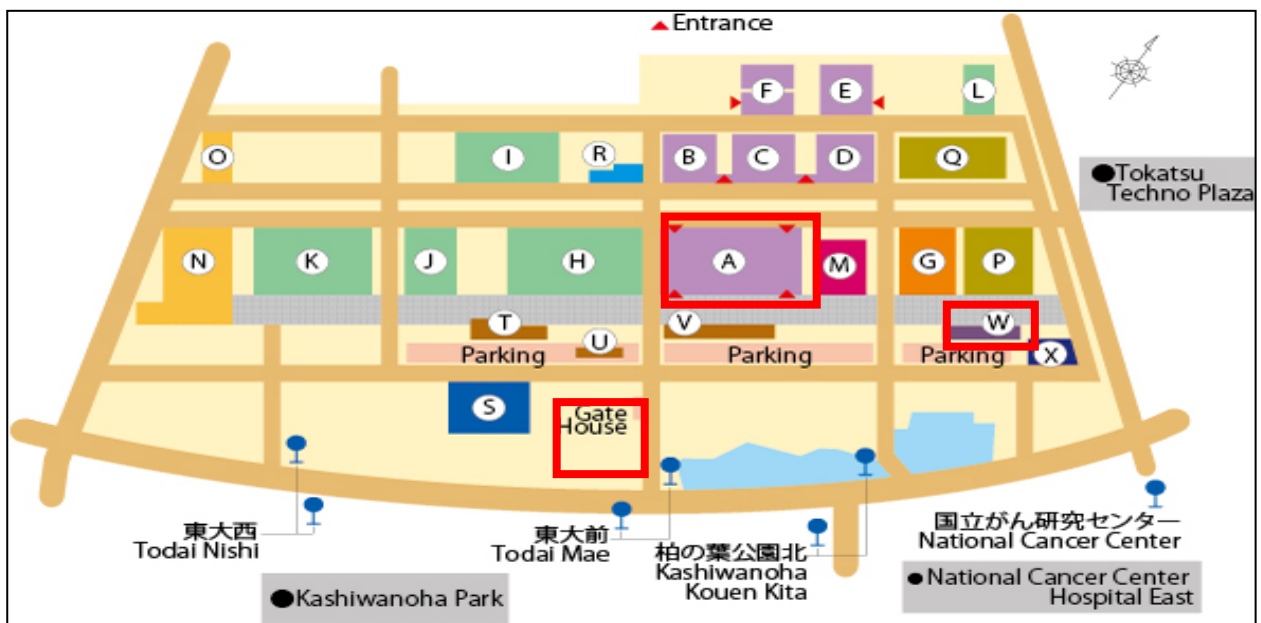


# Kashiwa Guest House



## 1. Location



Guest House is marked with (W) on the map above.

A: ISSP Main Building (Joint Research Section is on the Second Floor in this building)

V: Cafeteria, Co-op Food Shop, ATM, and Cafeteria

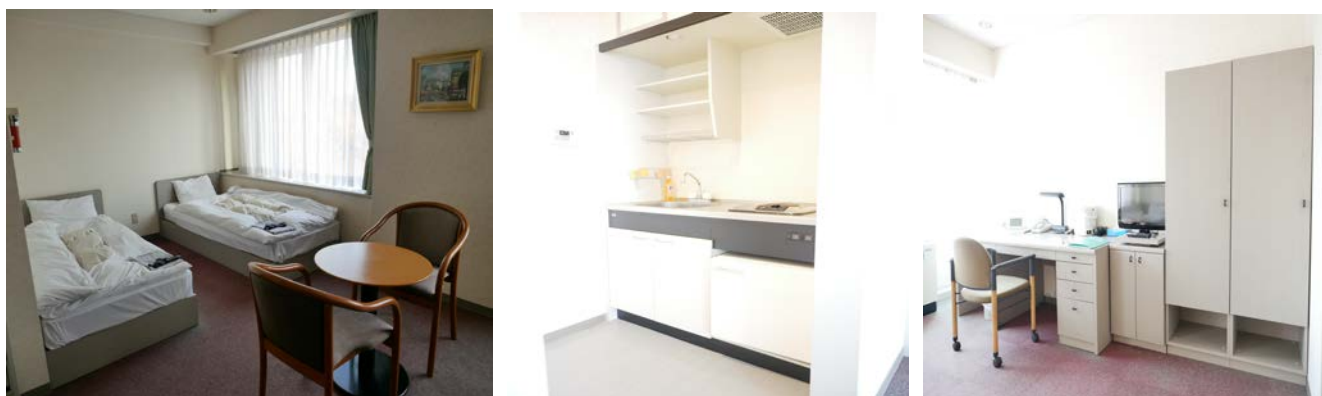
For the full map legend: [http://www.issp.u-tokyo.ac.jp/maincontents/campusmap\\_en.html](http://www.issp.u-tokyo.ac.jp/maincontents/campusmap_en.html)

## 2. Room Types and Rates

### Single Room (2,500 yen/night)



### Twin Room (5,000 yen/night): Sleeps two people and has a kitchenette and small refrigerator



#### Amenities

*Yukata* cotton robe, electric pot, clock, phone (for internal calls only), desktop light, complementary Internet access & LAN cable, hair dryer, two-in-one shampoo & liquid body soap, face and bath towels

## 3. Shared Space (on the First Floor)



#### Amenities

Living room: dining table & chairs, coffee tables & sofas

Laundry room: washing machines & dryers

Shared kitchen: refrigerator, microwave oven & tableware



In addition, bikes and umbrellas (a limited number of availability) can be rented for free during your stay at the guest house.

## 5. Meals

No food services are available at the Guest House. Cafeterias and a sushi restaurant are available on campus, and several restaurants and convenience stores are located near the campus. Please note that breakfast services are not available at any dining facilities on campus.

## 6. Housekeeping Service

 A photograph of a housekeeping request form. The form has fields for 'date' and 'month' with a slash between them. Below that are fields for 'Room No.' and 'Name'. At the bottom, there are several checkboxes for services: 'Make the bed', 'Change the small towel', 'Change the big towel', 'Clean up the room', 'Empty the trash box', and 'Others (please mention below)'.

If you would like to request for bed making, towel replacement, room cleaning, or trash emptying, fill out the request form at the reception desk.

**6. Reservation:** To book a room in the Guesthouse, please fill out a reservation form and send it to "mg16.travel@issp.u-tokyo.ac.jp" by e-mail.

\*You can get a reservation form here: <https://www.issp.u-tokyo.ac.jp/public/MG-XVI/accommodation.html>

**7. Payment:** To make the payment, please visit the **Kyodo Riyou Gakari** (共同利用係) on the second floor in the ISSP Main Building (A in the map, page 1), during its office hours (9:00 – 16:30). Please note that **payment must be made in cash**. Credit cards are not acceptable.

### 8. Check-in/check-out and key receipt/return:

[Check-in] You can check-in the room at or after 1:00 p.m. of the day of your stay. If you arrive at ISSP before 16:30, you can receive the key from the aforementioned Kyodo Riyou Gakari. If you arrive later than that (or on weekends and public holidays), please receive the key from the gate keeper stationed in the Gate House near the main entrance of the Kashiwa Campus.

[Check-out] You need to check out by 9:30 a.m. The key should be returned by dropping it off into the “Key Box” at the inside entrance of the Guesthouse. Please DO NOT drop off the key into the box until your final departure because once you return it, you cannot take it out from there.

