input type="checkbox"/> *Classroom / <input type="checkbox"/> * Partition Remove <input type="checkbox"/> *Additional Tables & Chair <input type="checkbox"/> Use / <input type="checkbox"/> No Equipment that may be required. Please submit "Application for Use of Equipment and Arrangement"
Parking space use	<input type="checkbox"/> Yes / <input type="checkbox"/> No * Please bear in mind that the number of vehicle spaces is limited.
Mail magazine	We can announce your event in our e-mail magazine every other Tuesday upon request (service available in Japanese only). Do you wish to announce your event in our e-mail magazine ? <input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, you should submit this application form no later than 10 days before our e-mail magazine is published.
	Title: * Title in Japanese , within 30 characters. Title in English, please note that it may be abridged for translation
	Date & time: Venue:
	Contact (e-mail / Tel / Fax / etc.)
Merchandise/Fundraising (approved by JICA)	·Merchandise ·Sale products / Goods Yes / No (If Yes, please submit an application for sales of products/fund raising)
	· Fundraising Yes / No (If Yes, please submit an application for sales of products/fund raising)
Participation of government executive official/ambassador/celebrity	<input type="checkbox"/> Yes / <input type="checkbox"/> No (If yes, please write the name and details) 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 an application for nominal support)
Remarks	

【施設管理受託会社記入欄】 Tokyo Fudosan Kanri use only

東京不動産管理(株)	整理番号:	担当者:	受付日:
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※ 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.