



**JICA Hokkaido Center**  
(JICA Hokkaido, Sapporo)

Address: Minami 4-25, Hondori 16-chome, Shiroishi-ku,  
Sapporo, Hokkaido, 003-0026, Japan

TEL: 81-11-866-8383

FAX: 81-11-866-8358

("81" is the country code for Japan,  
and "11" is the local area code)



# Facility Guide *for* **JICA HOKKAIDO Center**



Welcome to Hokkaido, Japan!



# ようこそ Yokoso!

Welcome to JICA Hokkaido Center (Sapporo).

We are very glad to have you here in Japan, and hope that your stay with us will be comfortable and memorable.

Built in 1996, the Center is comprised of accommodation and training facilities for JICA participants as well as Hokkaido Global Plaza, which serves as a hub for citizen participation in international cooperation.

Please make yourself at home, and enjoy interacting with other participants and Japanese citizens!



JICA staff welcome you!



Hi, my name is Utarin. I'm a red-crowned crane living and working as a guide at JICA center. Let's take a tour around the center. Follow me!



Lobby



Lounge



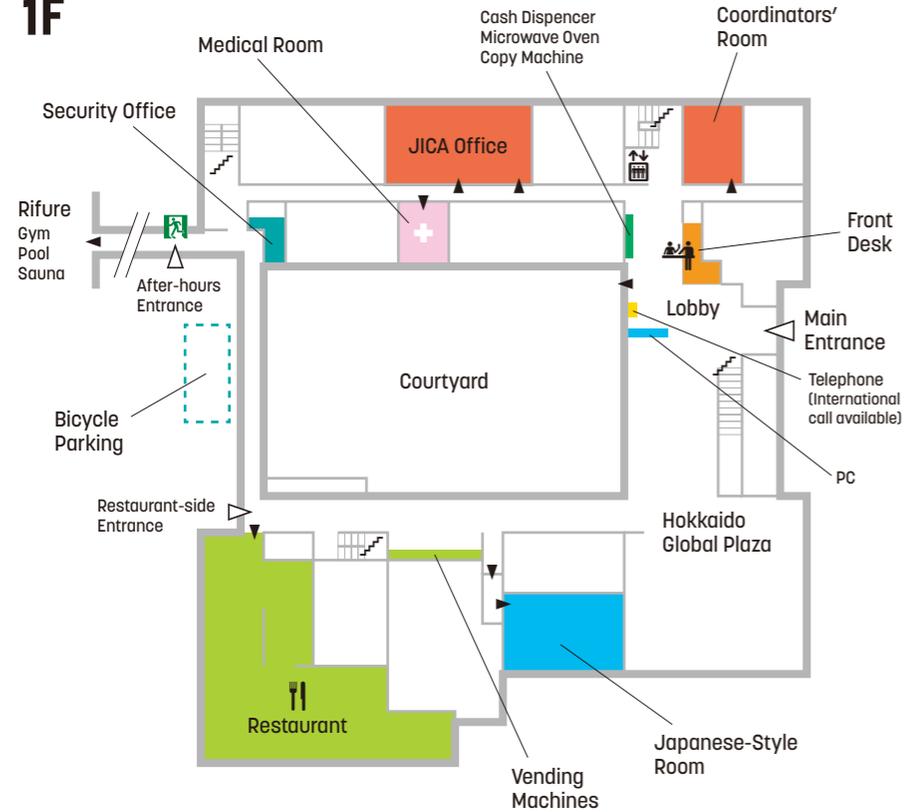
Guest Room

## Contents

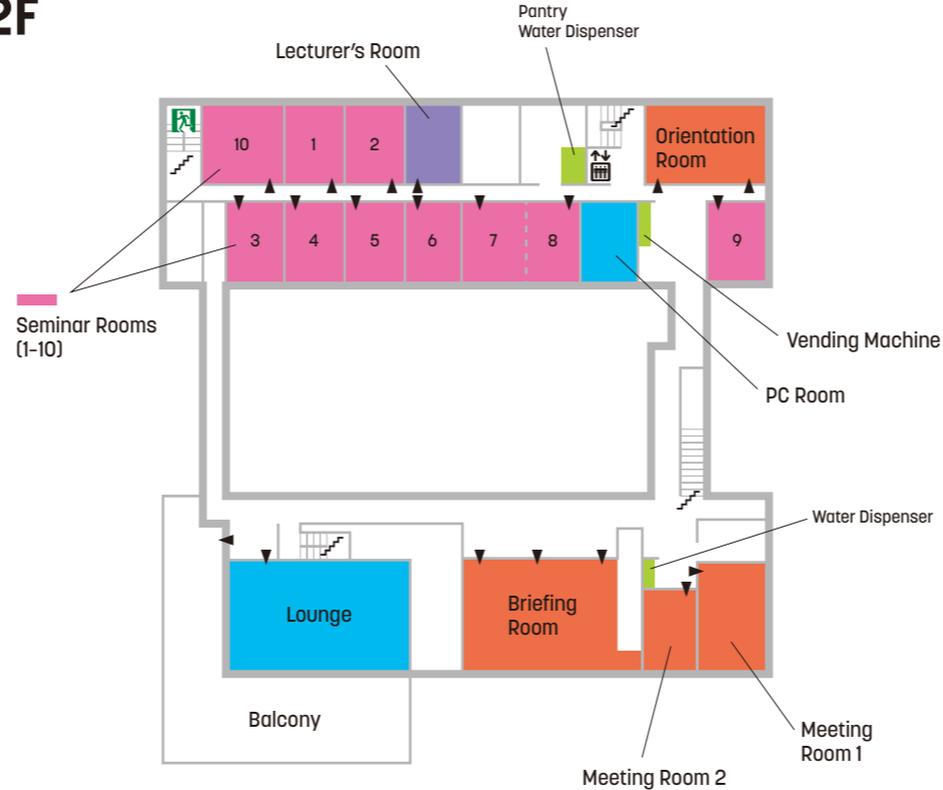
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# Floor Map

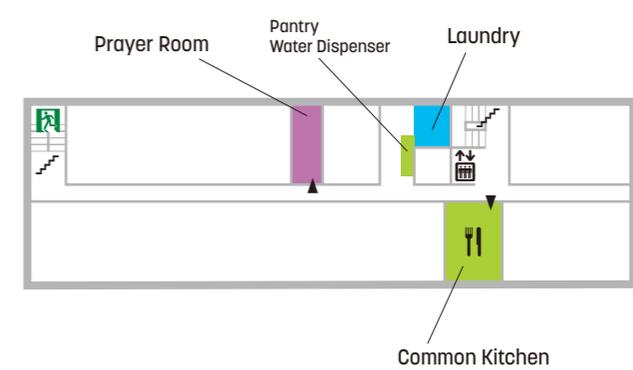
1F



2F



3F



## For Everyone's Comfort and Convenience

JICA Hokkaido Center is an accommodation facility for JICA overseas participants who are here for study purposes. For the comfort and convenience of all participants, please respect the following.

- ⊘ Don't be noisy in corridors and common spaces.
- ⊘ Don't put posters or flyers in the building without permission.
- ⊘ Don't invite outside visitors to your room.

# Arrival and Check-in

The front desk is staffed between 7:00AM and 11:00PM. The main entrance is also open the same hours.

When you arrive at JICA Center on your first day, you need to check in at the front desk to receive your room key and any necessary instructions regarding JICA Center.



Front Desk (1F)

## The Front Desk **CAN**

### ✓ Manage the Room Keys

When you go out, please leave the key at the Front Desk.

### ✓ Transfer Calls

Forward outside calls, including domestic / international ones, to your extension.

Note: Please always consider the time difference when you request family members and friends to give you a phone call.

### ✓ Receive Parcels

Addressed to JICA participants.

### ✓ Provide Temporary Baggage Storage

Take care of your suitcases and baggage which you don't need to carry with you, when you set off on study / other tours.

### ✓ Accept Applications for Recreational and Cultural Programs

You can apply for the recreational and cultural programs held on weekday evenings and weekends.

[See page 26](#)

### ✓ Lend the Following Items

Gym shoes, swim cap and goggles to be used in RIFURE



Rain coat and pants



Rain boots



Hair dryer



Iron



Humidifier to be used in winter



Winter coat, hat and gloves



Anti-slip overshoes/snow cleats



Adapters to carry with you on study tours



Note: Adapters set in your room must NOT be taken out of the room.

## The Front Desk can **NOT**

### NO Exchange Foreign Currency

There is Hokkaido Bank Foreign Exchange Plaza in the Odori area and Travelex near Sapporo Station.

[See page 13 and 31](#)

### NO Offer Postal Services

To send letters or parcels, go to a nearby post office.

[See page 30](#)

### NO Dispense Coins

Only banknotes can be withdrawn from the cash dispenser in the lobby. To withdraw coins, you need to go to the SMBC bank in the Odori area.

[See page 13 and 31](#)

### NO Keep Your Valuables

Use a safety box in your room when you go out.

### NO Sell Toiletries Such as Shampoo, Soap, etc.

Prepare those items by yourself.

# Settling into Your Room

## Important Notes

### ⊘ No Smoking

Smoking in rooms and on balconies is prohibited.

### ⚠ Emergency

Contact the front desk in case of sudden illness on weekends. In case of fire, earthquake, or any other disaster, evacuate as quickly as possible via the evacuation routes, following the directions given by staff.

### ⚠ For Your Safety

Once you have moved in, check the map on the door to find your evacuation routes and the locations of fire extinguishers.



Check your evacuation routes!



## What We Provide

### ✓ TV and DVD Player

Instruction is given in each room. You can also borrow DVDs from the Lounge.



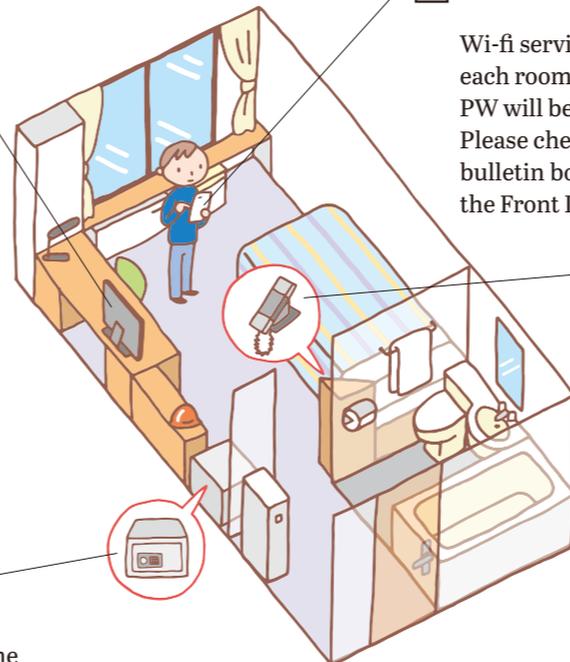
DVD collections in the lounge (2F)

### ✓ Safety Box

Keep your valuable items in the safety box of your room.



Note: The layout of your room may be arranged symmetrically.



### ✓ Wi-fi Connection

Wi-fi service is available in each room. Username and PW will be changed every day. Please check them on the bulletin board near the Front Desk.



### ✓ Telephone

You can make internal calls to other guest rooms, the Front Desk, and the JICA office. For International calls, please use the telephone located in front of the Front Desk.

### ✓ Room Cleaning Service

Rooms and garbage box are cleaned daily, and bath-mats are exchanged daily, while bed linens are exchanged once a week.

## Join JICA's Eco-Friendly Efforts

⚠ Separate garbage for disposal to maintain a good environment.

⚠ Deposit aluminum cans, glass bottles and PET bottles in the garbage box located in the pantry on each floor.

In your room



Burnable waste

Food waste

In the pantry



Cans and bottles

⚠ Reduce electricity and water consumption by turning off when not in use.

# Eating

## In the JICA Restaurant

The restaurant is open to the public and also used by JICA staff.

Japanese, international and Halal-certified meals are available, and the menus are changed daily.



JICA restaurant (1F)

### Breakfast

Hours: 7:00AM-8:30AM on weekdays  
8:00AM-9:30AM on weekends

Offering either buffet or canteen style.  
Breakfast fee is included in the accommodation fee.  
Sign the form next to the cashier before having breakfast.

### Lunch

Hours: 11:30AM-1:30PM

Please choose amongst the menu, and pay by a meal card or cash. See the next page for meal card details.

### Café

Hours: 1:30PM-5:30PM

Coffee and other drinks are available.

### Dinner

Hours: 5:30PM-8:30PM

Please choose amongst the menu, and pay by a mealcard or cash. The last call for dinner is 8:00 PM.

### Confectionery

You can use a meal card to buy confectioneries.  
The list is available from the restaurant cashier.



### Alcohol

You can also purchase bottled beer in the restaurant.  
Remember it's essential to drink in moderation.

## Meal Card

### For Payment of Lunch and Dinner

A meal card will be issued by the front desk when you check-in. Use this card for payment of lunch and/or dinner in JICA Centers.

The card issued in Sapporo is also accepted by other JICA Centers' restaurants in case you travel there for study tours.



Meal Card



### Lost Meal Cards

We cannot compensate any losses caused by your losing a meal card.

### No Refund of the Remaining Balance

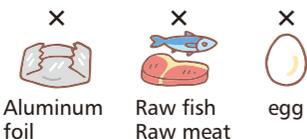
The remaining balance is NOT refundable.  
You can buy confectioneries at the restaurant.  
Why don't you try them as souvenirs?

## Preparing Your Own Food

### ☑ Microwave Oven

Please use the microwave oven in the lobby to heat up food. BUT do NOT heat foods wrapped in aluminum foil OR raw food such as raw meat, fish and eggs.

Hours: 7:00AM-11:00PM



Aluminum foil

Raw fish  
Raw meat

egg

### ☑ Common Kitchen

The common kitchen space is located on the 3<sup>rd</sup> floor.

Hours: 10:00AM-9:00PM

(The time may be changed during Ramadan.)



Common kitchen (3F)

### How to Use the Common Kitchen



Reservation is not essential but recommended.

Other kitchen tools are provided in the common kitchen.

Detergent and dish cloths are not provided. Please prepare those items by yourself.

After use, please make sure to clean and restore everything to its original condition.

# Withdrawing Cash

## Banknotes

### ☑ In the JICA Lobby

Only banknotes can be withdrawn from the cash dispenser placed in the lobby.

Hours:

8:50AM-7:00PM on weekdays

9:05AM-5:00PM on Saturdays

(No services on Sundays and holidays)



Cash dispenser in the lobby (1F)

## Coins

### ➡ Go to SMBC Bank

Please go to the SMBC bank in the Odori area if you wish to withdraw coins.

The ATM machines there have English instructions.



Note: As for coin withdrawal, the service hours of the ATM are limited to the following.

Hours:

8:45AM-6:00PM on weekdays

(No service on weekends and holidays)

Location: 2-2, Kita 1-jo, Nishi 4-chome, Chuo-ku, Sapporo City

➡ See page 31

## Money Exchange

Go to Hokkaido Bank Foreign Exchange Plaza in the Odori area or Travelex near Sapporo Station.

### ➡ Foreign Exchange Plaza

Hours:

10:00AM-7:00PM on weekdays

10:00AM-5:00PM on Saturdays

(No service on Sundays and holidays)

Location: B2F Hinode Building, Minami 1-jo, Nishi 4-chome, Chuo-ku, Sapporo City

➡ See page 31

### ➡ Travelex

Hours: 10:00AM-7:00PM

Open 7 days a week

Location: 1F ASTY45, 1, Kita 4-jo, Nishi 5-chome, Chuo-ku, Sapporo City

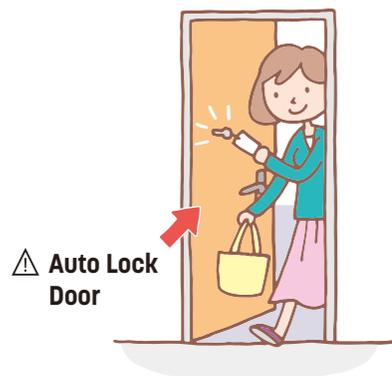
➡ See page 31

# Going Out

## Basic Rules

Take the Room Key

Don't forget to take the key when you leave the room.  
The door locks automatically.



Leave the Key at the Front Desk

Leave your room key at the Front Desk every time you go out of JICA Center.  
If you lose the key, we may charge you for the replacement.



Then Go!

By Bicycle

See page 16



By Subway

See page 18



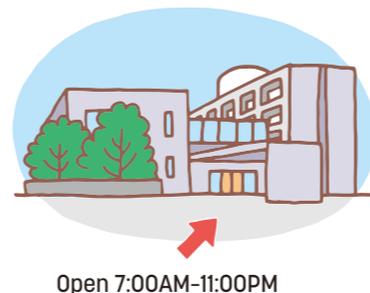
By Bus

See page 20



Return by 11:00 PM

The main entrance and the restaurant-side entrance will be locked outside of the opening hours between 11:00PM and 7:00AM.



What shall I do if I want to go out before 7:00AM or return after 11:00PM?



- Notify the Front Desk beforehand.
- Call the Front Desk (Tel: +81-011-866-8383) before 11:00 PM if you happen to be late or decide it on the day.
- Use the security office door (after-hours entrance).  
See page 4

## If You Want to Stay Out Overnight

⊘ Staying out overnight **WITHOUT NOTICE: PROHIBITED!!**  
JICA is in charge of arranging accommodations for your stay in Japan.

⚠ If you want to be away overnight for private reasons

- Ask for an Application Form for Staying Out at the Front Desk.
- Fill in the form and submit it to a JICA officer promptly.

Note: You must submit the form at least 2 business days before your departure.

at least 2 business days before



Application form

# How to Borrow a Bicycle

Except in the winter season, you can borrow a bicycle from JICA Center free of charge.



- 7:00 AM-10:00 PM
- Free of Charge
- No overnight use



Sign the form and receive a bicycle key at the security office.



Bicycles are parked near the security office.

### Park your bicycle properly in town

There are some places where parking is not allowed. Always check if it is appropriate to park there, and use a lock to park. Don't lose the key!



Please return your bicycle to the parking area after use. Lock the bike and return the key to the security office.



**⚠ Bicycles are to be used by all participants. You cannot use a bicycle for daily commuting or lend it to anyone else.**

# Safety Rules for Cyclists

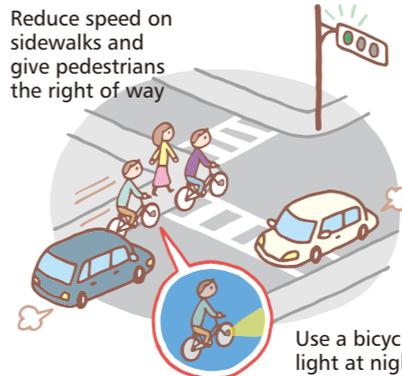
Please follow the rules below to ensure safety when riding a bicycle.

Ride on roadways, and only use sidewalks under exceptional circumstances

Keep to the left side on roadways

Obey the traffic lights

Reduce speed on sidewalks and give pedestrians the right of way



Use a bicycle light at night

- ⊘ **Don't ride double**
- ⊘ **Don't ride side by side**
- ⊘ **Don't use an umbrella or talk on mobile phones when riding**
- ⊘ **Don't ride a bicycle after drinking alcohol**

Note: Drunk riders may be penalized with a fine of up to one million yen or imprisonment for up to five years.

# How to Use the Subway

The nearest subway station to JICA Center is Nango Juhatchome station (T16 / 南郷18丁目) on the Tozai Line.

Please refer to the area map for directions from JICA Center to the station.

See page 30

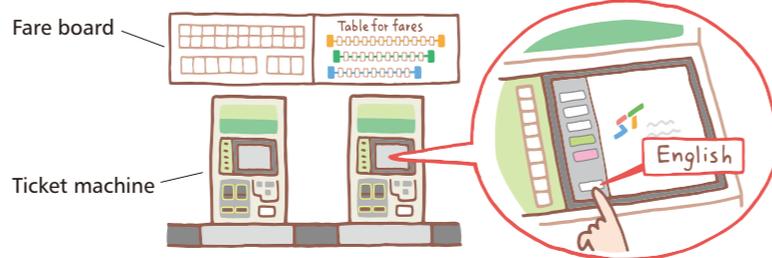


Sign of Nango Juhatchome station

## At the Station

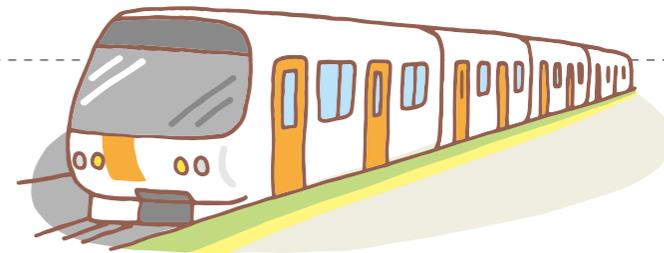
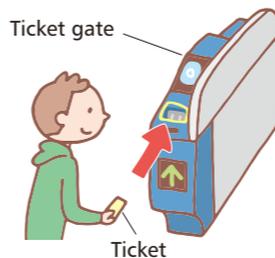


The fares for the Sapporo subway service vary depending on the distance of travel. (e.g. Fare is 290 yen from Nango Juhatchome to Sapporo/Odori subway station.)

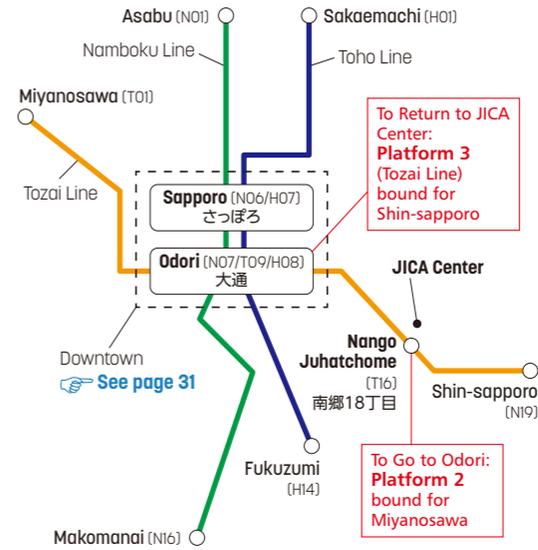


You need to buy a ticket at the ticket-vending machine. Press the “English” button on the touch screen to change the language and follow the guidance.

Insert the ticket and be sure to take it out at the other end of the machine (about one meter away), as you will need it at the destination station. Wait for the passengers to get off the subway before you get on.



## Subway Lines in Sapporo



## Weekend One-Day Pass

DoNiChika Ticket (520yen) is convenient to travel Sapporo on weekends and public holidays. It allows unlimited rides on Sapporo subway service for a whole day!



# How to Use the Bus

The nearest JR Hokkaido Bus (JHB) stop to JICA Center is Shimoshiroishi (下白石).

You can also go to Sapporo Station by JR Hokkaido Bus. Sapporo Station is the last stop. (The fare to Sapporo station is 210 yen.)

Please note that the following instructions are for JR Hokkaido Bus. The bus stop "Shiroishi Hondori Jurokucho" situated closer to the main entrance is for the Chuo Bus and Yutetsu Bus.

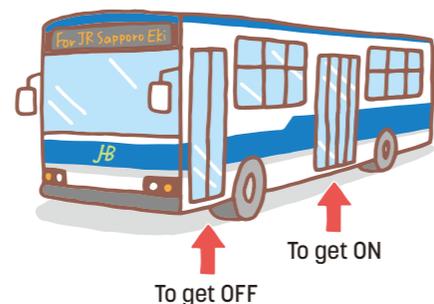


Sign of Shimoshiroishi bus stop

## To Go to Sapporo Station by BUS



Get on the bus from the center door.



Take a number ticket from the ticket issuance machine next to the door. The bus fare is determined based on this ticket.



Put your fare in the fare box together with the number ticket.



If you need small change, use the money changer placed beside the bus driver (from a 1,000-yen note into coins, or a large coin into smaller coins.)

### If You Want To Get OFF at Bus Stops Other Than Sapporo Station...

- Press a stop button on the inside wall of the bus following the announcement of the next stop. There is no English announcement.
- Check the number on your ticket and the fare indicated on the electronic bulletin board at the front.



The fares of the bus vary depending on the distance you ride.

## While on Board

⚠️ **Avoid behaviors that disturb other passengers**  
(e.g. talking on a cellphone, speaking loudly, etc.).

⚠️ **Remove your backpack from your back, and never place it on the seat next to you. Place it on your lap so others can use the seat.**

Thank you for your good manners



⚠️ **Don't move around inside the bus while it's moving.**

🚫 **Smoking is not allowed inside**

# Using Other Facilities and Equipment

## Available at JICA Center

### ✓ Computers

You can use the computers located in the PC room and in the lobby.

You don't need to make a reservation for these.

Printers placed in each location are also available during the following opening hours.

**Hours for PC room: 7:00AM-11:00PM**

**Hours for Lobby PC: 24 hours**



Computers in the PC room (2F)

### ✓ Copy Machine

A copy machine is located in the lobby.

#### Photocopy

Ask for a copy card at the front desk.

#### Print

There is no need to ask for a copy card to print from the PCs.

#### Scan

The scanned data will appear as an icon on the desktop of the PCs in the lobby.

**Hours: 7:00AM-11:00PM**



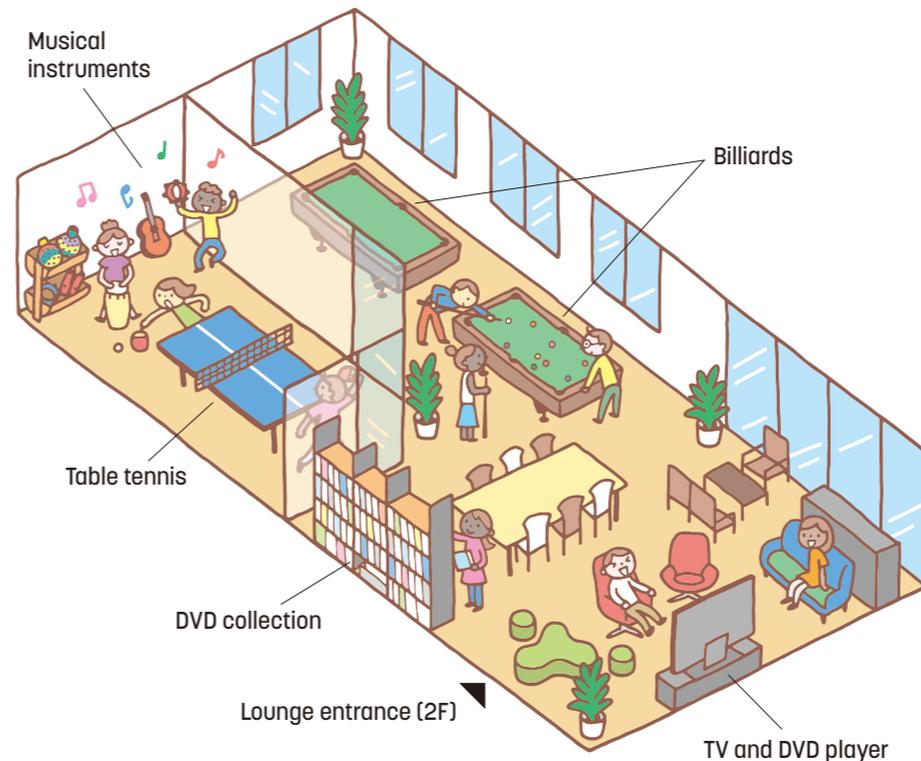
Computers and a copy machine in the lobby (1F)

### ✓ Lounge

Enjoy playing billiards, table tennis and musical instruments. A TV and a DVD player are also installed. You can also borrow DVDs from the lounge to watch in your room.

No reservation is required.

**Hours: 7:00AM-11:00PM**



### ✓ Laundry

Washing machines and clothes driers are available free of charge.

Use these facilities to wash your clothes and any towels borrowed from the front desk.

Bed linen is changed once a week; however, towels are to be washed by yourself using the laundry facility. Please prepare detergent by yourself.

**Hours: 8:00AM-10:00PM**



Laundry (3F)

# RIFURE (Sapporo International Sports Hall)

Would you love to get some exercise? Or do you need to solve a lack of exercise?

Then just walk through the accessway and go to RIFURE, which is equipped with a training gym, a pool and a gymnasium. It is free of charge for JICA participants.

**Hours: 10:00AM-9:00PM**  
**Closed: the third Monday of every month**

(If that Monday is a national holiday, then the next day)

## Before You Go

Contact the front desk of JICA Center before 8:00PM. You will be given free admission tickets to use the facilities in RIFURE. You can also borrow gym shoes, swim cap and goggles, however, you are to bring your own swimsuit.



Gym



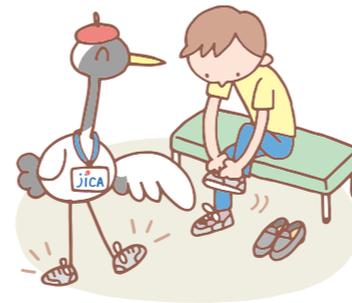
Swimming pool



Gymnasium

## In the Gym

- ⚠️ **Change into your gym shoes at RIFURE**
- 🚫 **Do not walk the accessway wearing gym shoes**



## In the Pool

- ⚠️ **Wear a swimming cap and swimsuit**
- 🚫 **Don't use the pool in your underwear**



- ⚠️ **Remove any jewelry and make-up**

- ⚠️ **Take a shower before entering the pool**



- 🚫 **Don't take photos or videos**

Use a coin locker to store your clothes and other belongings.

## In the Sauna

- ⚠️ **Wear a bath towel or swimsuit**
- ⚠️ **Take a shower after using the sauna before entering the pool**



Sauna

Use of the sauna by itself is not permitted. The sauna is for users of the pool and gym.

## Joining Recreational and Cultural Programs

We offer a variety of recreational and cultural programs,

such as Japanese cultural programs and city tours, calligraphy, flower arrangement, tea ceremony, Aikido, etc. on weekday evenings and weekends. You can participate in those programs for free.



Flower arrangement



Aikido



City tour



Tea ceremony



Origami

### Program Schedule

Check the bulletin board (1F) in the elevator hall.

### Application

Fill out an application form at the Front Desk. To avoid double-booking, you must check the schedule of your study tour beforehand.



# Feeling Unwell

## Medical Room

### ☑ Clinic Coordinator

The Medical Room is open during the hours below. The Clinic Coordinator (CC) can provide health counseling and coordinate necessary arrangement for a visit to a hospital or clinic. The CC can also accompany you when you need to go and purchase nonprescription medicines from a pharmacy.

Note: he / she is not a doctor nor nurse.

**Hours:**  
**9:30AM-5:45PM**

### ☑ Doctor

A doctor comes to the medical room approximately once a week. Please ask CC for a detailed schedule.



**Contact the Front Desk if you get sick on the weekend.**

# Departure and Check-out

## Thank You for Staying with Us!

### Departure Schedule Notification

Your return flight information will be given at the meeting with travel agency during your stay in JICA Center.

The time for check-out / pick-up will vary depending on your flight schedule and availability of JICA Center.

### Check-out

**Time to Check-out:**  
In principle, 10:00AM.

#### Late Check-out

If your pick-up time is later than 10:00 AM, you may be able to use your room until the pick-up time. We will contact you in such a case.

Have a safe journey back home!



### Double Check

- Return room key to the front desk
- Return meal card to the front desk\*
- Return DVDs to the lounge
- Return anything you have borrowed to its original place
- Place anything to be discarded in the garbage box

\*If you are staying at other JICA Center after you check out JICA Sapporo, you can take the meal card with you.

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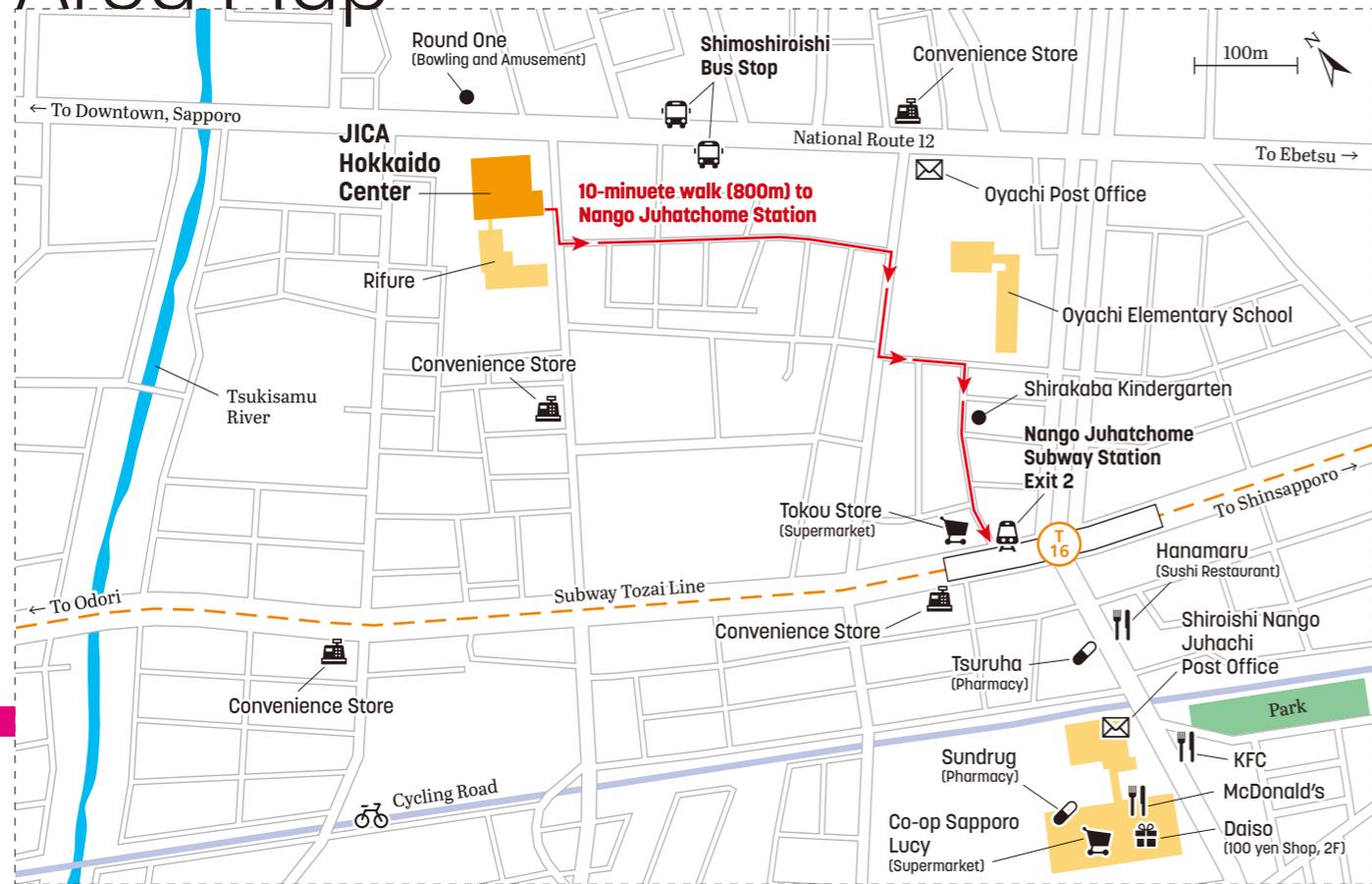
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## Valuables

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# Area Map



# Downtown Map

