

Nara Institute of Science and Technology Guesthouse Sentan Guide



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Guesthouse Sentan Guide

Guesthouse Sentan, is a facility for faculty/staff and students including visiting researchers. The facility has accommodations as well as an assembly hall and a fitness room.

Admission

1. To enter *Guesthouse Sentan*, the fitness room, or your room, please swipe your key card in each electronic lock and open the doors.
2. The doors will automatically lock a few seconds after you extract your key card from the lock.

Telephone

1. To call an off-campus number, you may use the pay phone at the University Union(学生会館、Gakusei Kaikan).
2. To call emergency services (ambulance, fire station, police, etc.),
 - push the “emergency” button of the wall intercom phone in your room, which is connected directly to Security Center, or
 - call one of the extension numbers in the page 4. Please note each section’s office hours.

Vending Machine

Vending machines are located on the first floor.

Shop and Cafeteria

Although there is no meal service at *Guesthouse Sentan*, the University Union houses a cafeteria and a shop where you can buy stationery, books, food and drinks.

Shop: Open from 8:00 to 21:00 on weekday and

from 9:00 to 15:00 on Saturdays, Sundays, National Holidays

Cafeteria: Open from 10:00 to 21:00 on weekday and from 10:00 to 15:00 on Saturdays.

Accommodation Guide

Reservations

Application

Reservations can either be made by e-mail or at the Welfare Section of Personnel Division (福利厚生係、Fukuri Kousei Kakari) (hereinafter called Welfare Section).

When you make a reservation, you need to give your name, affiliation, telephone number, purpose of your stay and your arrival and departure dates.

The Welfare Section will contact you concerning room availability. In case there is no reply, please call a number below.

With regard to researchers who come from other institutes, feel free to ask NAIST faculty to arrange for accommodation.

Office hours : 8:30 - 12:00 and 13:00 - 17:30 (weekdays only)
Phone : 0743-72-5916, 0743-72-5030 (Extension: 5916,5030)
E-mail : fukuri@ad.naist.jp

Room Type and Rates

The following prices include all fees and charges for use of the room. While there is no meal service, each room is furnished with a small kitchen.

Single Room	¥ 3,000	/ per night
	¥ 60,000	/ 21 - 30 nights
Twin Room	¥ 6,000	/ per night
	¥120,000	/ 21 - 30 nights

Payment and Room Key

Payment must be made to the Welfare Section **by 16:00** on the day of your arrival. If the date of your arrival is a holiday, you may ask a NAIST proxy to come to the Welfare Section to pay for the room in advance during normal office hours. After payment, a key card and a receipt will be given to you or the proxy. If you stay more than 2 months, monthly payment is also possible.

Welfare Section

*Closed: Saturday, Sunday and Public holidays,

Special holiday from **December 29 to January 3**,

University foundation day(October 1)

Parcels and Mails

It is not available to receive parcels or mails at Guesthouse Sentan.

In case you lose your key card or are locked out, please contact one of the following sections.

When to contact	Sections	Notes
<i>9:00 - 22:00</i>	Caretaker's Office (管理人室、Kanrinin Shitsu) Extension : 5588 Location: <i>Guesthouse Sentan</i> 1F	Closed on weekends and holidays (including the special holiday from December 29 to January 3)
<i>In Caretaker's absence</i>	Welfare Section of Personnel Division (福利厚生係、Fukuri Kousei Kakari) Office Hours: 8:30 - 17:30 Extension : 5030 Location: Administration Bldg. 2F	Closed on weekends and holidays (including the special holiday from December 29 to January 3)
<i>Weekends, holidays and after-hours</i>	Security Center (防災センター、Bousai-Center) Location: Administration Bldg. 1F *Please use the intercom (push the "*" button before dialing) at the entrance hall of <i>Guesthouse Sentan</i> .	Open 24 hours everyday

*The Security Center is located near the Research Center for Advanced Science and Technology. Please refer to the campus map.

Using the facility

Key Card

Swiping your key card in each electronic lock, you can open the *Guesthouse Sentan* entrance door, the stairs/elevator room and your room.

When entering your room, please insert your key card into the card slot on the wall. This initiates electricity for the air conditioner, lighting, and wall sockets automatically. When you leave your room, please extract the key card from the slot turning off the power supply (excluding the refrigerator, desk power strip, bathroom fan and light switch).

After your check out time, your key card, along with the network information, will automatically expire.

Where to Contact

1. Caretaker's office

Hours : 9:00-22:00 (weekdays only)

Extension : 5588

2. Welfare Section (when the caretaker is not at the office)

Hours : 8:30-17:30 (weekdays only)

Extension : 5916,5030

Cleaning and Changing Sheets

If you stay at *Guesthouse Sentan* for more than one week, the caretaker will clean your room, change the sheets, and restock amenities once a week. The caretaker will give notice the day before cleaning. If you would like to have your room cleaned, please turn the "Make up the room" sign over by cleaning day.

Towels

If you stay 2 nights or more, 2 sets of towels will be prepared. If you need more, please contact to caretakers. (available from 9:00 to 21:00)

Check-in/Check-out Times

Check-in time starts at **15:00** and the check-out is by **11:00**. If you stay for 2 nights or more, you may use *Guesthouse Sentan* continuously from your arrival to your departure.

Internet

Each room has **LAN** cable access to the campus computer network. If you bring your personal computer, you can connect to the Internet from your room with an account and password from the Welfare Section.

Laundry

A laundry room is located on the second floor. There are automatic washing and drying machines, free of charge. It is preferred they not to be used at night.

Telephone

The telephone in each room is only for calling extensions. To call outside, you need to use the pay phone at the University Union. Phone cards need to be bought off-campus.

Room Equipment Operation

To use the lamp, please adjust the light with the knob inside the lamp shade.

To operate the air conditioner, please use the remote control hanging on the wall.

Taxi

Kintetsu Taxi (近鉄タクシー) is near NAIST, and you can reserve a taxi by calling the following number: 0742-45-0091

Guesthouse Sentan is located at the east side of the basketball court which is next to the parking area.

Valuables

There is no storage service for valuables at *Guesthouse Sentan*, so please keep them with you at all times.

Rental Articles

The following goods are available for rent free of charge:

iron and ironing board, trouser press, pajamas,
wagon for carrying tableware, cooking pan, soup ladle, rice cooker,
rice spoon, frying pan, spatula, rice bowls, soup bowls, plates,
teacups, chopsticks, spoons, forks and a kitchen knife

If you would like to use any of these, please contact the caretaker's office on the first floor. Please return the goods at the caretaker's office after use. Kitchen goods may be left in your room until your departure.

Garbage Disposal

Garbage should be sorted into the following categories: burnable, unburnable, cans, bottles and plastic bottles. Please bring them to the garbage bins on the first floor (in front of the Assembly Hall).

In Case of Emergency

Please call the Security Center (防災センター、Bousai-Center) immediately.
Extension: 5048

Request to Guests

1. Accommodation staff may sometimes enter your room for maintenance or cleaning purposes. Your understanding is requested.
2. If you intend to change your stay, please inform the Welfare Section as early as possible.

Departure

Check-out

You need not come to Welfare Section or caretaker's office for check-out.

Assembly Hall Guide

Reservations

Application

Reservations can either be made by telephone or at the Welfare Section of Personnel Division (福利厚生係、Fukuri-Kousei Kakari) (hereinafter called Welfare Section). In applying to use the assembly hall, you need to give your name, affiliation, telephone number and the date & time of use. Reservations by e-mail are also accepted. The Welfare Section will contact you concerning the hall's availability. In case there is no reply, please call the number below.

The assembly hall is available free of charge.

Office hours : 8:30 - 12:00 and 13:00 - 17:30 (weekdays only)
Extension : 5916,5030
E-mail : fukuri@ad.naist.jp

On Use

Entrance

The assembly hall is located in *Guesthouse Sentan*, which can be entered with the following key cards : staff ID card (職員証、Shokuin-shou) , student ID card(学生証、Gakusei-shou), NAIST entrance pass, or key card of guests staying at *Guesthouse Sentan*.

Only those who are permitted to occupy the assembly hall can enter the room.

Hours

The assembly hall can be used from **9:00 to 21:00**, but it is closed during the special holiday from December 28 to January 4.

Eating and Drinking

Eating and drinking is allowed in the assembly hall, however it is prohibited to cook anywhere outside the kitchen area. Please also make sure to clean and properly dispose of all food and trash before leaving.

Noise Warning

Please understand that the upper floors are accommodations area and be careful not to make loud noises.

Key

When you use the hall on Saturdays, Sundays or holidays, please borrow the key for the hall at the security center. After use, please make sure to turn off the lights, lock the door, and return the key to the Security Center.

Request to Guests

- 1 . If you intend to change the date/time of use or cancel the reservation, please inform the Welfare Section as soon as possible.
- 2 . After using the hall, please make sure to return the tables and chairs to their original position, check the stove, and turn off the lights.

Fitness Room Guide

The fitness room is located on the first floor of the *Guesthouse Sentan*. NAIST students, faculty, staff, and those staying at *Guesthouse Sentan* can use this facility to maintain physical health and promote physical strength.

The fitness room is available any time during the hours below. To prevent accidents, children under 12 years old are prohibited to enter the room, even if they are accompanied by a guardian.

Hours

9:00 - 22:00 (every day including weekends and holidays)

Key

Students	:	<u>Student ID card (学生証、Gakusei-shou)</u>
Faculty and staff	:	<u>Staff ID card (職員証、Shokuin-shou)</u>
Guests	:	<u>Key card (for <i>Guesthouse Sentan</i>)</u>

Registration

Before starting training, please sign your name on the user list in the fitness room.

Machines

There are panels with instructions on how to use the machines. You may also refer to the machine manuals.

After training, please return the equipment to its original state and make sure to turn off the electronic machines.

Shower Room

There are separated showers adjacent to the fitness room. When you use the shower, please turn on the water heater panel. Also, make sure it and the water is completely turned off when finished.

Telephone

The telephone in the fitness room is for calling extensions.

Please contact to the following number if you have any troubles or questions about the use of machines.

Office	:	<u>Welfare Section</u> (福利厚生係、Fukuri Kousei - Kakari)
Extension	:	5916,5030

Intercom

The intercom in the room is connected directly to the Security Center. In case of emergency, please contact the Security Center immediately.

Requests to Users

1. While exercising, please do not use machines for any other than the original purposes. This could result in unwanted injuries.
2. Please do not leave personal belongings in the fitness room.
3. There is a video camera to prevent thefts, etc. However, NAIST is not responsible for the loss or damage of your valuables, or accidents caused by the misuse of the machines. It is recommended you be careful using the machines and keep valuables with you.
4. Please keep in mind that the room should be always clean and orderly. After exercising, the equipment should be returned to its original state. Your cooperation is requested.
5. Before you leave, please make sure to turn off the electronic machines, the water heater, lights and air conditioner and lock the windows and door.
6. Bringing gym shoes for indoor exercise is recommended.

Machine List

Multi press	1	Machine for power training
Pulldown /Seated Row	1	Machine for power training
Rear Delt /Pec Fly	1	Machine for power training
Leg Extension /Leg Curl	1	Machine for power training
Leg Press /Calf Extension	1	Machine for power training
Dips	1	Machine for power training
Treadmill	2	Speed adjustable from walking to running
Exercise bike	1	Cycling machine for aerobic exercise
Stair climber	1	Low impact aerobic exercise
Barbells and cage	1	Barbell set (1.25 - 20 kg) for free weight workout and a protective cage
Barbell and Weights	1	Free weight
Safety stands	1	Safety stands for weightlifting
Olympic Bench	1	Bench for weightlifting
Machine for hanging exercise	1	Machine to strengthen not only arms but also thighs and abdominal muscles
Dumbbells	1	Dumbbell set (1 - 20 kg)
Roman chair	1	Machine specifically targeting back muscles
Adjustable Decline Bench	1	Ab exercises

Blood pressure meter	1	
Body fat and weight scale	1	