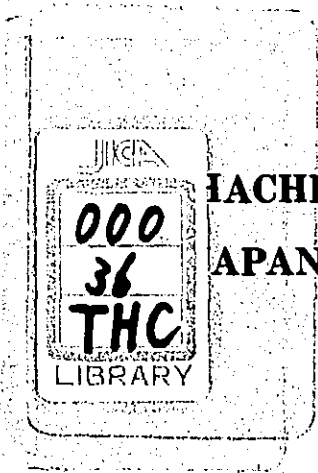


HITC GUIDE



**IACHIOJI INTERNATIONAL TRAINING CENTRE
APAN INTERNATIONAL COOPERATION AGENCY**

<u>Contents</u>	<u>Page</u>
Message by HITC Director	1
Organization of HITC	2
Address and Area of HITC	2
Main Facilities of HITC	2
Rules and Regulations	3
Various Services of HITC	5
Disaster Prevention	7
Other Information	8

国際協力事業団	
受入 月日 '84. 5. 23	000
登録No. 06978	36
	THC

MESSAGE

On behalf of all the staff members of HACHIOJI INTERNATIONAL TRAINING CENTRE (HITC), I would like to express my heartfelt welcome to you to this Centre. The HITC was established in July 1976 as an accommodation and training centre for those who are awarded fellowships by the Government of Japan and/or international organizations to undergo technical training in various fields in Japan.

As you may know, the Government of Japan has been offering a considerable number of technical training fellowships to people in developing countries in Asia, the Near and Middle East, Africa and Latin America. And the Government of Japan has empowered the JAPAN INTERNATIONAL COOPERATION AGENCY (JICA), a special corporation, exclusively to implement governmental technical cooperation activities to various countries in the above regions, taking care of those fellowships holders called "participants" during their official stay in Japan.

Therefore, in order to provide participants and others related to technical training with living accommodation and training facilities, JICA has established "Centres" one after another in different parts of Japan. HITC, located in Hachioji City of Tokyo Metropolitan Area, is the 7th and newest Centre under the management of JICA.

As HITC is fairly different from general commercial hotels in character and is expected to function as a small international community of friendship and understanding where various peoples from different countries with different manners and customs live together, it is my ardent wish that every resident in this Centre, hand in hand with staff members of HITC, will extend his/her cordial cooperation and understanding to maintain the order and security of the Centre by observing the rules and regulations described in this booklet and thus to make your stay here comfortable.

As director of HITC, the sole institution in Hachioji City where many foreign people live together, I also hope to develop the Centre to the point where it can contribute to the development of the local community in and around Hachioji City and create opportunities for participants to contact local people in all walks of life so that they can better grasp the attitudes and values of average Japanese people and, thereby, gain a more accurate understanding of Japan. For the attainment of this purpose, I request you to try your best to maintain good relation with other participants, people working inside HITC, neighbours around HITC, citizens in Hachioji City and others.

Finally, I would like to express once again my hearty welcome to this Centre and wish you the very best of health and the most fruitful result of your study in Japan.

April, 1977

Director

Hachioji International Training Centre

国際協力事業団	
収 入	P
登録No. 0016	H052
	W

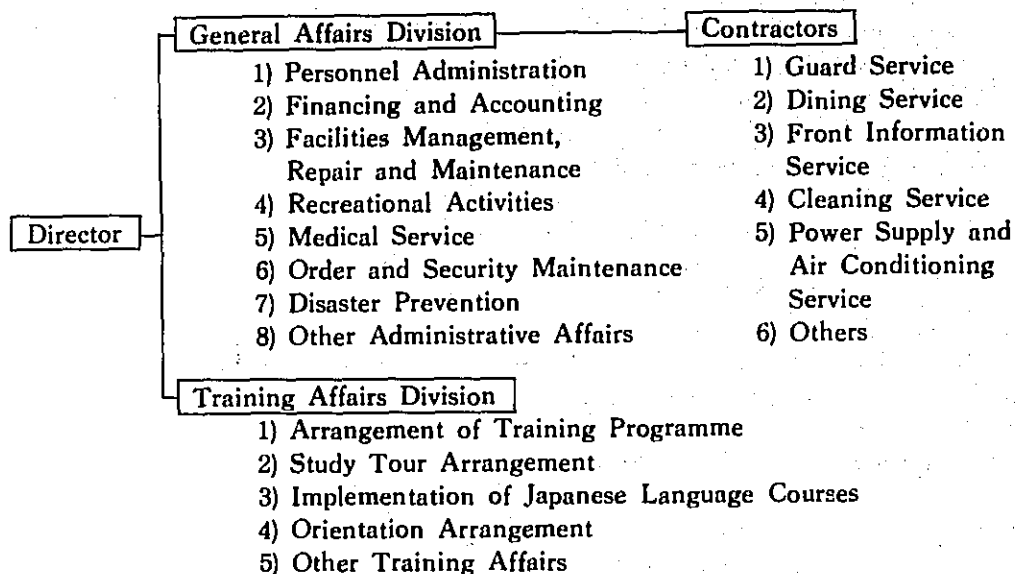
- 1 -

JICA LIBRARY



1012603[5]

ORGANIZATION OF HITC



ADDRESS AND AREA OF HITC

Address : 470, Nakano-Machi, Hachioji-City, Tokyo, Japan (Postal Code) 192
 Cable Address : JICAHACHIOJI
 Tel. No. : (0426)26-5411 (Switchboard)
 Land Area : 5,240m²
 Built-up Area : 1,630m²
 Total Floor Area : 4,743m² (3-storeys)

MAIN FACILITIES OF HITC

This Centre is equipped with various facilities described as follows:

Place	Name of Facility	Number	Place	Name of Facility	Number
Compound	Garden, Swimming Pool, Tennis Court	1, each	2nd Floor	Common Kitchen	1
	Director's Office	1		Library	1
	Guard Room	1		Stereo Room	1
	Administration Office (With Front Desk and Cloakroom)	1		Typing Room	1
				Bedrooms (Single)	33
1st Floor	Reception Room	1	3rd Floor	Sports Room	1
	Documents Room	1		Seminar Rooms	3
	Power Operation Room	1		Lecture Rooms	2
	Bedrooms (Single)	33		Lecturer's Room	1
		Bedrooms (Single)		28	
2nd Floor	Lounge	1	Bedrooms (Twin)	3	
	Dining Hall	1			
Others : In addition to the above, a water heater corner, a laundry and storerooms are provided on each floor					

RULES AND REGULATIONS

Maintenance of Order & Security

1. The Director of HITC is empowered to take whatever measures are required for maintaining the order and security of this Centre.
2. From the viewpoint of better sanitation and fire prevention of the entire HITC, the Director of HITC is empowered to make an inspection of all the facilities and rooms including each private room. This is done occasionally and without previous notice.

Restrictions in General

3. For fire prevention, any electrical devices such as electric heaters, stoves, toasters or any other heating appliances should not be used in your room, except some listed in the following. (a) Radios, (b) Tape Recorders, (c) Electric Shavers. For your reference, current capacity in your room is 3 A (Max. 300 W). Cooking in your room and smoking in bed are also strictly prohibited.
4. Residents are not allowed to receive any visitor from outside in their rooms. He/She shall be received in the Lobby, Lounge or the Dinig Hall.
5. You are not allowed to disturb others by loud talking, singing or turning the radio or the TV up too high, especially after 22:00.
6. Furniture and equipment in the Centre must not be moved from the places where they are installed. You are also requested not to take the latest newspapers for common use into your room.
7. You are not permitted to engage in any political, commercial and religious (publicity) activities during your official stay here.
8. Gambling is prohibited at any place in the Centre.
9. It is forbidden to walk around in the Centre in pajamas or underwear.
10. It is prohibited to stick pictures, photos or calendars on the wall in your room except on the designated board thereof.
11. You must not put up a poster or any other notices on the information board or other places in the Centre without obtaining prior permission for it from the Administration Office.
12. It is always requested that you should come back to the Centre by the closing time of the entrance door.
13. Staying-Out : Staying-Out, to stay overnight somewhere away from the Centre, is not allowed as a rule. But in an unavoidable case that you should stay out, you should submit an application form to the Director of HITC in advance and obtain permission for it. If you do not have enough time for the said procedure, you should give a call to the HITC Front Desk and state the place where you will stay and the telephone number where you can be contacted. Repeated failure of the above procedures may result in disciplinary action i. e. to report your misbehaviour to your respective embassy,
14. Bringing Your Family to HITC : Participants are strongly requested not to bring any members of their family to Japan and HITC. It should be at first noted that no arrangement will be made by HITC for their accommodation. HITC is responsible not only for the security of you, the participants, but also for the maintenance of order of group life of many participants and the smooth execution of

training courses they attend. Bringing any dependents of your family inevitably puts many persons related to your training and life to trouble and has an unfavorable influence upon your training and co-participants.

Room Facility

15. Your private room is equipped with bed, desk, bathroom, flush toilet, carpet and lights. For the best use of your room and effective cleaning, it is keenly requested that you always keep your room clean and tidy. It is also required that you should never use any other things for the flush toilet in your room except the toilet paper provided by the Centre.

Energy Consumption

16. HITC eagerly expects all the centre residents to extend sincere cooperation to refrain from wasting electric power and water in the Centre.

Common Kitchen

17. Cooking in your room is strictly prohibited as mentioned above for safety and sanitary reasons. But when you want to cook by yourself and/or in a group, you are allowed to use the Common Kitchen occasionally (daily or periodical use is not approved) on the 2nd floor with the prior permission of the Administration Office. The application form is available either at the Front Desk Counter or at the Administration Office.

Generally speaking, use by a group of persons is preferable to individual use.

The opening times are from 17:00 to 21:00, except in a special case approved by the Director of HITC (for further details about the Common Kitchen, please see "Regulations for the Use of the Common Kitchen").

Room Key

18. When you go out of the Centre, you are required to leave your room key at the Front Desk. This is essential to confirm whether you are in or out of the Centre.

Name Plate

19. You are always requested to put up your nameplate with your name, country and training course in front of the the door of your room.

Check-out Time

20. Check-Out time of HITC is 12:00 noon.

Trip Out

21. When you leave HITC on a study trip, you are kindly requested to pack up your belongings in bags and suitcases and deposit them in the storeroom of the first floor in the presence of Front Staff. Although HITC can not ensure the same room for you after your study trip, we will exert our best efforts to reserve the same room when you come back to HITC.

Damage to HITC Facilities & Equipment

22. Damage to HITC facilities and equipment caused by you must be compensated by you.

VARIOUS SERVICES OF HITC

Office Hours

1. The official working hours of th staff of HITC are;

Weekdays 09:40 - 12:00 and 13:00 - 17:20

Saturdays 09:40 - 12:20

The Administration Office is closed on Sundays and National Holidays.

Front Desk Service Hours

2. The Front Desk service is given during the following hours;

Every day 08:00 - 23:00

Door Opening & Closing Time

3. The entrance door is opened during the following hours;

Every day 08:00 - 23:00

Dining Hall

4. The Dining Hall is on the 2nd floor and it is run on a self-service and cash payment (except for breakfast) system. Meals are served only during the following hours;

Breakfast 07:00 - 09:00

Breakfast on Sundays 07:30 - 09:30

and National Holidays

Lunch 12:00 - 14:00

Dinner 18:00 - 20:00

No room service of meals will be provided, except for a participant confined to bed by a doctor's advice.

Valuables Custody Service

5. In principle, HITC shall not be responsible for any loss of your valuables in the Centre unless they are deposited in the safe of HITC. It is advisable for you to deposit any valuables which are not in a daily use in "Custody of Valuables" at the Front Desk in exchange for a custody slip. When you want to get them back, please notify the Front Desk one day before at the latest. You can get them back only upon presentation in person of the custody slip.

Service for Incoming Telephone

6. The information service for incoming telephone calls to the Centre residents is given during the following hours;

Every day 08:00 - 22:00

Public Telephone

7. You can talk for 3 minutes with 10 yen (coin) for local calls (within Hachioji City) by public telephone (pink colour) installed on the 1st and 2nd floors of the Centre. If you want to talk longer, you must add 10 yen coins in succession before the telephone is cut off.

When you want to make a long distance call, domestic or international, it is advisahle for you to make use of the Front Desk. In this case, you are required to pay the telephone charge to the Front Desk immediately after your call.

Telegram

8. Although you need to go the Central Telegram Office in Hachioji City for international telegrams, domestic telegram forms are available at the Front Desk.

Mail Service

9. Incoming mail is delivered twice a day and letters and parcels addressed to the residents are handed over at the Front Desk. A mail box is set up by the Front Desk for outgoing mail which is collected at 2:00 P.M. every day. Postage stamps and aerogrammes can be purchased at the Front Desk. Parcel post as well as registered mail is accepted at the Hachioji Central Post Office. The forms such as (1) Invoice, (2) Notice For Customs, (3) Written Forwarding Instruction by the Sender are normally required to be filled in when sending a postal parcel (for further details about postal parcel, please see its instructions at the Front Desk). The above forms are available at the Front Desk in HITC.

Medical Service

10. If you need drugs and medicine, first-aid treatment of a doctor for a medical check-up during your stay in the Centre, please inform the Front Desk or staff members of HITC, then they will make all the necessary arrangements. If you suddenly fall ill at night, the Front Desk will take proper action immediately.

Facilities for Common Use

11. TYPING ROOM : You can use typewriters in the Typing Room on the 2nd floor. You are requested to use them with moderate handling and only in the Typing Room.
12. STEREO ROOM : You can use record-playing facilities in the Stereo Room on the 2nd floor from 08:00 to 23:00. You are requested to enter the Room with no shoes and slippers on and to use the facilities properly. Smoking in this Room is strictly prohibited. And to avoid noise trouble to neighbours in the surrounding area, please do not open the windows in the Room, especially at night. Records are available upon your signature at the Front Desk.
13. LAUNDRY : Washing and drying machines are available on each floor. You can use them freely but with proper handling. An electric iron is available at the Front Desk. But you are required to return the iron to the Front Desk immediately after you have used it.
14. LIBRARY : You can borrow books from the library on the 2nd floor by booking at the Front Desk when you want to read them in your room. As the lending period is one week, you are required to return the books you borrowed by the designated date.
15. WATER HEATER : Hot water is available at almost any time by the proper use of the water heater installed on each floor.
16. SPORTS FACILITIES : HITC is equipped with some sports facilities mainly for the benefits of the residents of the Centre. There is an Indoor Sports Room on the 3rd floor and a Swimming Pool, Golf Exercise Corner and Tennis Court in the compound. The Tennis Court can be used not only for tennis but also for volleyball, badminton and basketball. When you use the Tennis Court, please wear clean rubber sole shoes. When you wish to use the Tennis Court (for further details, please see "Rule for use of Tennis Court"), you should make an

minimize your belongings if possible, and escape promptly from the smoke and flame for refuge to the compound near the Swimming Pool in HITC but please keep order.

5. You are keenly required not to get on the cargo lift in the event of fire since it will not work.

Earthquake

1. The building of HITC is earthquake-proof. Even if an earthquake occurs by any chance, you should not rush or jump out of your window or building in confusion. It is extremely advisable to shelter yourself first under a table or anything else available in your room.
2. In case an earthquake occurs, fire prevention is the most important thing. You must put out your cigarette and also switch off and unplug electric appliances as quickly as possible.
3. You are keenly required not to get on the cargo lift to escape since it will not work during an earthquake.

OTHER INFORMATION

1. Tap water in your room is safe to drink.
2. There are automatic vending machines for soft drinks, beer and cigarettes near the entrance of the Dining Hall on the 2nd floor. Ice-cubes are available in the ice-making machine located in the same place.
3. Tax Free Shop : This shop mostly deals with tax-free articles. It will be opened in the first floor lobby in this Centre for the benefit of resident participants as follows:

Date : Monday and Thursday (twice a week)

Time : 19:00 - 21:00

Tax-Free Articles: Cameras, Stereo Sets, Radios, Tape Recorders, TV Sets, Watches, Washing Machines, Refrigerators, Binoculars etc. (N.B. Not all are tax-free)

4. When you have to leave the Centre very early in the morning due to your training programme and need breakfast for that time, breakfast will be handed to the participants during the dinner time of the previous night.
5. Barber Shop : Barber shop "Tsuzuki" near the Hotel Nakayasu gives a discount off the usual rate. Service tickets are available at the HITC Front Desk.
6. Our main bank which HITC deals with is;

Fuji Bank, Hachioji Branch

Address : 15-3, Yokoyama-cho, Hachioji-Shi, Tokyo

Phone No. : 0426-23-1111

Business Hours : 09:00 - 15:00 (Monday to Friday)

09:00 - 12:00 (Saturdays)

This bank is a well-experienced bank for foreign exchange.

Your living allowance is usually remitted from JICA Headquarters to the account if you open at this Fuji Bank.

