

Using the Dormitory Music Practice Rooms

The music practice rooms can be used by music students at the Tokyo University of the Arts, and those who need to use the practice rooms to help these students practice.

Be sure to follow the rules below so that everybody can use the music practice rooms.

1. Availability

The music practice rooms can be used 24 hours a day by residents, and between 9:00 AM and 10:00 PM by non-residents (13 hours).

They can be used at weekends and on holidays. They can be booked in 30 minute blocks.

* They may not be available for use due to periodical cleaning and maintenance, which will be announced in advance.

* 24 hour time periods start at 8:00 AM and end at 8:00 AM the following day.

* Blocks (1 block = 30 minutes) start on the hour and 30 minutes past the hour.

* Up to 10 Type A music practice rooms designated by the building manager's office can be used for 1 week or 30 day periods. In this case they can be used from 8:00 AM on the first day of use.

2. Using the rooms

Residents

Booking a room

(1) Booking rooms in 30 minute blocks

Rooms can be booked online (via the portal site), and can be booked from 1 month in advance to 30 minutes before the desired time.

* You must register an ID and password on the portal site beforehand.

* The portal site can be found at:

<http://geishinryou.mansion-service.net/logout.html>

Up to 24 daytime and 24 nighttime blocks can be booked at once, for a total of 48 blocks. (1 block = 30 minutes) (Please refer to the "MIWALinks Geishinryo Manual" posted in your individual mailbox.)

The person who has booked a room must purchase a prepaid card (¥1000, ¥3000, ¥5000 or ¥10,000) from the machine in front of the manager's counter. This prepaid card can be used to transfer points in the manager's office when the manager is there. The points can be used on the portal site.

Confirmed bookings cannot be canceled and points cannot be refunded.

(2) Booking rooms for a week or 30 days (type A music practice rooms only)

A prepaid card must be used to pay and confirm the booking in the manager's office by the day before the booked time period starts (the manager is available between 8:00 AM and 10:00 PM).

As a rule confirmed bookings cannot be canceled, points cannot be returned and fees cannot be refunded. Be sure to book rooms carefully. This is to prevent the rooms from being booked unnecessarily.

* If you move out of the dormitories you can get a refund of the balance on prepaid cards (rounded down to the nearest ¥100). This can be done only between the time that you decide to move out and your moving day. You must complete the necessary paperwork to get a refund. Money cannot be refunded for any other reason, so be sure to think before purchasing prepaid cards.

Collecting the practice room key

Practice room keys can be found in the key lending machine, which can be used 24 hours a day.
Keys can be collected from the start of the booked time.

Place the IC chip (the black plastic part) of your dormitory room key (or the IC key you received for week or 30 day bookings) on the key lending machine's contactless IC reader (the black rectangle) to unlock it. Remove the key from the part that is lit up.

* The booking must be confirmed before you can take the key.

After using the room: Before the booked block ends place the IC chip (the black plastic part) of your dormitory room key (or IC key) on the key lending machine's contactless IC reader (the black rectangle) to unlock it. Return the key to the part that is lit up.

* If you try to return the key after the booked time has ended, the key lending machine will display an error message and will not open, and you will not be able to return the practice room key using your dormitory key. In this case place the practice room key on the contactless part of the lending machine lit in blue to return it, and pay the excess charge fee. (You will be charged in 1 hour blocks)

* If the excess charge is not paid, you will not be able to book any more rooms.

If nobody has booked the room for the next block and you wish to use it for longer, you must book the room again.

[Non-residents]

Booking a room

A booking is required to use the music practice rooms. The rooms can be used between 9:00 AM and 10:00 PM.

You can book by telephone (8:00 AM to 10:00 PM) and at the manager's counter (8:00 AM to 10:00 PM) up to 10 days beforehand. If you have not booked a room before you must register (have your student ID checked, etc.) at the manager's counter before you can book rooms.

You can register for the online portal site, but can only see if rooms are available.

Bookings by telephone or via the manager's counter cannot be made when the manager is not there or between 10:00 PM and 8:00 AM. The booking is confirmed when non-residents book a room via telephone or the manager's counter.

Bookings cannot be canceled. You will be charged for the room whether it is used or not. If you do not pay for the booking, you will be unable to book more rooms. This is to prevent the rooms from being booked unnecessarily.

Collecting the practice room key

Keys can be found in the key lending machine, which can be used between 9:00 AM and 10:00 PM.
Keys can be borrowed from the start of the booking time.

Talk to the manager, who will check your booking and whether you have paid, and lend you an IC key. Place the IC key on the key lending machine's contactless IC reader (the black rectangle) to unlock it. Remove the key from the part that is lit up.

After using the room: Before the booked block ends place the IC key on the key lending machine's contactless IC reader (the black rectangle) to unlock it. Return the practice room key to the part that is lit up, and return the IC key to the manager.

* If you try to return the key after the booked time has ended, the key lending machine will display an error message and will not open, and you will not be able to return the practice room key using the IC key. In this case place the practice room key on the contactless part of the lending machine lit in blue to return it, and pay the excess charge fee. (You will be charged in 1 hour blocks)

- * If the excess charge is not paid, you will not be able to book any more rooms.
- * If nobody has booked the room for the next block and you wish to use it for longer, you must book the room again (book, pay, and have the booking checked by the manager). Room use cannot be extended beyond the hours of 9:00 AM to 10:00 PM.

3. Room charges

<Bookings in 30 minute blocks>

Type A (7 m²)

8:00 AM to 8:00 PM 1 room is ¥25/30 minutes (tax included)

8:00 PM to 8:00 AM (next day) 1 room is ¥50/30 minutes (tax included)

Type B (14 m²)

8:00 AM to 8:00 PM 1 room is ¥40/30 minutes (tax included)

8:00 PM to 8:00 AM (next day) 1 room is ¥75/30 minutes (tax included)

<1 week/30 day bookings>

Type A (7 m²)

1 week 8:00 AM on the first day to 8:00 AM on the day after the last day

1 room is ¥4,000/week (tax included)

30 days 8:00 AM on the first day to 8:00 AM on the day after the last day

1 room is ¥15,000/30 days (tax included)

(Non-residents) 1 week 8:00 AM on the first day to 10:00 PM on the last day

1 room is ¥4,000/week (tax included)

(Non-residents) 30 days 8:00 AM on the first day to 10:00 PM on the last day

1 room is ¥15,000/30 days (tax included)

*As non-residents cannot enter the building between 10:00 PM and 8:00 AM, they cannot use the rooms between 10:00 PM and 8:00 AM even if they have booked it for a week or 30 days.

4. Prohibited behavior and cautions

1. Do not make any noise outside of the designated areas (outside of practice rooms)
2. Do not make any noise with the soundproof doors of the music practice rooms open.
3. Do not lend the keys or practice rooms to third parties.
 - * However third parties can use them if they are accompanied by the borrower.
4. Flammable items (including cigarettes, etc.) are prohibited.
5. Do not move the pianos without permission.
6. If you damage or break the pianos or mirrors, or find that they are damaged or broken, report it to the manager's office immediately. If you damaged or broke the objects through improper use you may be required to pay for the damage.
7. Do not use the power outlets without permission.

8. Usage (altering facilities or switching wires) outside of the specified usage method is prohibited.
9. Eating, drinking and staying over in the music practice rooms is prohibited.
10. Do not leave personal belongings in the music practice rooms. Management bears no responsibility for lost items.
Personal belongings left behind may be collected. You may be required to pay for any costs incurred.
11. Thoughtlessly changing the air conditioner settings is prohibited.
 - * We are trying to save energy. In winter (between November 1 and March 31) set to 20°C, and in summer (between June 1 and September 30) set to 28°C. * These temperatures are recommended by the Ministry of the Environment.
12. If you leave the music practice rooms for extended periods, turn off the lights, air conditioner and other equipment, and lock the door.
13. Be sure to clean the room after you have used it. Return any music stands, mirrors or other equipment used to their original position.
 - * The facilities are for everyone to use. Think about the next person who will use the room and make sure to leave it neat and tidy.
14. Stay within the time you have booked.
 - * If you exceed the booking time you may be required to pay extension charges. Furthermore you will inconvenience the next person to use the room.
 - * If you wish to use the room for longer, you must book it again using the normal procedure. You can only use it after you have paid for its use.
15. Making copies of the keys is prohibited. Take care not to lose the keys.
 - * If you lose a key you will be charged to have it replaced. Furthermore, there may be additional charges to add it to the booking system.
 - * The keys cannot be copied, and if they are you may face a lawsuit from the key manufacturer.
16. Do not use the practice rooms if you have flu or other infectious diseases.
17. Remember the emergency escape routes in case of emergency, and check where the fire alarms and fire extinguishers are.
18. The rooms are to be used as music practice rooms only. Anyone found using the rooms for other purposes will be banned from using the rooms.
19. The university will be informed if you repeatedly leave the door unlocked, do not turn off the lights or air conditioner, or use the room in any other inappropriate way.
20. When playing instruments do not allow any liquid from the instruments to drip onto the floor. Bring a towel or similar and keep the room clean. If any liquid does fall to the floor clean it thoroughly yourself.

■Inquiries

Manager's office

1st floor of the dormitory (8:00 AM to 10:00 PM)