

## Guide to Yanagicho Community House



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

Yanagicho Community House  
1-3 Yanagi-cho, Kanazawa-ku, Yokohama City 236-0026  
Phone & Fax: 045-785-2403



# Guide to the Yanagicho 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 Yanagicho 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:

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

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

The Yanagicho 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 Yanagicho Community House
- When used against the management of the Yanagicho Community House

## How to use the Yanagicho Community House:

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

For individual use	* Lobby (for conversing, eating, drinking, etc.) * Library area (with seats for browsing) * Learning area (with 16 seats)	Inquire at the reception for the use of the respective areas when visiting the Yanagicho Community House.
For group use	*Three Conference Rooms (A, B and C) separated by movable partitions and an eight-mat Japanese Room (for tea ceremony, kimono dressing, meetings, etc.)	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

\* The late afternoon session will end at 5:00 pm and no evening session will be held on Sunday and holidays.

## How to borrow books from the Library:

- You can borrow up to five books for the period of two weeks.
- A Library Card will be issued at the Reception. Please bring an identification card with your address.

## **Procedure for the use of the Yanagicho Community House:**

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

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

1. To make reservations, you need to register your group at the Reception of the Yanagicho 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, the Kamariya Community Center, the Nokendai Community Center and the Namiki Community House.
2. Making reservations by lot:
  - To make reservations on the website, please log into the screen for making reservations for applicable facilities at the Yanagicho Community House, the Kanazawa Community Center, the Kamariya Community Center, the Nokendai Community Center and the Namiki Community House.
  - In addition to making reservations through internet, an applicant group can make a reservation by phone or by visiting the Yanagicho 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.
  - Please note that you can reserve up to two rooms in increments of three hours at the Yanagicho Community House.
  - 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 will be sent by e-mail. If your group has not registered its e-mail address, please contact the Yanagicho Community House.
3. Making reservations:

If rooms are available, you can make reservations on or after 15<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 Yanagicho 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 Yanagicho 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 Yanagicho Community House.  
1-3 Yanagi-cho, Kanazawa-ku, Yokohama City 236-0026  
Phone and Fax: 045-785-2403

### Direction to the Yanagicho Community House

- Ten minutes on foot from the Kanazawa-hakkei Station (Keikyu Line)
- Eight minutes on foot from the Kanazawa-hakkei Bus Stop (Keikyu Bus or Kanachu Bus)