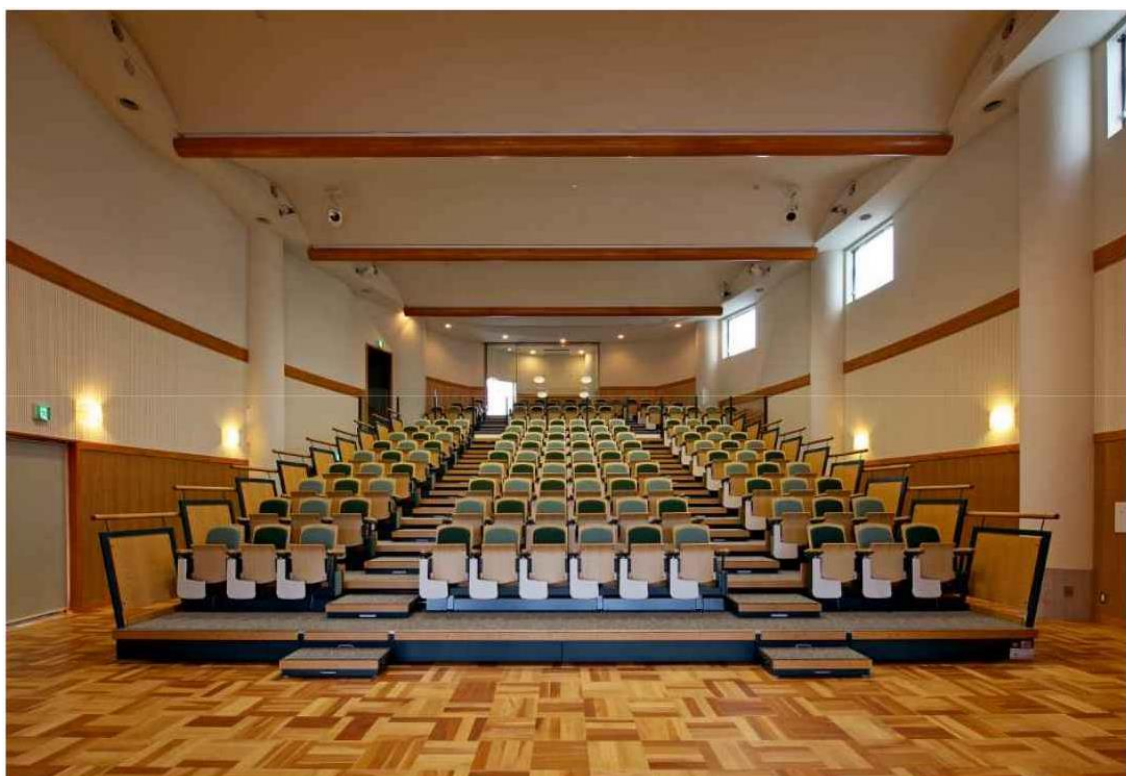


# Civic Information Exchange Center

## Process for Using a Room



Postal Code: 975-0004

Fukushima-ken, Minamisoma-shi, Haramachi-ku, Asahi-cho 2-chome 7-1

Tel: 0244-23-7796

Fax: 0244-24-6986

◇ Civic Information Exchange Center - Closed Days ◇

December 29 - January 3

Mondays, library closed days (excluding the days during Soma Nomaio)

**Using a Room: Step-by-Step Process**

**1. Confirm availability**

Please inquire about a room's availability on a certain date and time by phone or by coming to the center.

※Time of use includes time from preparations to cleanup and exiting the room.

**2. Application process**

① Reception hours Civic Information Exchange Center open hours

Tues-Fri: 8:30am~8pm

Sat, Sun, holidays: 8:30am~5pm

② Application process

Please apply by phone or in person. Emailed applications are not accepted.

※Facilities can be reserved up to 6 months in advance.

[Caution!]

Due to the spread of COVID-19, the facility may be closed suddenly and without warning, making it unavailable for use even if you have completed the reservation process. We ask for your understanding in advance.

③ Times/Periods of Use

Section	Times/Periods of Use
Small Conference Room	Tues-Fri: 9am~8pm  Sat, Sun, holidays: 9am~5pm
Medium Conference Room	
Large Conference Room	
Multimedia Hall	
Craft Room	
Gallery	Up to 3 weeks
Koryu Plaza	Up to 2 weeks
Bulletin Pillar	Up to 3 months

### 3. Fill in the Application

Complete the necessary sections on the application form.

- Please complete the application by the day before the event.

If completing the process by the day before the event is infeasible, please consult with us in advance.

- When filling in your desired time slot, be sure to include time for setup and cleanup.

### 4. Receive the Use License

The Civic Information Exchange Center staff member will confirm the contents of your application, including if the objective and contents of the events are deemed appropriate. After your application is approved and the use fees are paid, you will receive a use license (使用許可書, *shiyou kyokasho*).

### 5. Pay the Use Fee

Please pay the use fee in cash.

If paying the use fee by the day before the event is infeasible, please consult with us in advance.

Section	Cost per Hour of Use
Small Conference Room	400 yen
Medium Conference Room	600 yen
Large Conference Room	1000 yen
Multimedia Hall	2000 yen
Craft Room	600 yen

※There are cases in which the cost of use is reduced or cleared. Please contact us for more details.

※The gallery, Koryu Plaza, and the bulletin pillar are available for use free of charge.

#### ◆Cost when reserving a room for commercial purposes◆

When using a conference room, the multimedia hall, or the craft room for the purposes of advertising a business, engaging in sales, etc., the cost for using the room will be set at **3 times the normal amount**.

#### ◆Cost when extending your timeslot◆

When extending your timeslot beyond what you initially reserved, the cost for using the room for each additional hour will be set at **1.2 times the normal amount**.

### 6. Submit a Use Report

After using the facility, please submit a use report (使用報告書, *shiyou houkokusho*).

### 7. Changes, Cancellations, and Extensions

#### ① Facility Use Change Application

If there are any changes to the date or time of use, be sure to report the changes before the day of use. You will need to complete the designated process.

(There are some cases in which changes cannot be made.)

#### ② Facility Use Cancellation Application

Please be sure to file a report in the case of a cancellation. You will need to complete the designated process.

#### ③ Facility Use Extension Application

Please be sure to file a report in the case of an extension. You will need to complete the designated process.

(There are cases in which extensions cannot be made.)

#### **8. Cases in Which Use Will Not Be Licensed**

A use license will not be issued in the following cases.

- ◆ There is a fear that public order and/or morals would be broken.
- ◆ There is a fear that the facilities and/or equipment would be broken or soiled.
- ◆ The manager of the facility deems the request inappropriate.

◇ **Civil Information Exchange Center - Overview of Facilities** ◇

Total floor space: 1146m<sup>2</sup>

Number of floors: 4 floors above ground

※ In order to prevent the spread of COVID-19, we are limiting the maximum capacity for each room.

(Please see the “Current Maximum Capacity” column in the following chart.)

Name of Facility	Area (m <sup>2</sup> )	Capacity (people)	Current Maximum Capacity (people)	Supplementary Explanation
Small Conference Room	88	50	23 (lecture-style seating)	In a square setup, maximum capacity is 20 people.
Medium Conference Room	54	30	17 (lecture-style seating)	In a square setup, maximum capacity is 10 people.
Large Conference Room	31	10	10 (square setup only)	
Multimedia Hall	180	145	47 (film-viewing setup)	In a lecture-style setup, maximum capacity is 31 people.
Craft Room	78.6	30	10	
Shogai Gakushu Plaza	66	-		
Koryu Plaza (Including Tearoom)	173	-		
General Information (Including Management Room)	62	-		

- You can bring in your own laptops for use in the conference rooms and the multimedia hall.
- A projector and screen are available to be lent out for the conference rooms, the multimedia hall, and the craft room.
- Connectors for the projector, whiteboards, and microphones are available to be lent out free of charge.  
(Please request the equipment before the event. There are cases in which the equipment is unavailable. We ask for your understanding.)
- ※ Please file a report beforehand if you plan to bring in your own laptop computer.
- ※ A staff member will help with the connection of laptops, projectors, etc. Please ask for help.
- ※ You cannot use an internet LAN cable.
- ※ Please consult with us if you wish to use Wi-Fi.

◇ **Concerning the Use of the Parking Lot** ◇

There are 87 parking spots available, including 2 handicap parking spots.

Division		Parking Fee	
Those using the Central Library or Civic Information Exchange Center		Up to 2 hours	Free
		Each hour after the initial 2 hours	100 yen
Other	8am-9pm	Each hour	200 yen
	9pm-8am	Each hour	100 yen

- ※ For those using the parking lot but not the Central Library or the Civic Information Exchange Center and who stay beyond 9pm, the cost will remain 200 yen per hour.
- ※ For those using the parking lot but not the Central Library or the Civic Information Exchange Center and who stay beyond 8am, the cost will remain 100 yen per hour.
- ★ For those using the Central Library or the Civic Information Exchange Center, be sure to get your parking ticket validated by a validation machine. If your ticket is not validated, you will have to pay the general parking fee.
- ★ If you lose your parking ticket, please report to a staff member.
- ★ **Neither the Central Library nor the Civic Information Exchange Center bear any liability for any accidents, thefts, or other trouble that occurs in the parking lot.**

**If the Parking Lot is Full**

- ★ If the Central Library parking lot is full, please use the city-run Haranomachi Station East Side parking lot (walking time: 2 minutes).  
Parking is 3 for three hours. (The fee for 24 hours is 600 yen.)

## Points of Note Concerning the Use of Facilities

Please be aware of the following points when using the Civic Information Exchange Center facilities.

- Please check in at the front desk on the day of use.
- Please contact the Civic Information Exchange Center if you are running late and will start using the room later than planned.  
Tel: 0244-23-7796
- Please take any valuables with you if you leave the room during your time of use to prevent theft. (The center is not liable for any stolen or lost items.)
- Eating and drinking is prohibited in the multimedia hall.
- Plastic bottles are allowed to be brought into the conference rooms.  
Please consult with us in advance if you wish to have food and/or drinks in the conference rooms.
- After using a facility, please return any equipment (desks, chairs, whiteboards, etc.) to where they were initially, and clean the room before leaving. Take any trash with you.
- Please prepare any necessary stationery and other supplies yourself.
- Please refrain from eating, drinking, or smoking outside of the areas determined by the Civic Information Exchange Center.
- In order to prevent the spread of COVID-19, we ask that you adhere to the “New Lifestyle” rules. For more information on these rules, please see the attached “Request for Those Using the Facilities.”

- The transfer, subleasing, or use of the facilities or affiliated equipment for any reason other than that which was approved is prohibited.
- The provided screen is to be used with projectors only. It cannot be used as a whiteboard.
- After confirming that all cleanup is complete, trash is removed, and no items have been left behind, the person who reserved and used the room must complete a use report (使用報告書, *shiyou houkokusho*) and submit it to the front desk.
- In the case where large numbers of participants are expected to arrive, please station a person to organize and guide the visitors in order to prevent confusion.
- Open flames are strictly prohibited. Filling a room past the capacity set by the Civic Information Exchange Center is also prohibited.
- The user of the facility will compensate for the expenses of any loss of or damage done to the facility, its affiliated equipment, etc.
- In case of an emergency, please follow the staff members’ instructions and evacuate to an evacuation zone. Furthermore, please confirm the location of emergency exits on the day of use.
- Please do not place any objects that obstruct emergency exits, passages, or firefighting equipment.
- Please get authorization beforehand if you plan to distribute advertisements, post them on the bulletin board, set up signs, etc.
- Please do not take the Civic Information Exchange Center’s equipment outside of the facility.
- Please do not bring in dangerous materials, animals (excluding seeing-eye dogs), or any other items that may inconvenience others into the facility.
- Please consult with us beforehand if you plan to use a power source (high capacity).