



JICA Information For Guests

As JICA Kyushu International Center (KIC) is a TRAINING CENTER for overseas participants, please understand this facility is DIFFERENT from other hotels.

1. Room

- Please put your room key into keyhole on the wall next to door. Turn the key to the right then electricity is turned on.
- Room door is automatically locked. Please bring your key when you go out of the room.
- Leave your key at Front Desk whenever you go out.

2. Key

- Leave your key at Front Desk whenever you go out (including when you attend lecture/workshop in KIC).

3. JICA Guestcard

- Please wear JICA guestcard everywhere you go inside KIC. The card is given at Front Desk.

4. Curfew

- The main entrance door is closed at 11:00p.m.
- Please inform Front Desk of your late return in advance when you want to come back after 11:00 p.m.
- If failing to come back to KIC in time, call Front Desk (093-671-6311). After 23:00, enter through the back door and tell your room number to the security guard.

5. Staying Out

- Return to KIC after 5:00a.m. is deemed as a "Staying Out". Prior permission is necessary.

6. Refrigerator

- The refrigerator and electric kettle are installed in each room. Please do not leave any food/beverage inside the refrigerator when you check out.
- Microwave is installed at pantry on each floor.
- Cooking in the room is STRICTLY FORBIDDEN.

7. Cleaning

- Although each room is cleaned every day, sheets, towel and bath towel are changed only once a week.
- Complimentary toiletries are only one set available during your stay.

8. Hair Dryer

- Hair dryer is NOT installed in room. If you need , please come to Front Desk to borrow it.
- Please return it by 11:00p.m.

9. Laundry /Irons

- Washing machines with dryer are installed in Laundry Room on each floor (Detergent should be prepared by users).
- Irons are available at the Front Desk from 7:00 a.m. to 11:00p.m.
- KIC does NOT provide dry-cleaning service. If you need the service, please bring clothes to dry cleaning shop in SPINA where located next to JICA.

10. Mail	<ul style="list-style-type: none"> • Mail addressed to participants is handled by the Front Desk. • Outgoing letters and parcels can be sent through the Front Desk. • Postage stamps are available at the Front Desk.
11. Photocopy	<ul style="list-style-type: none"> • Photocopy is available on self-service basis at 10 yen per sheet at library. 【Library】 ■ Open <ul style="list-style-type: none"> Tuesday - Friday 12:00a.m.-8:00p.m. Saturday and Sunday 10:00a.m.-6:00p.m. ■ Closed on Monday/National holidays/29Dec-3Jan
12. News papers	<ul style="list-style-type: none"> • Newspaper stand is installed beside the Front Desk.
13. Telephone	<ul style="list-style-type: none"> ■ Incoming Calls (available for 24 hours) You can receive incoming calls directly in your room. Please inform the caller the following steps. Step1 Call +81+93-671-7151 (Domestic: 093-671-7151) Step2 Press 「1」 + Room Number after the announcement (For more details, please look at the instruction on your room door) ■ Outgoing calls Public telephones are available at lounge. Prepaid telephone cards can be purchased at convenience store. (Seven Eleven/ Family Mart /Poplar etc..) You can also make outgoing calls from your room by using rechargeable card for international calls. (For more details, please look at the instruction on your room door) ■ Room to Room call : dial 1 + Room Number
14. Smoking	<ul style="list-style-type: none"> • Smoking is allowed in the smoking room at the lounge on the 1st floor. • DO NOT LITTER CIGARETTE END.
15. Visitors	<ul style="list-style-type: none"> • Visitors are allowed only in the lobby, the lounge and the dining hall. • Visiting hours are from 8:00a.m. to 10:30p.m. • Visitors must sign visitors' note at the Front Desk.
16. Restaurant	<p>A self-service dining hall is open daily.</p> <ul style="list-style-type: none"> ■ Breakfast (Breakfast free with your signature.) <ul style="list-style-type: none"> • Weekdays 6:30a.m.~9:30a.m. • Saturdays, Sundays and Holidays 7:30a.m.~10:00a.m. ■ Lunch 11:30a.m. ~ 2:00p.m. ■ Cafe 2:00p.m. ~ 5:00p.m. ■ Dinner 6:00p.m. ~ 9:00p.m. ※ Last Orders 30minutes before each closing time.
17. Valuables	<ul style="list-style-type: none"> • Keep valuables in the safety box in your room.
18. Front Desk	<ul style="list-style-type: none"> • The Front Desk is open 7:00 a.m to 11:00 p.m.