To New Students

Purchasing Commuters Parking Pass

◆ **Using Takayama Science Town Parking Lot**

This parking lot is managed by the Foundation for Nara Institute of Science and Technology (" Foundation" hereafter). The parking lot is not a facility of NAIST. Read this document carefully to use the parking lot. JPY300 per use/per day for parking without pass.

◆ **Purchasing Commuters Parking Pass for Cars**

1. For commuting, a NAIST student who does not reside in a student dormitory, can purchase a commutation pass. The first purchase must be made at the "Office of Foundation for NAIST" in Takayama Science Plaza.
2. From the second time, "Daily Yamazaki", a NAIST store, is also available for purchase.
3. In the application form, all items must be filled in. **A complete license plate number is necessary.**
4. Read the attached documents thoroughly. A signature is necessary for the application form for acknowledgment.
5. Information on the application form is used to pass out messages regarding the usage of the parking lot.
6. To apply student rate, a **student ID card is required**. If a student ID card is not yet issued, an admission permit will do.
7. Note that a commuters Parking Pass does not guarantee a parking space. There may not be a space open when the parking lot is full.
8. Parking lot is not allowed to use for continuous parking without any movement. It is not intended to be used like a monthly parking lot.

Student Rate

NAIST Student

1 mo.	JPY1,500
3 mos.	JPY4,000
6 mos.	JPY7,500

※ month means 1st to the end of a month. Not a month from the purchasing date.

e.g.1) Purchase 6 mos. Pass on March 25

>>valid from April 1 to September 30

e.g.2) purchase 6mos. Pass on April 10

>>valid from April 10 to September 30

Application

1. Apply at: Foundation for NAIST in Takayama Science Plaza
2. Sold from: the 25th of the previous month (if the 25th is a day off, then the next business day).
3. Valid from: 1st of the month
4. Terms of use   Valid only for the license plate number on the pass. Do not lend the pass to others. When violated, the commutation pass in use is immediately invalidated and no more

passes can be purchased.

◆ **How to use the commuters Parking Pass**

Entering

1. Stop in front of the entrance bar.
2. Insert the card into a card slot.
3. The card will come out from the slot. Take the card out and the gate will open.
4. Even if the gate is already open when entering, be sure to insert the card into the slot for the card reader to work properly when exiting.
5. In case of not having a card when entering, push the white button 【発券】 and take a yellow card to enter. In this case, a charge is applicable and there is no refund.
6. There are a few cases where the car starts moving before the gate bar fully opens and crashes into the bar, which leads you to pay for the damage.

Exiting

1. Stop in front of the exit bar.
2. Insert the card into the card slot.
3. The card will come out from the slot. Take the card out and the gate will open.
4. Even if the gate is open when exiting, be sure to insert the card into the slot for the card reader to work properly when entering next time.
5. If a pass is lost when exiting, push the yellow button 【駐車券紛失】 and pay the indicated fee. There will be no refund.

In case of trouble when entering and exiting

1. Use a white telephone near the gate. It automatically connects to SECOM Security Co.

◆ **Matters to be observed**

Practice safe driving and be alert for accidents and theft.

Do not leave any valuables in the car. Foundation for NAIST will not hold any liabilities on any theft, accident which occur in the parking lot.

◆ **Procedure for changing information of vehicle type, license plate number, etc.**

Changeover procedure for any information on the application form, especially vehicle type and license plate number, should be done at the office of the Foundation for NAIST.

◆ **Be careful of expired pass**

The expiration date is for the exiting date and not the entering date. A parking fee will be charged when exiting with an expired card.

◆ **Contact information for inquiry**

Foundation for Nara Institute of Science and Technology   TEL: 0743-72-5810
              ※   **Office Hours: Weekdays 9:00 – 17:00**

Takayama Science Town Parking Lot
Application for Commutation Pass

For New Student

Date	yyyy/mm/dd
Name in Katakana	only if possible
Full Name	
Address in Japan	Tel:　　　　(　　　　)
Vehicle Name	
Licence Plate Number	Write entire number
Student Information (Show student ID card)	Student ID Number: Lab. Name:　　　　　　　　　Tel:
E-mail	

Type	1mo.	JPY1,500		Place ☑ on desired type
	3mos.	JPY4,000		
	6mos.	JPY7,500		

I acknowledged the attached documents	Signature:

《Office Use》

学生証確認欄	
定期駐車券番号	
使用開始月	月
有 効 期 限	西暦 20　　年　　　月末
経 理 欄	
金 額	円
受 付 者	
備 考	