

Guesthouse Sentan Information



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Information for Use of Guesthouse Sentan

This facility is an amenity facility that can be used by researchers who visit NAIST, as well as by students and faculty and staff members. In addition to accommodation facilities, the facility also has assembly facilities (an assembly room).

1. Entry into the guesthouse

- It is possible to enter the guesthouse by using your student ID, faculty or staff member ID, or key card.
- The door will be locked a few seconds after it is unlocked.

2. Contact information

Contact information	Time period	Notes
(i) First floor caretaker's office - Outside telephone line: 090-5138-6935	Weekdays and holidays from 9:00 until 21:00	The caretaker does not work on Saturdays or Sundays or during the period from December 29 through January 3.
(ii) Personnel Planning Section of the Personnel Division of the Administration Bureau - Outside telephone line: 0743-72-5033 - Internal telephone line: 5033	Weekdays from 8:30 until 17:15	This section is closed on Saturdays, Sundays, holidays, the period from December 29 through January 3, summer break, and the anniversary of the University's foundation (October 1).
(iii) Security Center - Please use the wall phone that has been installed in the individual room (push the emergency button). - Outside telephone line: 0743-72-5048	Operates 24 hours a day	It is also possible to call the Security Center by using the intercom at the first floor entrance (press the * button.) *The Security Center is located at the back entrance of the Administration Bureau Building.

*If you lose your key card, are locked in a room, or have another problem, please use the contact information above to make an inquiry. **Please contact the (iii) Security Center only when there is an emergency or when (i) and (ii) are unavailable.**

3. Contact in times of emergency (police station, fire station (ambulance, fire), other times of emergency)

- Please use the wall phone that has been installed in the individual room to contact the Security Center (press the emergency button).

4. Vending machines

- Vending machines that sell drinking water and other beverages are installed at this facility.

5. Convenience store or cafeteria

- This facility does not have a convenience store or a cafeteria, so please use the University Union.
- For details about operation, please make an inquiry directly to the business place.

Facility	Business hours	Notes
Convenience store	From 8:00 until 21:00 on weekdays, and from 9:00 until 17:00 on Saturdays, Sundays, and holidays	The facilities are closed on the period from December 29 through January 3, summer break, and the anniversary of the University's foundation (October 1). Business hours may change in accordance with the situation.
Cafeteria	From 10:00 until 21:00 on weekdays, and from 10:00 until 15:00 on Saturdays	

Information for Use of Accommodation Facilities

1. Method of applying for use

Applications for use are accepted by email in the Personnel Planning Section of the Personnel Division of the Administration Bureau (hereinafter referred to as the "Personnel Planning Section"). Please send your name, affiliation, position, contact information (telephone number and email address), desired date(s) of use, and purpose of use.

It is also possible for the laboratory that accepts researchers from other institutes to make an application on a researcher's behalf.

- Hours of accepting applications: Weekdays from 8:30 until 17:15

*Saturdays, Sundays, holidays, the period from December 29 through January 3, summer break, and the anniversary of the University's foundation (October 1) are excluded.

- Email: guesthouse@ml.naist.ac.jp

- Telephone number: Outside line: 0743-72-5033; Inside line: 5033

2. Payment of the fee and handover of the key card

We use an advance payment system for payment of the fee, and we handle cash and credit card settlement. If you want to use credit card settlement, please let us know when you make the application.

Please receive the key card at the Personnel Planning Section by 15:00 on the day of checking in (if the university is closed, by 15:00 on the preceding work day). It is also possible for a representative of a laboratory that accepts researchers from other institutes to receive the key card.

In the case of payment by cash, we will give you a certificate of use application and permission in exchange for payment of the fee. Please note that we do not handle refunds after payment. If a receipt is necessary, please notify us of that fact as well when you make a reservation.

- Accommodation Fee Table (Effective from January 2026)

Room type	Number of nights of accommodation	Amount	Accommodation fee
Single room	1 day (1 night)	JPY 3,000	JPY 3,000 × Number of nights
Twin room	1 day (1 night)	JPY 6,000	JPY 6,000 × Number of nights

*All accommodation fees include the fee for use of a room, utility charges, fees for use of items, and fees for using bedding.

If use is for two months or longer, it is possible to make payment for each month.

There is no meal service, but the room is equipped with a refrigerator and a kitchen.

3. Postal items and luggage

We do not store for safekeeping any postal items or luggage at the accommodation facilities. Please do not send postal items or luggage to the guesthouse. If it is necessary to send something, please designate the field and the name of the research lab as the address.

Information about use and leaving

(1) Hours of use (check-in and checkout)

The hours in which it is possible to use the accommodation facilities are from 15:00 until 11:00 the following morning.

However, if you stay for continuous nights, it is possible to use the accommodation facilities all day and night, excluding your date of arrival and date of departure.

There are no particular procedures for checking out. Please dispose of the key card yourself.

(2) Key card

Please use the key card to unlock the entrance, the stairwell, and the room.

After you enter the room, please first insert the key into the key slot. That will turn on the electricity for the lights, air conditioning, and electric outlets. When you remove the key when leaving the room, electric power will be turned off (excluding power for the refrigerator, bathroom light and ventilation fan switch, and computer [if it is connected to LAN]).

After the period of use, it will not be possible to use the key card.

(3) Room cleaning and changing of sheets

Room cleaning, changing of bedding, and restocking of consumables will be conducted **once a week**, limited to a case of a stay of one week or longer (a long stay).

If you are staying for a long period, the first instance of regular cleaning will be subject to implementation, and the second instance and thereafter will be based on your request.

Approximately one week before the planned date of regular cleaning, we will confirm whether or not you want regular cleaning of your room. Please put the form in the box in front of the caretaker's room by the designated date. If the date of regular cleaning is finalized, we will let you know by the date before the planned date of cleaning, so **please hang the tag that says "Please clean the room" on the door on the morning of the day when cleaning will be conducted.**

If the room's cleanliness is not being maintained, a staff member may contact you or enter the room for the purpose of confirmation. Depending on the situation, you may be individually asked to conduct cleaning, **so please try to maintain the room's cleanliness yourself even in times other than regular cleaning.**

(4) Towels

If you stay for two nights or longer, we will prepare two sets of towels for you at the time of checking in. If you need more towels, please make a request at the caretaker's room on the first floor.

(5) Laundry

There are fully automatic washing and drying machines (free of charge) in the laundry room on the second floor. Please do not use the laundry room at night. If you use a machine, please be sure to attach a magnet that has your room number on it (the magnets are located in the laundry room) on the fully automatic washing or drying machine that you use, and **retrieve your clothes promptly after use.**

Please prepare laundry detergent and fabric softener yourself. Please dispose of

laundry detergent and fabric softener by obeying the garbage sorting rules or take them with you when you leave.

(6) Operation of equipment

The air conditioner can be operated by using the remote controller that is placed on the wall. **When you leave the room and at the time of checking out, please be sure to turn off the electrical power to the air conditioner.**

(7) Valuables

We do not store for safekeeping any valuables, so please store them yourself.

(8) Rental items

Rental items are available as stated in a separate document, so if you need a rental item, please make a request at the caretaker's room on the first floor (The hours when requests are possible are from 9:00 until 19:30 during the time when the caretaker is present.)

After using rental items, please be sure to clean and return all of them. If you are no longer using a rental item, please return it at an appropriate time.

Please note that pots and frying pans are limited to those that can be used on an IH cooktop. If you have a pot or frying pan that you brought yourself, please be sure to dispose of it at the time of checking out or take it home with you.

(9) How to dispose of garbage

Please sort garbage into burnable garbage, unburnable garbage, plastic garbage, bottles, cans, and plastic bottles and then appropriately put it in the garbage bins that are placed inside the first floor entrance hall. For seasonings and condiments in particular, please be sure to separate containers and their contents.

Please do not dispose of a large amount of garbage just before checking out. Instead, please dispose of garbage regularly up to the time of checking out.

Please **handle disposal of personal items and documents that contain personal information yourself rather than leaving them in the room.**

(10) Contact information for times of emergency

Please contact the Security Center.

- Please use the wall phone that has been installed in the individual room (push the emergency button).
- Outside telephone line: 0743-72-5048

(11) Requests

- Please understand in advance that people related to the university may enter your room to clean the room or for maintenance

- If you would like to change your schedule of use, please promptly notify the Personnel Planning Section.

Information for Use of the Assembly Facility (Assembly Room)

1. Application method

Applications are accepted by email by the Personnel Planning Section of the Personnel Division. Please notify us of your name, affiliation, position, desired date(s) and hours of use, and purpose of use.

After the application content is confirmed, the Personnel Planning Section of the Personnel Division will reply by email about whether or not use is possible.

- Hours when applications are accepted: Weekdays from 8:30 until 17:15

*Excluding Saturdays, Sundays, holidays, the period from December 29 through January 3, summer break, and the anniversary of the University's foundation (October 1)

- Email: guesthouse@ml.naist.ac.jp

- Telephone number: Outside line: 0743-72-5033; Inside line: 5033

*In principle, applications are accepted up to one business day (until 17:00) before the date of use.

2. Entering and leaving the entrance and the assembly room

The entrance can be unlocked by using your faculty or staff member ID, your student ID, or the key card for accommodation. It is possible to enter the assembly room from the entrance hall, but this is limited to people who have received permission to use it.

3. Hours of use

The hours in which it is possible to use the assembly room are from **9:00** until **21:00** on weekdays.

The assembly room cannot be used on Saturdays, Sundays, holidays, the end-of-year and New Year period (from December 29 through January 3), summer break, or the anniversary of the University's foundation (October 1).

The number of times of use of the assembly room is up to three times per week.

4. Noise

The upper floors are living quarters, so please do not make loud noises or speak loudly.

5. Turning off lights

After use, please return chairs and tables to their original places, inspect fire hazards, and turn off the lights.

6. Requests

- Please use the facilities by being on time and following the designated hours for use.

- If you would like to make a change of the date or time of use or cancel your reservation, please promptly notify the Personnel Planning Section.