

## Guide to Namiki Community House



The Namiki Community House is open for group activities and learning sessions, and as a place to exchange opinions and ideas with others in communities.

2-8-1 Namiki, Kanazawa-ku, Yokohama City, 236-0005

Phone: 045-781-7110 Fax: 045-781-7110

URL : <https://officekanazawa.org/namiki/>



# Guide to the Namiki Community House

## Operation days and time:

Weekdays and Saturday: 9:00 am to 9:00 pm

Sunday and holidays: 9:00 am to 5:00 pm

- Elementary school students can use the Namiki Community House until 5:00 pm and junior high school students until 6:00 pm unless they are accompanied by their guardians. As long as they are accompanied by their guardians, they can continue to use its facilities.

## Closed days:

- Second Monday every month (or the following Tuesday when the second Monday falls on a holiday)
- Year-end and New Year holidays from Dec. 29 to Jan. 3

## Limitation to the use of the Namiki Community House:

The Namiki Community House cannot be used under conditions described below:

- When used only for the purpose of profit making
- When used against the objectives of the Namiki Community House
- When used against the management of the Namiki Community House

## How to use the Namiki Community House:

The Namiki Community House can be used by individuals or by groups.

For individual use	* Library area * Learning area	From 3:00 pm to 5:45 pm on Tuesday and Friday
For group use	* Meeting Room A (acoustically treated room) * Meeting Rooms B and C (separated by movable partitions) * Eight-mat Japanese Room with Mizuya Preparation Area and six-mat Japanese Room	From 9:00 am to 12:00 noon
		Early afternoon: From 12:00 noon to 3:00 pm
		Late afternoon: From 3:00 pm to 6:00 pm
		Evening: From 6:00 pm to 9:00 pm

## Procedure for the use of the Namiki Community House:

- Make a group registration to reserve and use the respective rooms.
- To make reservations, please refer to “How to make reservations” on the opposite page.

### **How to make reservations:**

1. To make reservations, you need to register your group at the reception of the Namiki Community House in advance. Your registration number to be issued when you register your group can also be used in common at the Kanazawa Community Center, Kamariya Community Center and Nokendai Community Center.
2. Making reservations by lot:
  - To make reservations on the website, please log into the screen for making reservations for applicable facilities at the Namiki Community House, Kanazawa Community Center, Kamariya Community Center and Nokendai Community Center.
  - In addition to making reservations through internet, an applicant group can make a reservation by phone or by visiting the Namiki Community House between 9:30 am and 8:30 pm from Monday to Saturday, or between 9:30 am and 4:30 pm on Sunday and holidays.
  - From the first day to the tenth day of each month, you can make reservations by lot (in increments of three hours, up to a maximum of 12 hours per Community Center/House) for the period of one month for the month after next.You can cancel your reservations or make new reservations as many as you like during the period.
  - A lottery is held automatically on the 12<sup>th</sup> of each month, and the result is sent by e-mail. If your group has not registered its e-mail address, please contact the Namiki Community House.
3. Making reservations:

If rooms are available, you can make reservations on or after 16<sup>th</sup> of each month between 9:30 am and 8:30 pm (4:30 pm on Sunday and holidays) on a first-come-first-served basis. In addition, on the 15<sup>th</sup> of each month, you can make reservations through internet after 12:00 pm, or by phone after 2:00 pm, or in person at the Namiki Community House after 4:00 pm.
4. To change the date and time of renting a room or rooms, and the type of the room or rooms, you need to cancel your current reservation before making another reservation.
5. Making reservations six or less days prior to use:

You can make reservations in person or by phone (from 9:30 am) for the use of a room or rooms for 12 hours or more in increments of three hours.
6. On the day you rent a room or rooms, you can continue to rent the room(s) by hour if no other reservation has been made for the room(s).

### **Reminders when using the Namiki Community House**

- Smoking is prohibited all day long on the premises.
- Please take your own rubbish with you.
- After using the room(s), please make certain to clean the room(s) within the business hours.

\* For inquiry, please contact the Namiki Community House.  
2-8-1 Namiki, Kanazawa-ku, Yokohama City 236-0005

Phone and Fax: 045-781-7110

Direction to the Namiki Community House:

- 15 minutes on foot from Keikyu-Tomioka Station (Keikyu Line)
- 10 minutes on foot from Namiki-Chuo Station (Seaside Line)