

User's Guide of Kominkan (Community Center)

R4.7.1Revision

1. Opening Hours, Closed Days etc.

Center Name	Opening Hours	Regular Closed Days		Year End and New Year
Nagayama	9 AM ~ 10 PM	1st and 3rd Thursdays of every month	Open on Holidays	Closed days Dec. 29 ~ Jan. 3
Sekido		1st and 3rd Mondays of every month		

※ Office works such as user registration, fee payment, etc. are available from 9:00 AM to 5:00 PM Further, please note that the office work reception is not available on Holidays.

※ We may have temporary closed day(s).

2. Procedures to use Community Center (User Registration)

★ User registration is required in advance in order to use the hall and various rooms.

※ Please fill in an “Application form for community center user registration” and submit it during office hours. Further, if you wish to reserve the following priority facilities or receive the usage fee reductions, please present a list specifying name, address, and school grade (age) of the group members.

※ Social education, lifelong learning activity groups, etc. in the city can make priority facility reservations.

※ Organizations for the handicapped can receive usage fees reduction by presenting a certificate issued by Tama City Handicapped and Welfare Section.

※ Groups, whose majority members are high school students and younger, can receive usage fees reduction.

※ The registration is not accepted for individual use and for groups of one same livelihood.

Group Classification	City groups (a majority of group members live, work, and study in the city)		Out-of-the-city groups (groups other than those described left)						
Registration Eligibility	○	○	○	○	○	○	△ (※1)		
Activity Outline	Activities such as social education, lifelong learning, etc. conducted by citizen groups		Activities such as social education, lifelong learning, etc. conducted by business operators		Activities such as social education, lifelong learning, etc. conducted by citizen groups		Activities such as social education, lifelong learning, etc. conducted by business operators		Political activities (with some restrictions)
Priority Reservation	Available		Not Available		Not Available		Not Available		N. A.
Members	High school students and younger	Grown-ups	High school students and younger	Grown-ups	High school students and younger	Grown-ups	High school students and younger	Grown-ups	Grown-ups
Members List presentation	Required				Required	Not R.	Required	Not R.	Required

• The registration is valid for one year. Renewal is required every year.

• For major change(s), please arrange necessary change(s) at any time.

• Please refer to “Guide to Kominkan (Community Center) User Group Registration” for details.

• According to the restriction of Article 23 of the Social Education Act (*1), the use in political activities may not be allowed depending on the their contents.

3. Notable Restrictions in the Use

- ① Community Center facilities cannot be used for doing commercial activities and business conducts such as sales and mediation of commodities (including service provision), nor for such related activities like training, conferences, etc. that lead to the commercial and business conducts.
- ② The businesses engaged in commercial activities are not allowed to hold such social events as lectures, seminars, performances, etc. for commercial purposes. As for the piano class recitals, the exhibitions of various cultural activities, etc., the hall gallery is available as a place to present the fruits of learning.
- ③ Religious organizations are not allowed to use facilities for religious activities. Even non-religious organizations are not allowed to use facilities for religious missionary activities.
- ④ Political activities of political organizations are limited to the such events being held widely for the general public as Diet report meetings, activity report meetings, etc. hosted by political parties and factions. The facilities may not be used for election celebration gatherings, political fund-raising parties, and meetings by political parties, political organizations, supporters' associations, etc.
- ⑤ In principle, sales or fund raisings, etc. (including charity) are not allowed.

4. Availability on Time, Units, and Days

Unit	Morning	Afternoon	Night	
Hall	9 : 0 0	1 3 : 0 0	1 8 : 0 0	Maximum 8 Units , that is a combined total of usage of hall, conference room and various rooms, per month. However, a nursery room shall not be unit-counted, when it is used in combination with other facilities. ・ Performance use of Hall is limited to once a month (and 4 days maximum). ・ For dance groups, the use of the facility including Morning unit is limited to twice a year.
Conference Room	1 2 : 0 0	1 7 : 0 0	2 2 : 0 0	
Various rooms				
Gallery	One day (9 : 0 0 ~ 2 2 : 0 0)			Up to 7 days per month (excluding closed days)

※ The stage arrangement of the Vita Hall of Sekido Community Center varies to the day of a week used.

- ・ **Theater style** (Fri・Sat・Sun・Mon・Holidays)、
- ・ **Flat style** (Tue・Wed・Thu) ※ Except Holidays

5. Application Reception (*If the indicated day is a closed day, it moves to the next day)

	Start of Reception			Reception Time Limit
	City Groups		Out-of-city groups	
	Priority groups for social education, lifelong learning, etc.	Public groups for social education, lifelong learning, etc. by commercial business		
Hall Performance	Apply to a lottery selection on 1st of the prior 6th month to the use. 【Refer 6. The 1st day Application Reception for Lottery Selection】	Apply on a first-come, first-served basis, from 7th of the prior 6th months to the use and onwards. A lottery selection shall be made in case there are several applications at 9AM on the 7th.		Accept at anytime Up to 7 days before the day of use
Gallery				
Conference room performance				

be delivered to the e-mail registrants at 6:00AM.

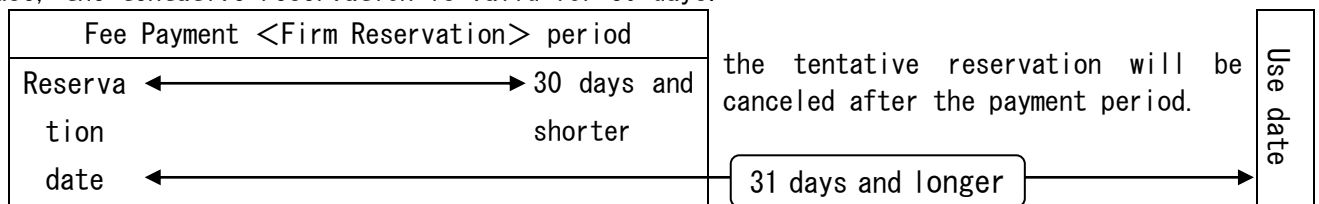
※ If you will not use the awarded unit, please cancel your reservation quickly so that many other organizations can avail it at the time of later applications (possible from 21st). Reservations can be canceled through Internet by PC, mobile phone or through a user terminal.

8. Reservations of Various Rooms at Anytime <Tentative reservation> (By groups for social education, lifelong learning, etc. in the city, and by other groups)

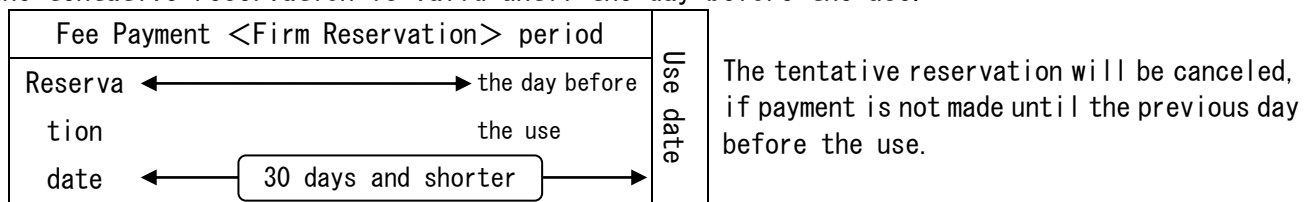
※ A tentative reservation of vacant units after the lottery selection can be input from 9:00AM on 1st of the 2nd months prior to the use month. In January this starts on 4th.

※ For tentative reservations, please apply by PC, mobile phone, or by a user terminal.

① If there is a period of 31 days or longer from the day of tentative reservation to the date of use, the tentative reservation is valid for 30 days.



② If the period is 30 days or shorter from the day of tentative reservation to the date of use, the tentative reservation is valid until the day before the use.





③ Applications for the various rooms on the day of use will be accepted (and the fee is paid) at office on a first-come, first-served basis from 9:00AM to 17:00PM. Applications on the day of use shall not be accepted on public holidays or substitute holidays.

9. PC • Smart Phone • Mobile Phone • User Terminal

※ Reservations, etc. can be arranged on "Tama City Public Facility Reservation and Information System" accessible by PC, smart phone, mobile phone, or at a user terminal installed at public facilities in the city.

※ If you do restrict receiving messages in your e-mail settings, such as by anti-spam, please arrange the setting so that you can receive e-mails from "@city.tama.tokyo.jp".

	Address	Remarks	
PC • Smart Phone	https://www.task-as.net/cu/eg/ykr132241.task	Accessible through "Facility Reservations" of Tama City Homepage (http://www.city.tama.lg.jp). By reading the 2D code with your smart phone and connecting to the Internet, you can view the facility reservation site.	
Mobile Phone	https://www.task-as.net/cu/eg/ykm132241.task	By reading the 2D code with your mobile phone and connecting to the Internet, you can view the mobile version of the facility reservation site (mobile).	

Locations of installed User terminals
Nagayama Community Center, Sekido Community Center, General Gymnasium, Heated Swimming Pool, Budokan (Martial arts stadium), City Hall Lobby, General Welfare Center, Suwa District Citizen's Hall, Toyogaoka District Citizen's Hall, Higashiterakata District Citizen's Hall, Community Center

1 O. Payment of Usage Fee <firm reservation>

※ After a < tentative reservation > of the various rooms, please pay the usage fee at the facilities listed in the table below and complete the procedures of < firm reservation >.

※ A tentative reservation has a payment deadline. For details, please check Paragraph 8.

Facility Name	Reception Timeframe	Closed days etc. when reception is not available
Sekido Community Center	9 : 0 0 ~ 1 7 : 0 0	1st and 3rd Mondays, national holidays, Year-end and New Year holidays
Nagayama Community Center		1st and 3rd Thursdays, national holidays, Year-end and New Year holidays
General Gymnasium	9 : 0 0 ~ 2 1 : 0 0	3rd Mondays (next Tuesday if it falls on a national holiday), Year-end and New Year holidays
Budokan (Martial arts stadium)	9 : 0 0 ~ 2 0 : 0 0 (Until 18:00 on Sundays and public holidays)	
Heated Swimming Pool		2nd and 4th Tuesday (next Wednesday if it falls on a national holiday), Year-end and New Year holidays ※ However, it is open on the 4th Tuesdays of July and Tuesdays in August.
Sports Promotion Section (City Hall 4th floor)	9 : 0 0 ~ 1 7 : 0 0	Saturdays, Sundays, national holidays, Year-end and New Year holidays
Education Promotion Section (City Hall Annex 2nd floor)		
Ipponsugi Park, and Tama Higashi Park Management Office	9 : 0 0 ~ 1 7 : 0 0	3rd Mondays (next Tuesday if it falls on a national holiday)

※ The usage fee of facilities at the Community Center, TAMA Women's Center, and Consumer Affairs Center can be paid at night on opening days of the Community Center (a phone reservation is required). For details, please contact the Community Centers.

1 1. Cancellation of Reservation

Cancellation of Tentative Reservation	Cancellation can be made on Reservation Status Confirmation Screen of "Tama City Public Facility Reservation and Information System" accessible by PC, mobile phone, or at a user terminal.		
Cancellation of Firm Reservation	① Notice of Reservation Cancellation	Please call or visit the Community Center.	
	② Fee refund procedure	Please bring "Approval of Use" and "Seal" to the Community Center you planned to use, and complete the procedure.	
	Refund Amount	Hall	Facilities other than Hall
	Full Refund	Notice of reservation cancellation up to 150 days prior to the use day	Notice of reservation cancellation up to 30 days prior to the use day
	Half Refund	Notice of reservation cancellation between 149~7 days prior to the use day	Notice of reservation cancellation between 29 ~ previous day prior to the use day
	No Refund	Notice of reservation cancellation	Notice of reservation

		after 6 days prior to the use day	cancellation on the use day
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1 2. Other Available Services

Nagayama Community Center	Sekido Community Center	
Talk · Light Reading Corner	Citizen Lobby	Free space available to everyone. There is also a café corner.
Circle Activity Room	Meeting Room	They can be used for simple meetings and light work.
Group Lockers		Being lent to the registered organizations at the Community Center. (Applications are accepted once a year)
Printing Machine		Able to print or copy for group activities such as citizen activities, etc. 40 yen per stencil, 0.3 yen per print (rounded down to 10 yen digit) ※ Please bring printing paper. Available until 21:30.
Copy Machine		10 yen per copy ※ Available until 21:30
Nursing room		Please ask the office before using the service.
Nagayama Community Center	Paid Car Parking	Free for community center users up to 1 hour, 120 yen every 30 minutes thereafter
	Paid Bicycle Parking	Free for community center users up to 2 hours (bikes and motorbikes up to 125CC)
Sekido Community Center	Paid Car Parking	Vita Car Parking Lot ※ Hourly rental (220 yen / hour)
	Paid Bicycle Parking	Vita Bicycle Parking Lot ※ Hourly rental (bicycles and motorbikes less than 50CC)

【Contact information】

Nagayama Community Center	〒206-0025 Tama City Nagayama 1-5 ☎042-337-6661 Fax042-337-6003
Sekido Community Center	〒206-0011 Tama City Sekido 4-72 ☎042-374-9711 Fax042-339-0491