

Cosmos Lodge Usage Guideline

Check-in/out Time

Check-in and receive your keys: 1:00 p.m. or later

Check-out and return your keys: by 10:00 a.m.

Place to Check-in/out

9:00 a.m. to 4:00 p.m. on weekdays: Research Support Section on the first floor in the main building

Other period of time: Guard House beside the front gate

Use Fee

Please make payment at the Research Support Section during your stay. The office is open 9:00 a.m. to noon, and 1:00 to 4:00 p.m. on weekdays. Only cash is acceptable, you cannot pay by credit.

When you stay in a single room, additional laundry fee (1,590 yen) is charged per five nights.

Even if you stay in a twin/family room with the number of people less than the room capacity, use fee is not discounted. Laundry fee (1,590 yen) is charged per person. Besides that, additional laundry fee (1,590 yen per unit) is charged if you use more beds or linen than the number of people staying.

Notes

• Keys

You receive a set of card key, room key and flashlight when you check in.

Please handle it carefully because you have to bear compensation of about 30,000 yen to change the cylinder if you lose it.

Card-key: You can open the Cosmos Lodge entrance door with touching this key to the box on the left side of the door. You can also open the entrance of all buildings in the campus, which are locked during the night time and on weekends and holidays.

In case of power outage, the doors cannot be opened by this key, so please contact the Guard Office (ex. 3679) to open it.

Room-key: You can open and lock your room door with this key.

• Room Cleaning and Bed Making

Single Room: Your room and bed will be cleaned once in every five days. The cleaning staff will enter your room sometimes between 10:00 a.m. and 1:00 p.m. on the day.

Twin/Family Room: We would like you to clean your room by yourself.

- Telephone

You can receive calls and make extension calls with your room phone. You cannot call to the outside of NAOJ.

Please use the public telephone being to the west of the baseball ground when you call to the outside of NAOJ. You need 10 or 100-yen coin to call. No change is back out of 100-yen coin.

When you call to the room from out of NAOJ, call to 0422-34-3900 (+81-422-34-3900), you can hear the guidance in Japanese, and push the 4 digit shown on your room phone.

- Other Notes

Please make sure to ask your NAOJ host/hostess of his/her contact number for emergency.

Please confirm the place of emergency exits and fire extinguishers in the Lodge.

Cosmos Lodge is a no smoking building.

Please take care of your own valuables.

Please clean up the kitchen, laundry room and lounge (on the second floor) for others after you use them. A kitchen and a washer and dryer are furnished in the twin/family room.

Please make it sure to turn out the fire after you use the stove in the kitchen.

It is prohibited to use the washing machines and dryers in the laundry room during 10:00 p.m. and 6:00 a.m.

You can read newspapers in the lounge. The Asahi, the Yomiuri (both Japanese) and the Japan Times (English) are available except on weekends and holidays. It is not allowed to eat and drink in the lounge.

Please treat the equipment in the Lodge carefully. Please notify the Research Support Section promptly if you damage it. Please do never take any equipment or fixtures out of the Lodge.

You cannot meet someone in your room. You have to get out when it is detected.

Please draw curtains at night so that the leaking light does not disturb the observation.

Please turn out the fire, lights and air conditioner and lock the door and windows when you go out.

Please bring out all the stuffs you brought into your room when you check out, or put the stuffs you don't want to keep into the trashcan.

Contact (Question/Emergency)

8:30 a.m. to 5:00 p.m. on weekdays: Research Support Section (ex. 3560)

Other period of time: Guard Office (ex. 3679) or your NAOJ host/hostess