

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 1 month before the day of use. ※For registered groups, from the first day of 13 months before the day of use to 1 month before the day of use.	Submit the application and the usage fee together before using the reserved facilities on the day.
For use of one or two rooms of the Multipurpose Hall, Lecture Room, Conference Room (large), Play Room, Cooking Lab, Arts & Crafts Room, Conference Room3~5, 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.	

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.

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.

※Reception time: Mon. through Sat. 10:00~20:00, Sun. and Public holidays 10:00~18:00

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.

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

3 Reservation cannot be transferred.

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

Rental fee and capacity

Facilities name		Area (m ²)	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 <u>An additional fee of 100% is charged</u> if a user (excluding people or groups residing inside Sanda city) falls under any of the following. (1) To sell or exhibit goods for profit-making purposes. (2) To use the facility by charging entrance fees or any other similar charges for profit-making purposes. 3 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		1 section	5,000 yen per a month only registered organization		

※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 the Staff Room.

(For those who are registered as profit-making and/or religious groups)

- 25 Please refrain from using the Information Square for your voluntary activities.
- 26 Please be aware that we may ask you to submit an affidavit in accordance with Sanda City Ordinance of Exclusion of Organized Crime Groups.
- 27 Please accept the terms and conditions above, and sign the application form to use the facility.

Inquiry

Sanda Public Community Center (Staff Room)
Ekimae-cho 2-1, Sanda City, Sanda Ekimae Ichibankan (Kippy mall) 6th floor
TEL (0 7 9) 5 5 9 - 5 1 5 5 fax (0 7 9) 5 5 9 - 5 1 6 1

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