

Makuhari International Training Center

Building Guide

In advance, thanks for using our services. Our training rooms are suitable for all your needs and accommodations.

Makuhari International Training Center is delighted that you have selected our service. Our building provides a General Training zone, Specialty Training zone and Specific Training zone. In order to maintain an environment conducive to proper and focused training, Please respect the rules and policy.

Hours of operation are:

Check in time : 3:00 pm

Check out time: 10:00 am

The front door hours:

- Front door will be open from 6:00 am – 11:00 pm
- The Front Desk will be open from 7:00 am – 11:00 pm

If circumstances arrive where you would be unable to arrive by closing time, please call the Front Desk before 11:00 pm.

Room key:

Please leave your room key at the Front Desk when you go out.

Valuables:

Please keep all your valuable belonging with you. We are not responsible for any loss of valuables in the room.

Visitors:

Visitors are allowed from 7:00 am – 10:00 pm.

Please do not bring the visitors to the room.

Fire Protection and Evacuation:

Please be aware and make note of the emergency exits and fire extinguisher locations.

In case of emergency etc; earthquakes, fire: **Please do not use the elevator.**

Other Facilities:**Vending Machines**

Vending Machines are located on the 1st floor of Main and East buildings.

Laundry Service:

There are washing machines and dryers located on the 8th and 9th of the Main building and every floor of East building.

Mail: Postal Matters

You can drop off and pick up mail and parcels at the Front Desk.

We won't accept payable on delivery (COD) mail or parcels.

Home Delivery Service:

You can drop off and pick up mail and parcels at the Front Desk.

We won't accept payable on delivery (COD) mail or parcels.

First-aid:

In case of any illnesses, injuries or hospitalization needs, please contact front desk.

Other:

If you have any questions or any requests during your stay, please don't hesitate to contact the Front Desk.

Rules:

In order for your safety and comfort, please cooperate and abide by the rules. In case you break the rules, we will refuse your stay.

The front door hours:

- The front door will be close from 11:00 pm – 6:00 am.
- If circumstances arrive where you would be unable to arrive by closing time, please call the Front Desk before 11:00 pm.

In case of you arrive after the doors are closed, please use the night time entrance and contact security using the interphone system.

Check in-Check out:

Check in time is at 15:00pm -----checkout time is at 10:00am

Visitors:

visitor can gain access from 7:00am to 22:00pm, no visitors allowed in the rooms.

Leaving the building:

- Please leave your room key at the Front Desk when you depart. Please do not bring the key with you.
- If you lost the key, you will have to pay for the new set keys.
- In case of you can't make it back to the room and wish to stay over night somewhere else, please inform the Front Desk.

Valuables:

We are not responsible for any valuables lost, please keep them in a safe place.

Other:

- The building will not allow political, religious and direct sale activities.
- Please do not bring outside beverages into the main building.
- Please do not wear pyjamas and slippers outside your bedroom.
- Please respect other guests by not making loud noise.
- Please do not move things in the building around.
- In case you damage anything in the building, you will have to pay for damages.
- In case of medical infection, we will have to cancel your stay.

Rules of using the Makuhari International Training Center

1 Using objective

- (1) Using the location for training members of companies or organizations.
- (2) You are allowed to use the location for other purposes if it's not be obstacle of the training

2 Fees

Please check on service fee page.

3 The rules of using location

(1) Bedroom

- A. Emergency evacuation maps are located on the bedroom door, please be aware of the emergency exit procedures.
- B. During your stay in the bedroom please lock the door and hang the sign.
- C. Please do not smoke in the bedroom.
- D. Please do not light fires in the bedroom
- E. Please do not do any other activities in the bedroom without permit such as have commercial meetings.
- F. Movement or relocation of furniture throughout the facility is prohibited.
- G. Visitors must be met with in the lobby.
- H. Please do not hang anything out the windows.
- I. Please do not throw anything out of the windows.
- J. If there are any change of the number of guests or the date, please contact the Front Desk.
- K. Please do not leave the key in the room.

(2) Payments

- a. Please pay all fees and receipts at the Front Desk immediately.
- b. We do not accept cheques and foreigner currency.

(3) Valuable and storage

We do not accept storage of your valuable belongings.

We are not responsible for any loss of valuables.

(4) Other

- a. Please do not bring any of the following: dogs (except the service dogs who help disabilities people) cats, birds and other animals, flammable objects, smelly objects and illegal objects.
- b. Please do not move the facilities and equipment that the building provided.
- c. The building will not allow any direct sale, brochures or any commercial activities.
- d. Please do not leave your belongings in the lobby or hallways.
- e. Please do not bring outside food and beverages inside the building
- f. In case you damage, dirty or lose any of the building belongings, you will have to pay the compensation.
- g. Please do not wear pyjamas and slippers outside your bedroom.
- h. Please smoke in the designated areas.
- i. Please the building reject your request, please accept it.
- j. If you injure other guests or staff, you will be responsible for the compensation fee

4 Other

Other than above please read the contract.

Dear guests,

Reservation and cancellation

1 Booking date

Live-in training can be booked up to 6 months in advance. By booking at the beginning of every month. Non live-in training can be booked up to 2 months in advance. If the training period is in between months. Please consult with us.

Please contact us to confirm your booking with in 1 week. Without confirmation your appointment will be cancelled.

- (1) Facilities (breakfast, lunch, dinner) banquet, please book separately.
- (2) After booking, we will send you the confirmation papers, please check the details, sign and send back before the deadline.

2 Changes and cancellation

Cancellation fees apply to:

Title	Cancellation fees
(1) Symposium Hall (2) Reception Hall (3) Auditorium (4) Party place (5) Live in training	1) If you cancel 2 months in advance within working hours (5:00 pm) there will be will be a 50 % cancellation fee. 2) If you cancel 2 months in advance after working hours (5:00 pm) there will be a 100% cancellation fee.
(6) Non Live in training	1) If you cancel 1month in advance within working hours (5:00 pm) there will be will be a 50 % cancellation fee. 2) If you cancel 1 months in advance after working hours (5:00 pm) there will be a 100% cancellation fee.
(7) Rooms (8) Meals	1 If you cancel 5 days in advance with in working hour (5:00 pm) there will be No

(9) Bento (10) Party (place, food, beverage)	cancellation fee. But if you cancel after working hour (5:00 pm) will be a 100% cancellation fee
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3. if you stay longer after check out time, we will charge by hour. Half price of basic rate

Makurari International Training Center information

Our building is for training purposes, which is different from other hotels, please read the following

1 Cooperate

1.1 Please respect other guests, please do not make loud noise within the building

2 Key

2.1 We will give the room keys and Amenity to your training representative. Please return the keys to your Training representative, who will be return all the keys to the Front desk.

2.2 The door will be automatically locked, please bring the key with you when you go out.

2.3 When you enter the room please put the key in the key slot, then the electricity and air conditioner will work.

3 Front door hours

3.1 The door will be close at 11:00 pm, and will be open at 6:00 am.

3.2 After 11:00 you won't be able to enter the building.

4 Front desk hours

4.1 Front desk hours are 7:00 am -11:00 pm, please dial 9

4.2 In case of emergency please contact security at 043-304-5459 ext 568

5 Emergency exit

5.1 Please be aware of the emergency exits, for which there are 2 exits on both sides of the building.

5.2 In case of an earthquake, the alarm will go off, please use the emergency exit down to the 1st floor

6 Smoking area

6.1 The building in non smoking area

6.2 There are designated smoking areas on the 1st floor in East building by the entrance.
And on the 1st floor of Main building by the entrance (only from 7:00am -11:00 pm)

7 Vending machine, Copy machine, Laundry

7.1 The vending machine and copy machine are located on the 1st floor. You can buy alcohol and cigarettes at the convenience store or superstore (Aeon Superstore close at 10:00 pm)

7.2 The Laundry will be free of charge. Located in Main building on the 8th floor for women and on the 9th floor for men. The East building on 3rd and 4th floor for both men and women. On 1st, 2nd, and 5th are separate. Please bring your own laundry detergent. Hours of operation are from 7:00 am – 11:00 pm

8 Others

8.1 There are 2 elevators in the Main building and 1 elevator in the East building.

8.2 There are carts provide on the 1st floor of the Main building.

Hotel Agreement

All Guests and Interns must agree in order to get a room

Contract coverage:

Clause 1

1. This contract agreement constitutes the agreement between the building and the guest. The building will create all the rules for guest(s), anything that is not in the agreement will follow the law and Traditions.
2. For special conditions that are not covered by the building rules and or law and tradition, the building will look at this on a case by case basis.

Clause 2

1. All guest who stay at the hotel must provide the following information
 - (1) Guest name
 - (2) The date of check in and time of arrival
 - (3) The room rate (in case of cancellation please see table 1)
 - (4) Other information that the hotel requested
2. If the guest would like to extend their stay longer than the initial contract the guest must make a new contract. The hotel does not provide an extended stay policy.

Contract Validity

Clause 3

1. The agreement will be complete after you receive the confirmation from the hotel. Without confirmation the agreement is incomplete.
2. After the agreement is completed, you will receive the bill from the hotel, you must pay within the deadline.
3. Guest must pay the amount that shown on the bill. In case of cancellation as per section 6 , you will have to pay the cancellation fee. The hotel will refund you when you check in.
4. if guest does not pay by the deadline. The agreement will be cancelled. The hotel will inform guest of the cancellation.

Special condition: billing

Clause 4

1. With no relation to section 2 when the room agreement is complete, the hotel will give a special condition for payment terms to guest.
2. For the complete room agreement, in the case that the hotel does not inform guest about the billing details and deadlines, this will fall into special condition case.

Refusing Agreement

Clause 5

In the following situations, the hotel will not accept the agreement if.

- (1) The Guest breaks the agreement
- (2) No vacancy at the facility
- (3) If guest breaks the law example: prostitution
- (4) Guest has an infection
- (5) Guest is unreasonably irresponsible during stay
- (6) Natural disasters, the hotel is damaged or unforeseen reasons that hotel unable to operate

Cancellation by guest

Clause 6 - Guest can make a cancellation

1. In case of the guest wants to cancel part of the rooms or all rooms (see section 3)
2. That there is deadline for payment, and the guest has already paid, (except before the deadline and the guest cancels) the guest will have to pay the cancellation fee. But in the case of section 4 rule number 1: special condition, the hotel will inform and confirm the cancellation fee to the guest.
3. In case the guest does not show up by 10:00 am without contacting the hotel (If guest more than 2 hours late than the informed check in time) and still has not arrived, the room agreement will be consider as the cancellation.

Cancellation by the hotel

Clause 7 In the following situations, the hotel can cancel your agreement.

- (1) If guest breaks the law example: prostitution

- (2) Guest has an infection
- (3) Guest is unreasonably irresponsible during stay
- (4) Natural disasters, the hotel is damaged or unforeseen reasons that hotel unable to operate
- (5) Guest does not obey the rules such as but not limited to: smoking in the bedroom, horseplay or misuse of fire extinguishers etc.

Room Registration

Clause 8

Upon guest arrival, please fill out the registration information below:

- (1) Name, Age, Gender, Address and Occupation
- (2) For foreigners please provide your passport information, nationality, the date of entry into the country, and immigration location.
- (3) The date and time of departure
- (4) Other information that the hotel requests.

2. Methods of payment. If the guest wants to pay by cheque, voucher, credit card, please inform us in advance and please provide the card when you register.

Hotel policies

Clause 9

The rules of the hotel are posted on the walls around the hotel. Guests are expected to follow these rules when on hotel's property.

Hotel's responsibility

Clause 10

If any guest is injured on hotel's property due to hotel's fault, the hotel will take responsibility and guest will be compensated. However, the hotel will not be liable if the reason for injury is not because of the hotel.

2 The hotel has passed and been certified for the fire and disaster prevention inspection by the fire department. However, in the event of a fire, etc, the hotel has been subscribed to a compensation insurance.

Storage of baggage and personal belongings

Clause 11

Contact front desk in advance if you need luggage keeping service prior to check-in.

2. If any guest check out and forget their luggage or other personal belonging, the hotel will try to contact and notify the rightful owner. In a case where the luggage owner can't be contacted or is unknown, the hotel will keep the baggage up to 7 days and then send it over to the nearest police station.

Parking lot

Clause 12

The hotel will not be responsibility if something occurred while parking your car in our parking lot. However, compensation will be made if damage was caused by the hotel intentionally or negligently when managing the parking lot.

Responsibility of guests

Clause 13

Compensation will be requested if the hotel suffered any damage caused by guest intentionally or negligently.

Attached Table 1 Cancellation fees

Total amount to be paid by the guests		
	Before 3 months	50% of the basic room rate
	3 months ~ 1 month	80% of the basic room rate
	1 month ~ 2 weeks	100% of the basic room rate
	Within 1 week	100% of the basic room rate

Question & Answers

Q: What is the Check in & Check out time?

A: Check in is at 3:00 pm, Check out is at 10:00 am.

Q: Is it possible to get a late check out?

A: if you wish to have a late check out, please inform us when you book the room or contact the front desk. Anyhow there would be no guarantee, it would depend on the vacancy of the room.

Q: Before check in and after check out, is it possible for luggage storage?

A: You may leave the luggage at the front desk.

Q: Can I get a late check in?

A: Our door will be close from 11:00pm – 6:00 am. If you wish to do late check in after hour please inform us when you book the room or contact the front desk.

Q: if I arrive before 3:00 pm, Can I check in?

A: You may check in and leave the luggage at the front desk.

Q: if the person who pays for the room is not staying at the hotel, how can I pay?

A: That person can come in to pay before the check in date or transfer money through the bank. If you wish to transfer money please call and let us know. Also you will be responsible for all the transfer fees.

Q: Do you accept credit card?

A: We accept VISA, MASTER, JCB, AMEX, and DINERS.

Q: Can I book the room in person?

A: Unfortunately, you have to book through Internet RuRuBu

Q: Can I choose my own room number?

A: unfortunately, you will get the room number when you check in. However you may send a request when you book the room.

Q: Can I use the training room more than the scheduled times ?

A: Yes you can with extra cost. And you must contact front desk in the morning or at 10:00 prof the night before.

Q: Is there a business services corner?

A: There is copy room (extra cost) and seminar equipment for rent.

Q: Is there any package for seminar training?

A: We provide basic training for companies, however we also provide other options. Please contact us for more information.

Q: Is there any non smoking room?

A: Every room is non smoking room.

Q: Can I smoke inside the building?

A: The building a non smoking area. There are designated smoking areas in front of main building and by the entrance of the east building.

Q: Can I watch BS system TV in the bedroom?

A: Unfortunately you can't.

Q: Can I mail a parcel to the building in advance?

A: Yes you can. Please mail it to the front desk with your name, the dates that you will staying.

Address: 1-1 hibino mihama-ku chiba-shi Chiba 261-0021

Q: Can I send a parcel after check out?

A: Yes you can.

Q: Can I use Internet in the bedroom?

A: There is free WIFI. You may ask for the password at the front desk or in the elevator. There are no LAN wire INTERNET connections available.

Q: Can I use the telephone to call outside the building ?

A: Unfortunately, it's only for internal use.

Q: Is there any convenience store inside the building?

A: Unfortunately there is not however there is a vending machine on the 1st floor.

Q: Are there any beverages in the bedroom?

A: No there isn't. You may buy beverages yourself and put them in the fridge. There is a kettle and green tea envelopes are provided.

Q: Is there any alcohol and cigarette vending machines in the building?

A: No there isn't. You can buy them at the convenience store near the train station.

Q: What kind of food is offered?

A: Food is offered only groups. You can request and reserve breakfast, lunch and dinner. The banquet selection will be provided depending on your budget.

Q: Is there any restaurant?

A: There is the Aeon supermarket, food court located on 2nd floor. Also near the train station there are small restaurants.

Q: What kind of amenity provided?

A: Pyjamas, towel, face towel, toothbrush, razor

Q: If I stay for a week. How about laundry?

A: There are coin operated washing machines and Dryers available. Please provide your own laundry detergent.

Q: Is there any parking? How much is parking fee?

A: There is a parking lot on the roof for with capacity for 96 cars. Basic rate is (200 yen/30mins)

Q: Can I book the parking spot?

A: It is a public parking lot. Reservations cannot be made.

Q: Is there any bus parking lot?

A: Yes but you have to book in advance (extra cost)

Q: Is there pick up bus?

A: No there isn't

Convenience 1

From Makuhari International Training Center to Airport, Commercial facilities

Haneda International Airport by Airport Limousine Bus

Duration : approx. 40 minutes

Narita International Airport by Airport Limousine Bus

Duration : approx. 30 minutes

Tokyo Disney Land by JR Keiyo line

Duration: approx. 18 minutes

Aeon Mall Makuhari Shin Toshin by walk

Duration: approx. 30 minutes

Aeon Mall Makuhari by walk

Duration: approx. 3 minute

Mitsu Outlet Park Makuhari by Walk

Duration: approx. 10 minute

Convenience 2

From Makuhari International Training Center to Other Facilities

QVC Marines by Walk

Duration: approx. 30 minutes

Makuhari Messe by Walk

Duration: approx. 20 minutes

Japanese Garden Mihamaen by Walk

Duration: approx. 20 minutes

Honda Sport Land by Walk

Duration: approx. 10 minutes

Makuhari Beach by Walk

Duration: approx. 30 minutes

Inageku Yacht Harbor by Walk

Duration: approx. 40 minutes

Convenience 3

From Makuhari International Training Center to High School • University

Chiba University

By bus: Duration: approx. 15 minutes

By Train: Duration: approx. 15 minutes

Chiba Institute of Technology by Bus

Duration: approx. 15 minutes

Kanda University of International Studies by Walk

Duration: approx. 20 minutes

Shibuya Junior & Senior High School by Walk

Duration: approx. 10 minute

Makuhari Sohgo High School by Walk

Duration: approx. 5 minute

Showa Gakuin Junior & High School by Walk

Duration: approx. 10 minute