

— Kyoto University Seifu Kaikan Guest House - Guidelines for Guests —

1. Check-in procedure

Please bring your "Notification of Permission to Use the Guest House" to the reception desk, and complete the check-in procedures. (We will not reissue a "Notification of Permission to Use the Guest House")

2. Payment of Guest House Fees

Please pay the amount written in the "Notification of Permission to Use the Guest House" prior to check-in to the Guest House. A liaison may pay on behalf of a guest. (Only cash. A credit card isn't acceptable.) Upon payment, the guest room card key will be given. Please keep the card with you until check-out.

3. Hours of Operation

Check-in: From 4 p.m.

Check-out: By 10 a.m.

(As the doors will be locked from 10 p.m., we request that those expecting to arrive after 10 p.m. request their liaison at Kyoto University to come in advance to complete the check-in procedures and receive the key for them.)

4. Guest House Facilities and Furnishings

① Guest room are equipped with: Air conditioner, Bathroom (Bath and shower), Toilet

② Guest room amenities: Radio, television, hairdryer, electric pot, tea bags, yukata robe, slippers, soap, shampoo and conditioner, face towels, bath towels

③ Shared facilities: Internet access area, common room (with daily newspapers) drink vending machines, public phones

※ Coin laundry, cooking appliances, and meals are not provided.

5. Change or cancellation in reservations

If you need to change the dates of your stay or the number of people in your party, or would like to cancel your reservation, please ask your liaison at Kyoto University to call the Seifu Kaikan Guest House Administrative Office as soon as possible.

6. Regulations concerning the use of the Guest House

① Please treat the facilities and furnishings with care. In the event that an item has been broken or lost, we will ask you to reimburse the Guest House for the item.

② Please take care to put out all cigarettes and make sure all doors are shut.

③ Those not registered as guests may not stay in the rooms of the Guest House.

④ You will receive your room's card key upon check-in. Please return it when checking out.

⑤ In the event of an emergency, we reserve the right to deny a stay at the Guest House even if a reservation has been made.

⑥ We expect guests to follow the rules of Kyoto University during their stay here.

◆ Contact Us

Please direct inquiries to:

Contract/Property Control Center

075-753-2152 (8:30 a.m.~0:00 p.m., 1:00 p.m.~5:30 p.m. Saturday, Sunday, a national holiday and end of the year New Year's Day are removed.)

Email: kanza531@mail.adm.kyoto-u.ac.jp

MAP OF SEIFU-KAIKAN

■ Directions from JR/Kintetsu Station

Take city bus #17 or #206 and get off at the "Hyakumanben" stop (the bus stop for #17 bus is at point **A**, and the bus stop for #206 bus is at point **B**), and walk for about 5 minutes. (Approximate travel time is 40 minutes)

■ Directions from Shijo Kawaramachi or Shijo Karasuma

Take city bus #3, #17, or #31, and get off at the "Hyakumanben" stop (the bus stop for #3 and #17 bus is point **A**, and the bus stop for #31 bus is at point **B**), and walk for about 5 minutes. (Approximate travel time is 30 minutes)

■ Directions from Keihan Demachiyanagi station

Walk for about 10 minutes.

