

Nara Institute of Science and Technology

Guesthouse Sentan Guide



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Guesthouse Sentan Guide

Guesthouse Sentan, is a facility for faculty/staff and students including visiting researchers. The facility has accommodations as well as an assembly room.

Admission

1. To enter *Guesthouse Sentan*, your room, please touch the card reader with your key card and open the doors.
2. The doors will be automatically locked again after a few seconds.

Telephone

1. To call an off-campus number, you may use the pay phone at the University Union(大学会館、Daigaku Kaikan).
2. To call emergency services (ambulance, fire station, police, etc.),
 - push the “emergency” button of the wall intercom phone in your room, which is connected directly to Security Center, or
 - call one of the extension numbers in the page 4. Please note each section’s office hours.

Vending Machine

Vending machines are located on the first floor.

Convenience Store and Cafeteria

Although there is no meal service at *Guesthouse Sentan*, the University Union houses a cafeteria and a convenience store where you can buy stationery, books, food and drinks.

Shop: Open from 8:00 to 21:00 on weekday and

from 9:00 to 17:00 on Saturdays, Sundays, National Holidays

Cafeteria: Open from 10:00 to 21:00 on weekday and from 10:00 to 15:00 on Saturdays.

Accommodation Guide

Reservations

Application

Reservations can either be made by e-mail or at the Personnel Planning Section of Personnel Division (人事企画係、Jinji Kikaku Kakari) (hereinafter called Personnel Planning Section). When you make a reservation, you need to give your name, affiliation, telephone number, purpose of your stay and your arrival and departure dates.

The Personnel Planning Section will contact you concerning room availability. In case there is no reply, please call a number below.

With regard to researchers who come from other institutes, feel free to ask NAIST faculty to arrange for accommodation.

Office hours : 8:30 - 12:00 and 13:00 - 17:15 (weekdays only)

Phone : 0743-72-5033 (Extension: 5033)

E-mail : guesthouse@ml.naist.ac.jp

Room Type and Rates

The following prices include all fees and charges for use of the room. While there is no meal service, each room is furnished with a small kitchen.

Single Room	¥ 3,000	/ per night
	¥ 60,000	/ 21 - 30 nights
Twin Room	¥ 6,000	/ per night
	¥120,000	/ 21 - 30 nights

Payment and Room Key

Payment must be made to the Personnel Planning Section **by 15:00** on the day of your arrival. If the date of your arrival is a holiday, you may ask a NAIST proxy to come to the Personnel Planning Section to pay for the room in advance during normal office hours. After payment, a key card and a receipt will be given to you or the proxy. If you stay more than 2 months, monthly payment is also possible.

Credit card payment is also available.

For credit card payments,

approximately one week prior to check-in date, an email with a link (URL) to the payment page will be sent to you.

Please enter the card information on that page and the payment will be completed on your device.

* Acceptable credit cards [JCB / VISA / Master / AMEX / Diners]

Please let us know your preferable payment method when you apply for a reservation.

Personnel Planning Section

*Closed: Saturday, Sunday and Public holidays,

Special holiday from **December 29 to January 3**,

University foundation day(October 1)

Parcels and Mails

It is not available to receive parcels or mails at Guesthouse Sentan.

In case you lose your key card or are locked out, please contact one of the following sections.

When to contact	Sections	Notes
<i>9:00 - 21:00</i>	Caretaker's Office (管理人室、Kanrinin Shitsu) Extension: 090-5138-6935 Location: <i>Guesthouse Sentan</i> 1F	Closed on weekends and holidays (including the special holiday from December 29 to January 3)
<i>In Caretaker's absence</i>	<u>Personnel Planning Section</u> Office Hours: 8:30 - 17:15 Extension : 5033 Location: Administration Bldg. 2F	Closed on weekends and holidays (including the special holiday from December 29 to January 3)
<i>Weekends, holidays and after-hours</i>	Security Center (防災センター、Bousai-Center) Location: Administration Bldg. 1F *Please use the intercom (push the "*" button before dialing) at the Assembly room of <i>Guesthouse Sentan</i> .	Open 24 hours everyday

*The Security Center is located in the Administration Bureau.
Please refer to the campus map.

Using the facility

Key Card

Please touch the card reader with your key card to open the *Guesthouse Sentan* entrance door, the stairs/elevator room and your room.

When entering your room, please insert your key card into the card slot on the wall. This initiates electricity for the air conditioner, lighting, and wall sockets automatically. When you leave your room, please extract the key card from the slot to turn off the power supply (excluding the refrigerator, desk power strip, bathroom fan and light switch).

After your check out time, your key card, along with the network information, will be automatically expired.

Where to Contact

1. Caretaker's office
Hours : 9:00-21:00 (weekdays only)
Extension : 090-5138-6935
2. Personnel Planning Section (when the caretaker is not at the office)
Hours : 8:30-17:15 (weekdays only)
Extension : 5033

Cleaning and Changing Sheets

If you stay at *Guesthouse Sentan* for more than one week, the caretaker will clean your room, change the sheets, and restock amenities once a week. The caretaker will give notice the day before cleaning. If you would like to have your room cleaned, please turn the "Make up the room" sign over by cleaning day.

Towels

If you stay 2 nights or more, 2 sets of towels will be prepared. If you need more, please contact to caretakers. (available from 9:00 to 21:00)

Check-in/Check-out Times

Check-in time starts at **15:00** and the check-out is by **11:00**. If you stay for 2 nights or more, you may use *Guesthouse Sentan* continuously from your arrival to your departure.

Internet

Each room has **LAN** cable access to the campus computer network. If you bring your personal computer, you can connect to the Internet from your room with an account and password provided from the Personnel Planning Section.

Laundry

A laundry room is located on the second floor. There are automatic washing and drying machines, free of charge. Please refrain from using laundry at night.

Room Equipment Operation

To use the lamp, please adjust the light with the knob inside the lamp shade.

To operate the air conditioner, please use the remote control hanging on the wall.

Taxi

Kintetsu Taxi (近鉄タクシー) is near NAIST, and you can reserve a taxi by calling the following number: 0742-45-0091

Guesthouse Sentan is located at the east side of the basketball court which is next to the parking area.

Valuables

There is no storage service for valuables at **Guesthouse Sentan**, so please keep them with you at all times.

Rental Goods

The following goods are available to be rented free of charge:

iron and ironing board, trouser press, pajamas,
wagon for carrying tableware, cooking pan, soup ladle, rice cooker,
rice spoon, frying pan, spatula, rice bowls, soup bowls, plates,
teacups, chopsticks, spoons, forks and a kitchen knife

If you would like to use any of these, please contact the caretaker's office on the first floor. Please return the goods at the caretaker's office after use. Kitchen goods may be left in your room until your departure.

Garbage Disposal

Garbage should be sorted into the following categories: burnable, unburnable, cans, bottles and plastic bottles. Please bring them to the garbage bins on the first floor (in front of the Assembly Room).

In Case of Emergency

Please call the Security Center (防災センター、Bousai-Center) immediately.
Extension: 5048

Request to Guests

1. Accommodation staff may sometimes enter your room for maintenance or cleaning purposes. Your understanding is appreciated.
2. If you intend to change your stay schedule, please inform the Personnel Section well in advance.

Departure

Check-out

Coming to Welfare Section or caretaker's office for check-out is not necessary. Please dispose of your key card after you leave the *Guesthouse Sentan*.

Assembly Room Guide

Reservations

Application

Reservations can be made by e-mail.

Please send an email to Personnel Planning Section (guesthouse@ml.naist.ac.jp) along with "name of applicant, affiliation, title/position, Assembly Room, date of use, starting/ending time, purpose of use".

The assembly room is available for free of charge.

Office hours : 8:30 - 12:00 and 13:00 - 17:15(weekdays only)
Extension : 5033
E-mail : guesthouse@ml.naist.ac.jp

How to Use

Entrance

The assembly room is located in *Guesthouse Sentan*, which can be entered with the following key cards : staff ID card (職員証、Shokuin-shou) , student ID card(学生証、Gakusei-shou), NAIST entrance pass, or key card of guests staying at *Guesthouse Sentan*.

Only those who are permitted to occupy the assembly room can enter the room.

Hours

The assembly room can be used **on weekdays** from **9:00 to 21:00**, and it is closed during the special holiday from December 28 to January 3.

Noise Warning

Please understand that the upper floors are accommodations area and be careful not to make loud noises.

Request to Guests

1. If you intend to change the date/time of use or cancel the reservation, please inform the Personnel planning Section as soon as possible.
2. After using the room, please make sure to return the tables and chairs to their original position, check the stove, and turn off the lights.