

Sanda Public Community Center: Handbook for use of charged-facilities

○ Application for use

1 How to apply

① Please make a tentative reservation via “the Information and Reservation System of Sanda City Public Facilities”.

※ The application for the use of the Multipurpose Hall and Exhibition & Gallery is applied for only by telephone or directly at the counter of the Staff Room (from 10:00 to 22:00).

※ You cannot make a reservation of the facility for over 7 consecutive days. (3 consecutive weeks for Exhibition & Gallery).

② To make a reservation, please submit a filled application form with a payment at the Staff Room.

2 Reception time for paid reservation… Monday through Saturday 10:00~20:00
Sundays and Public holidays 10:00~18:00

3 Application period

※ For making a reservation for all rooms of the Multipurpose Hall, please talk to the desk beforehand.

Facility	Tentative Reservation Period	Paid Reservation Period
For use of all rooms of the Multipurpose Hall with/without other conference rooms, etc.	From the first day of 12 months before the day of use to 6 months before the day of use. ※ For registered groups, from the first day of 13 months before the day of use to 6 months before the day of use.	Apply with a payment by 6 months before the day of use.
	From 6 months before the day of use to the day of use.	Apply with a payment Within 7 days after making a tentative reservation.
For use of one or two rooms of the Multipurpose Hall, Lecture Room, Conference Room (large), Play Room, Cooking Lab, Arts & Crafts Room, Conference Room ^{3~5} , Pantry, or Exhibition & Gallery.	From the first day of 3 months before the day of use to 7 days before the day of use. ※ For registered groups, from the first day of 4 months before the day of use to 7 days before the day of use.	Apply with a payment by 7 days before the day of use.
	From 6 days before the day of use to the day of use. ※ No cancellation allowed after making a reservation	Apply with a payment after making a reservation .

4 The use of Play Room and “The Square for Childcare in front of station”

The Square for Childcare in front of station is held in the Play Room on every Tuesday, Wednesday, Thursday, and Sunday from 10:00 to 17:30.

Play Room is available for use on every Monday, Friday, and Saturday from 10:00 to 22:00, and every Tuesday, Wednesday, Thursday, and Sunday from 18:00 to 22:00.

5 Others… For application for reservation, you need to go through a membership registration process of the Information and Reservation System of Sanda City Public Facilities at the Staff Room.

(Even if you already have a membership registration at other facilities, you need to go through the additional membership registration process.)

- ◆ There may be cases where you cannot make a reservation depending on availability.
- ◆ Your reservation will be cancelled if a paid reservation is not made within the designated period.

○ Opening Hours

10:00~22:00 (Closed between December 29 and January 3)

※Temporary closure may take place.

○ Restriction on use

Permission of use will not be granted in the following cases:

- 1 When it is found that there is a likelihood of causing damage to public order or morality.
- 2 When it is found that there is a likelihood of doing violent illegal acts.
- 3 When it is found that there is a likelihood of staining, damaging, or losing the facility and other attached equipment, etc.
- 4 When it is found that there is a hindrance to the management or operation of the center.

○ Reduction and exemption of fees

In the case where the mayor finds it necessary for the public interest, all or a part of the fees might be reduced or exempted.

Please ask the Administration Office for the details. (TEL079-559-5154)

○ Cancellation of use and refund

To cancel paid reservations, please bring the permission of use form and the receipt, and apply for cancellation immediately. **Fees are refunded via account transfer.**

Ratio of refund of fees is as follows.

- For cancellation of all rooms of the Multipurpose Hall, if an application of cancellation is filed more than 6 months before the day of use, all fees are refunded.
- For cancellation of all rooms of the Multipurpose Hall, if an application of cancellation is filed more than 1 month before the day of use, 80% of the fees are refunded.
- For cancellation of other rooms, if an application of cancellation is filed more than 7 days before the day of use, all fees are refunded.
- If an application of cancellation is filed during a period other than the above, no refund is made.

○ Changing a paid reservation of all rooms of the Multipurpose Hall

Only for a paid reservation of all rooms of the Multipurpose Hall, the following case is treated as a change.

In the case of changing the reservation, fees for the time changed will be refunded according to the ratio of refund of fees set forth above.

<Cases treated as a change>

- ① **Only shortening** of the reserved time between the reserved start time and the reserved end time is treated as a change.

Shortening of the reserved time shall not exceed the maximum of 2 hours or a half of the reserved time, whichever the shorter time is applied. The reserved time can be shortened by the unit of 30 minutes.

Cases other than the above are treated as cancellation, and an “application for cancellation of use and refund” is required.

Changes cannot be made in less than 1 month before the day of use.

e.g.) Changes of reserved time for 10:00 to 15:00 (5 hours use) can be made up to 2 hours.

e.g.) Changes of reserved time for 10:00 to 11:30 (1.5 hours use) can be made for 30 minutes.

② **A reserved time cannot be curtailed by dividing the reserved time.**

e.g.) If you want to change the reserved time of 10:00-15:00 (5 hours use) within 2 hours, you can change it to 11:00-14:00 or 10:00-13:30, but you cannot divide it to 10:00-12:00 and 13:00-15:00.

③ **Reservation cannot be transferred.**

You cannot transfer the reservation to other day and time or to other facilities.

e.g.) If you want to transfer a reservation of August 1, 10:00-15:00 (5 hours use) to September 1, you need to cancel the reservation of August 1 and make a new reservation of September 1.

e.g.) If you want to transfer a reservation of August 1, 10:00-13:00 (3 hours use) to August 1, 12:00-15:00, as only shortening of the time is allowed and the maximum of 1.5 hours can be shortened in this case (3 hours use), you can change it to 11:30-13:00 and make a new reservation of 13:00-15:00, or you can cancel 10:00-13:00 and make a new reservation. In this case, cancellation costs less.

Calculation Example) In the case of use by Sanda city residents for 10:00-13:00: ¥14,400 (¥2,400/30minutes). Apply for a change 3 months before the day of use.

- Change it to 11:30-13:00 and make a new reservation for 13:00-15:00. ¥5,760 which is 80% of ¥7,200 is refunded and pay ¥9,600 for 13:00-15:00. Total amount of payment: ¥14,400 + ¥9,600 - ¥5,760 = ¥18,240
- In the case of canceling 10:00-13:00 and making a new reservation for 12:00-15:00. ¥11,520 which is 80% of ¥14,400 is refunded and pay ¥14,400 for 12:00-15:00. Total amount of payment: ¥14,400 + ¥14,400 - ¥11,520 = ¥17,280

○ **Rental fee and capacity**

Facilities name		Area (㎡)	Capacity (person)	Standard rental fee (30 minutes)	【Remarks】 1 An additional fee of 50% of the original fee is charged to people or groups residing outside Sanda city (excluding Itami, Takarazuka, Kawanishi, Inagawa). 2 Fractional figures of the fees smaller than 10 yen are discarded.
Multi Purpose Hall (21 desks)	All rooms	457	270	2,400 yen	
	2 / 3	304	180	1,600 yen	
	1 / 3	152	90	800 yen	
Lecture Room		127	36	650 yen	
Conference Room (large)		51	24	250 yen	
Conference Room 3		24	12	100 yen	
Conference Room 4		21	12	100 yen	
Conference Room 5		28	18	150 yen	
Play Room※		66	—※	350 yen	
Cooking Lab		74	18	400 yen	
Arts & Crafts Room		36	12	200 yen	
Pantry		18	—	100 yen	
Exhibition & Gallery		1 section	500 yen per a day		
Rental Office (only registered organization)		1 section	5,000 yen per a month		

※The Play Room has the capacity of 30 persons in case it is used for a meeting such as a conference.

○ **Cautions about use**

※Please be sure to read.

- 1 Be very punctual about time of use.
- 2 **Preparation and clearing must be done during time of use.**
- 3 **Return desks, chairs, etc. to the original position, clean the room, and return the key after use.**
- 4 Don't exceed the room capacity.
- 5 Please do not move desks, chairs, or other fixture from the room to another place without our permission.
- 6 Ask the Staff Room before making a reservation if you want to use pianos and/or bring musical instruments.
- 7 Don't glue, pin, etc. on the walls, pillars, doors, etc. without permission.
- 8 Don't use fires outside the Cooking Lab and the Pantry.
- 9 Smoking is prohibited in the center.
- 10 Be careful when eating and drinking in the halls as there are electrical wiring, etc. under the floor.
- 11 Close the gas tap, and turn off the electricity and the air conditioner after use.
- 12 You cannot sell goods, and/or do business transactions and any other similar activities in the center without permission.
- 13 When necessary for the management and operation of the center, there may be a case where we will enter the facility under permission to use, question users, and give instructions.
- 14 Soundproof equipment of this facility is not suited for the activities emitting a high sound volume. Be aware that the sound may be heard outside the room depending on usage.
- 15 **Don't commit any acts to hinder other users such as generating noise and vibration, and shouting loudly, etc.**
- 16 **You cannot bring musical instrument and/or audio equipment which harm other users and shops in the lower floors.**
- 17 For making a reservation for all rooms of the Multipurpose Hall, please talk to the desk beforehand.
- 18 Use air conditioners at the temperature settings of cooling at 28°C and heating at 19°C.
- 19 Ask the Staff Room to bring other microphone equipment, etc. to the facility.
- 20 Follow the instructions of the Staff Room when using the Exhibition & Gallery.
- 21 Take your trash with you.
- 22 Use the First and Second Parking lots in front of Sanda station.
※You can park at the First Parking lot up to 2 hours and 30 minutes and at the Second Parking lot up to 3 hours and 30 minutes, if you use the Sanda Public Community Center. (Present the parking ticket and get it processed for free parking service.)
- 23 **Please make your event flyers after making paid reservations. Indicate the name and telephone number of the event holder, to avoid the center to receive inquiries about your event.**
- 24 For additional details, please follow the instructions of Staff Room.

(Inquiry)

Ekimae-cho 2-1, Sanda City, Sanda Ekimae Ichibankan (Kippy mall) 6th floor
Sanda Public Community Center (Staff Room)
TEL (079) 559-5155 fax (079) 559-5161