

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 : 3:00pm
- Check out time: 10:00am

The front door hours:

- Front door will be open from: 7:00am-11:00pm
- If circumstances arrive where you would be unable to arrive by closing time, please call the Front Desk before 11:00pm.

Room key:

Please leave your key at 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 allowed from: 7:00am-10:00pm.

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 Services :

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

Mail : Postal Matters

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

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

How Delivery Service :

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

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

First-aid :

In case of any illness, injures 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 you stay.

The front door hours :

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

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-----check out 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 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 back to the room and wish to stay over night somewhere else, please inform the Front Desk.

Valuables

We are not responsible for any valuable lost, please keep them in a soft place.

Other

- The building will not allow political, religious and direct sale activities.
- Please don't drink or eat anywhere except in the vending machine area.
- Please do not wear pajamas and slippers outside your bedroom.
- Please respect other guests by not make 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 Makuhari International Train Center

1. Using objective

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

2. Fees

Please check on service fee page.

3. The rules of using locations

(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 relocations of furniture throughout the facility is prohibited.
- G. Visitors must be meet with lobby.
- H. Please do not hang anything out of the windows.
- I. Please do not throw anything out of the windows.
- J. If there are any change of the number of guest or the date, please contact the Front Desk.
- K. Please do not leave the key in the room.

(2) Payment

- A. Please pay all fees and receipts at the Front Desk immediately when you arrive.
- 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 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 you 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 pajamas and slippers outside your bedroom.
- H. Please smoke in the designated areas.
- I. Please the building reject you request, please accept it.
- J. If you injure other guest or staff, you will be responsible for the compensation fee.

4. Other

Other than above please read the contract.