

<<Days closed>>

From 29th December to 3rd January
 (It may also be closed temporarily due to the necessary maintenance of facilities.)

<<Utilization time>>

Zone	Time slot
A.M.	9:00 ~ 12:00
P.M.	13:00 ~ 17:00
Night	18:00 ~ 21:30
All day	9:00 ~ 21:30

◆The above-mentioned time slot includes set up, clean up and withdrawal time.

<<Payment of room usage charge>>

- ◇Please make payment of the usage charge at the time of the confirmation of the reservation.
- ◇In principle, the usage charge is not refundable.
- ◇After the payment of the usage charge, change request of the reservation is accepted only once until three days before the date of use.
- ◇The usage charge of additional equipment must be paid for each time zone.

<<The usage charge reduction system for the physically disabled>>

- ◇As for detail conditions of the usage charge reduction, please contact and ask the office of the Center.
- ◇If you want to use the usage charge reduction system, please submit your physical disability certificate to the counter of the Center.

<<Important points to be aware of when using>>

- ◇As extension of the time slot is not allowed in principle, please be punctual.
- ◇As the admission capacity of each room is set based on the Fire Service Act and related regulations, the number of persons more than the capacity cannot be accommodated in the room.
- ◇Please do not move furniture and fixtures in the room without permission.
- ◇As for the furniture, fixtures and equipment of the Center, please use them carefully. In case of any damage, you might be responsible for reimbursement or reparation of it.
- ◇Eating, drinking and smoking are allowed only at the specified places.
- ◇As there is no trash box in the Center, please take all your garbage home with you.
- ◇The use of fire is prohibited in the Center. The carry-on of dangerous materials which may cause combustion or explosion is also prohibited.
- ◇Collecting contributions, selling things, providing food and drink, displaying advertisement, taking pictures and recording sound are prohibited in the Center unless the permission is provided.
- ◇Please carefully manage your valuables by yourself.
- ◇If you obtain the permission to use the room by fraudulent or improper means, the permission might be cancelled.
- ◇You can only have access to the room with permission and cannot enter other rooms.
- ◇You cannot use percussion instruments including Japanese drum and other type of drum.
- ◇Please do not occupy public area such as lobby for a long time.
- ◇As for other questions, please do not hesitate to ask the staff of the Center.

<<Summary of facilities>>

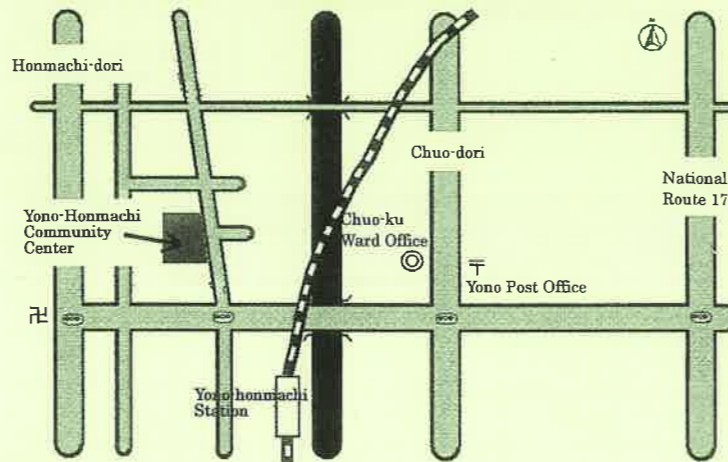
Opening: (Old wing) March, 1981
 (New wing) September, 1988
 Structure: (Old wing) Reinforced concrete building,
 one-story above ground
 (New wing) Reinforced concrete building,
 One-story above ground
 Site area: 6,249 square meters
 Total floor area: 2,539 square meters

Name of room	Area of room	Capacity
Meeting room 1 & 2	93.5 m ² (8.5m×11.0m×2.7m)	45
Meeting room 3 & 4	125.0 m ² (10.0m×12.5m×2.7m)	80
Meeting room 5	75.0 m ² (10.0m×7.5m×2.7m)	45
Audiovisual & meeting room	60.5 m ² (5.5m×11.0m×3.0m)	36
Music room	30.25 m ² (5.5m×5.5m×2.9m)	10
Sakura, tatami-mat room	29.3 m ² (6.5m×4.5m×2.6m)	15
Ohkaya, tatami-mat room	72.8 m ² (11.2m×6.5m×2.6m)	60
Cooking room	100.0 m ² (10.0m×10.0m×2.7m)	50
Large multipurpose room	375.0 m ² (25.0m×15.0m×4.0m)	290
Small multipurpose room	200.2 m ² (18.2m×11.0m×3.1m)	180

Car parking space	South parking lot (including 2 for the disabled)	30cars
	North parking lot	20cars

- ◇As the car parking space is limited, using public transport is strongly recommendable.
- ◇When the parking place is full, please do not park in any non-designated parking space.
- ◇The Center does not take any responsibility for theft or accident in the parking lot.

<<Location map of the Community Center>>



- ★5-minute walk from Yono-honmachi Station, JR Saikyo Line
- ★25-minute walk from the west exit of Yono Station, JR Keihin-Tohoku Line

- Café Komisen [TEL] 048-855-7877
- Yono Council of Social Welfare [TEL] 048-859-5881

User Guide

<<How to apply to the lottery reservation system>>

The schedule of the month 3 months before the date of use

1st~5 th of the month	Users apply to the lottery reservation system through the Internet.
6 th of the month	Automatic lottery is performed by computer.
7 th ~13 th of the month	Applicant checks the result of the lottery, and if it is successful, reconfirms it through the Internet and makes payment of the room usage charge by 13 th of the month.

- ◇Please be careful that the successful application by lottery will be automatically canceled unless you reconfirm it through the Internet by 17:00 on 13th of the month.
- ◇If you want to apply to the lottery reservation system, prior user registration is required to use the computer system.

<<How to make reservation, not by using computer lottery system>>

[Choice 1]

You make provisional reservation through the Internet, and make payment of the usage charge of the room in cash within 7 days at the counter of the Center.

[Choice 2]

You check the availability of the room either by telephone or at the counter of the Center, and make payment of the usage charge.

- ◇If you want to make provisional reservation through the Internet, prior user registration is required to use the computer system.
- ◇In principle, you cannot make provisional reservation by telephone, facsimile or mail.
- ◇You can also make reservation at the counter of the Center without checking the availability of the room and making provisional reservation through the Internet.

<<Application period>>

Group or individual in Saitama City	From the beginning of the month 3 months before the date of use, until three days before the date of use
Group or individual outside Saitama City	From the beginning of the month 2 months before the date of use, until three days before the date of use
Corporation	From the beginning of the month 1 month before the date of use, until three days before the date of use

Quick-reference guide

Application day / Date of use	Group or individual in Saitama City	Group or individual outside Saitama City	Corporation
Apr.	Jan.	Feb.	Mar.
May	Feb.	Mar.	Apr.
June	Mar.	Apr.	May
July	Apr.	May	June
Aug.	May	June	July
Sept.	June	July	Aug.
Oct.	July	Aug.	Sept.
Nov.	Aug.	Sept.	Oct.
Dec.	Sept.	Oct.	Nov.
Jan.	Oct.	Nov.	Dec.
Feb.	Nov.	Dec.	Jan.
Mar.	Dec.	Jan.	Feb.

Yono-Honmachi Community Center, Saitama City

3-5-43, Honmachi-higashi, Chuo-ku, Saitama City, 338-0003

[TEL] 048-853-7232 [FAX] 048-857-1096

[Opening Hours] 9:00~21:30

(Except Year-end & New Year holidays, and temporary closed day)

[Designated Administrator]

Public Interest Incorporated Foundation

Saitama City Culture Promotion Agency

◀Basic usage charge▶

[Usage charge for users in Saitama City]

(Unit: yen)

Name of room	Time zone			
	A.M. 9:00~12:00	P.M. 13:00~17:00	Night 18:00~21:30	All day 9:00~21:30
Meeting room 1 & 2	860	1,280	1,500	3,640
Meeting room 3 & 4	1,060	1,500	1,720	4,280
Meeting room 5	640	860	1,080	2,580
Audiovisual & meeting room	530	750	860	2,140
Music room	310	430	430	1,170
Sakura, tatami-mat room	310	430	430	1,170
Ohkaya, tatami-mat room	640	860	1,080	2,580
Cooking room	960	1,180	1,390	3,530
Large multipurpose room	2,800	3,670	4,320	10,790
Small multipurpose room	1,720	2,260	2,690	6,670

[Usage charge for users outside Saitama City]

(Unit: yen)

Name of room	Time zone			
	A.M. 9:00~12:00	P.M. 13:00~17:00	Night 18:00~21:30	All day 9:00~21:30
Meeting room 1 & 2	1,290	1,920	2,250	5,460
Meeting room 3 & 4	1,590	2,250	2,580	6,420
Meeting room 5	960	1,290	1,620	3,870
Audiovisual & meeting room	790	1,120	1,290	3,210
Music room	460	640	640	1,750
Sakura, tatami-mat room	460	640	640	1,750
Ohkaya, tatami-mat room	960	1,290	1,620	3,870
Cooking room	1,440	1,770	2,080	5,290
Large multipurpose room	4,200	5,500	6,480	16,180
Small multipurpose room	2,580	3,390	4,030	10,000

※ Extra charge for users outside Saitama City is 50% increase of the usage charge for users in Saitama City.

◀Additional usage charge for the event with admission fee▶

Admission fee is less than 2,000 yen.	Additional usage charge is 50% of the basic usage charge.
Admission fee is 2,000 yen or more.	Additional usage charge is 100% of the basic usage charge.

※ For the event with admission fee, additional usage charge must be paid.

◀Charge for additional equipment▶

(Unit of charge : yen)

Name of equipment	unit	charge
Upright piano ※note 1	1 set	530
Video projector ※note 2	1 set	530
Slide projector ※note 2	1 set	210
Overhead projector	1 set	560
Lectern with amplifier	1 set	530
Karaoke machine	1 set	530
Audio equipment	1 set	560
Data projector	1 set	560
Usage charge of electrical outlet ※note 3	1 kw	40
Occupation of north lobby including display panel ※note 4	1 day	1,080
Occupation of south lobby including display panel ※note 4	1 day	1,080

※note 1: Applicable only to Music room and Small multipurpose room. The tuning charge of the piano is not included.

※note 2: Applicable only to Audiovisual & meeting room.

※note 3: Fraction smaller than 1 kw is rounded up.

※note 4: Regardless of the time zone for use, the amount of charge for any time zone is same as the charge for entire day.

◀Important points for the use of each room▶

All rooms	<ul style="list-style-type: none"> ◇ Please do not set a reception desk at the area which is not included in the permitted area. ◇ As there are not enough soundproofing facilities in the Center, you might be asked to limit sound volume. ◇ Please close the door of the room while you are using it. ◇ When you use tables and chairs, please return them to the previous position after use. ◇ If you accidentally damage any furniture, fixture or equipment, please report it to the office of the Center. ◇ If you want to use partition board, please follow the instructions of the staff of the Center.
Meeting room 1 & 2	<ul style="list-style-type: none"> ◇ As the upper floor of the Center constitutes the gymnasium of the elementary school, noise might come from the ceiling.
Meeting room 3 & 4	<ul style="list-style-type: none"> ◇ If you want to use partition board, please follow the instructions of the staff of the Center.
Meeting room 5	<ul style="list-style-type: none"> ◇ As there is a local resident house close to the room, you cannot use audio equipment in the night. You are also requested not to raise your voice.
Audiovisual & meeting room	<ul style="list-style-type: none"> ◇ Please refrain from eating and drinking in the room. ◇ As the upper floor of the Center constitutes the gymnasium of the elementary school, noise might come from the ceiling.
Music room	<ul style="list-style-type: none"> ◇ Please refrain from eating and drinking in the room. ◇ As the upper floor of the Center constitutes the gymnasium of the elementary school, noise might come from the ceiling.
Sakura, tatami-mat room	<ul style="list-style-type: none"> ◇ Please take care not to tear fusuma sliding door and shoji screen. ◇ As the upper floor of the Center constitutes the gymnasium of the elementary school, noise might come from the ceiling.
Ohkaya, tatami-mat room	<ul style="list-style-type: none"> ◇ Please take care not to tear fusuma sliding door and shoji screen. ◇ As the upper floor of the Center constitutes the gymnasium of the elementary school, noise might come from the ceiling.
Cooking room	<ul style="list-style-type: none"> ◇ As there is a local resident house close to the room, you cannot use audio equipment in the night. You are also requested not to raise your voice. ◇ Please take your garbage including food waste with you. ◇ Please bring your own dish towel with you.
Large multipurpose room	<ul style="list-style-type: none"> ◇ If you want to use partition board, please follow the instructions of the staff of the Center.
Small multipurpose room	<ul style="list-style-type: none"> ◇ Please do not move the piano in the room. ◇ As the upper floor of the Center constitutes the gymnasium of the elementary school, noise might come from the ceiling.
South lobby with display panel	<ul style="list-style-type: none"> ◇ The door of the showcase is located inside Meeting room 3 & 4. Therefore, if you want to use the showcase, you are suggested to reserve Meeting room 3 & 4 additionally for the purpose of setting and removal. Please do not engage in setting or removal in the utilization time zone which will disturb other user.

◀Permitted activities of each room▶

Name of room (capacity)	Purpose of use	Conference, Meeting	Lecture	Dance	Japanese dance	Yoga, Tai chi chuan	Drama	Chorus	Ensemble	Karaoke	Fine art. Craft	Tea, Flower, Kimono dressing	Cooking	Childcare	Waiting room, Dressing room
		Meeting room 1 & 2 (45)	○	○	○	○	○	○	○	○	○	○	○	○	×
Meeting room 3 & 4 (80)	○	○	○	○	○	○	○	×	×	×	○	○	×	○	○
Meeting room 5 (45)	○	○	○	○	○	○	○	×	×	×	○	○	×	○	○
Audiovisual & meeting room (36)	○	○	×	×	×	×	○	○	○	○	○	×	×	○	○
Music room (10)	×	×	×	×	×	×	×	○	○	○	×	×	×	×	×
Sakura, tatami-mat room (15)	○	○	×	○	○	○	○	×	×	×	○	○	×	○	○
Ohkaya, tatami-mat room (60)	○	○	×	○	○	○	○	×	×	×	○	○	×	○	○
Cooking room (50)	×	×	×	×	×	×	×	×	×	×	×	×	○	×	×
Large multipurpose room (290)	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○
Small multipurpose room (180)	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○

※ As it may not be permitted depend on the details of the activity, please ask the staff of the Center.