

Usage Guide of Fujisawa City Community House

1. About Community House:

Local Community House is a facility that aims to foster a sense of cooperation among citizens by allowing citizens to freely gather, talk and learn and to form a healthy and cultural neighborhood society.

Since fiscal 1975, construction has progressed with the goal of “one facility per elementary school district” and in fiscal 2007, one facility or more has been installed in 41 locations in all elementary school districts in the city and over 400,000 people use it annually.

2. Administrator:

For administrative work related to the management of Community Houses, we have a separate outsourcing contract with a management committee organized by representatives of local groups and organizations for each Community House.

3. Who Can Use:

As a general rule, those who live, work or study in Fujisawa City

4. Opening Date:

Year-round, except December 29th to January 3rd in principle

5. Utilization Time:

As a general rule, usage time (including preparation and cleanup) will be as follows.

- (1) Morning section: 9:00 am to 1:00 pm
- (2) Afternoon section: 1:00 pm to 5:00 pm
- (3) Night section: 5:00 pm to 9:00 pm

As a general rule, the number of times an individual or group can use one room per unit is limited to four times per month. However, if there are times when there are no reservations, it can be used regardless of the above-mentioned usage limit, so please consult with the management committee.

6. Usage Fee:

When using a local community house, please pay the usage fee on the day of use, specified in Article 7 of the Fujisawa City Community House Ordinance.

- (1) Hall / hall, meeting room, etc.: 300 yen per room per unit once
- (2) Facilities other than the hall / Japanese-style room, conference room, etc.: 200 yen per room per unit once

7. How to Use:

As a general rule, use notification of Community House should be made from one month before the month of use, to the day of use.

Some Community Houses hold a lottery for advance reservations but as a general rule, it's on a first-come, first-served basis.

In addition, although the basic flow up to using the Community House is described below, there are differences depending on each Community House. For details, please ask the management committee of each Community House.

【Flow when Using a Community House for the First Time】

～The Day Before Use～

- (1) Decide which community house you want to use and contact the chairperson of the management committee. For the contact information of the chairperson of the management committee of each community house, please contact the Community Relations Promotion Division of Community Relations Department at Fujisawa City Hall. Some community houses post their contact information at the entrance of the facility.
- (2) Ask the chairperson of management committee to tell you who is in charge of the key. A community house is a facility without a resident. There are people or facilities that manage the keys near each community house, so please check where you can borrow a key. Also, depending on the community house, some facilities use a key box, so please check with the chairperson of the management committee.

- (3) Ask the key administrator to borrow the key.
- (4) Enter the community house and submit a usage notification.
Please check the availability of the date you want to use on the "Use Schedule" provided in the facility and fill in the name of the user, phone number and group name in the corresponding space if it is available.
At the same time, please fill in the necessary information on the "Notification of Use Form" and submit it to the key administrator along with returning the key. At that time, please receive the "Notification of Use Form (copy)" in the lower half of the "Notification of Use Form" from the key administrator.
- (5) If your reservation is changed or canceled after you have submitted a notification of use form, please promptly delete the items you have entered on the use schedule for the sake of other applicants.

~On the Day of Use~

- (1) Borrow the key from the key administrator.
Please show the "Notification of Use Form (copy)" you received, to the key administrator to borrow the key.
- (2) Enter the community house and purchase a ticket from the vending machine. The vending machine on site sell community house tickets.
Please note that the type of ticket differs depending on the room you use.
- (3) Paste the ticket on the Use Schedule.
On the upper half of the ticket, write the group name, number of users and contact information and attach it to the space where you filled in the "Use Schedule". In addition, the lower half of the usage ticket will be pasted on the "Notification of Use Form (copy)", so please use it as necessary.
- (4) Use the Room
- (5) Submit Usage Diary
After using, fill in the necessary items in the "Usage Diary" and be sure to

check the "Post-use Inspection Items" -cleaning the room, checking electricity, gas, water, locking the entrance, etc.

Please submit the "Usage Diary" to the key administrator along with the return of the key.

8. Usage Notes

- (1) For those under the age of 18, please use with the attendance of a guardian or with the consent of a guardian.
- (2) Please strictly observe the usage time.
- (3) Do not act in a way that disturbs other users. Also, please be considerate of noise and privacy at all times so as not to disturb the neighbors. (In particular, it is prohibited to leave the windows and doors facing neighboring houses open.)
- (4) After use, please clean and check the firearms, electricity, gas, etc. Also, please return the fixtures and equipment you used to their original places.
- (5) Please be sure to take the garbage out with you.
- (6) If you damage facilities, equipment, fixtures, etc., you will be asked to compensate for the actual expenses, except in unavoidable cases. If an accident occurs, be sure to report it to the City and the management committee.

9. Prohibited Matter

If you violate or are likely to violate the following prohibited items, we may cancel your reservation or stop using it. In this case, the usage fee cannot be refunded.

- (1) Posting notices, posters, etc. without confirmation from the City or the managing committee.
- (2) Use and sales activities for the purpose of profit, use and sales activities that are considered to be business activities, distribution and installation of flyers, etc.
- (3) Acts that disturb the public interest, customs, order, or the environment, or acts that may cause such disturbance.
- (4) Re-lending and borrowing of keys between users.
- (5) Use of fire other than in designated places.

- (6) Bringing electrical appliances without confirmation from the City or the managing committee.
- (7) Smoking in the building and on the grounds.
- (8) Storage of user's personal items without confirmation from the City or the managing committee.
- (9) Any other act that the city or the Operating Committee deems inappropriate.

10. Others

- (1) Please purchase the ticket on the day of use.
The tickets can only be used at the local community house where they were purchased.
- (2) Political activities and use in election campaigns may not be available depending on the content. However, activities permitted by the Election Commission under the Public Offices Election Act are not limited to this.
- (3) Thoughts, creeds, etc., may not be available for use in specific and unique assemblies depending on the content.
- (4) As a general rule, local city community houses do not have parking lots, so please refrain from visiting by car. It is possible to come by bicycle. Please park your bicycles in the designated area.
- (5) Matters not stipulated in the "Guidelines for Use" will be determined on a case-by-case basis after consultation between the City and the Managing Committee.

- Fujisawa City Hall Section in charge, Contact Information-

Community Relations Promotion Division,
Community Relations Department,
City of Fujisawa

ADD: 1-1, Asahi-cho, Fujisawa City
TEL: 0466-50-3516 (DI)