

## Guest House Information

[Outline]

Location	Global Guest House East Wing, 1-2 Kasuga, Tsukuba City
Available period	1 night to less than 1 month
Accommodation fee	5,500 yen per night
Number of rooms	22 rooms (including 1 wheelchair-accessible room)
Check in time	13:30~21:00 *The method of use varies depending on the scheduled check-in time. 13:30~17:30...Please refer to <a href="#">[How to use] 1.</a> below 17:30~21:00...Please refer to <a href="#">[How to use] 2.</a> below
Check-out time	10:00
Reservation Contact	<b><u>Website</u></b> <b>URL</b> <a href="https://sec.489.jp/rga/222/reserve/plan?lang=en&amp;adult=1">https://sec.489.jp/rga/222/reserve/plan?lang=en&amp;adult=1</a> Applications are accepted from the end of the month after next until 11:30 p.m. on the day before check-in. <b><u>Telephone</u></b> <b><u>Reception hours</u></b> 13:30~17:30 (Excluding Dec-30 to Jan-2) <b><u>Reservation phone number</u></b> 080-9206-3044 <b><u>E-mail address</u></b> <a href="mailto:tsukuba-daigaku_gr#dln.jp">tsukuba-daigaku_gr#dln.jp</a> (replace “#” with “@”) *Applications are accepted from one month prior day of check in (if that day is a holiday, the previous day) to 17:30 of the previous day.

[How to use]

### **1. If you plan to check in during manned service hours (13:30-17:30)**

①Make a reservation via website, or call the reservation phone number during the reception hours (13:30-17:30) to make a reservation.

②Go to the Global Guest House reception during manned service hours (13:30-17:30) on the day of your stay. Fill out the application form and pay the accommodation fee (credit card or QR cord payment) to enter the room.

\*You may also complete the application form in advance and bring it with you. The form can be downloaded from [\[Guest Houses - University of Tsukuba\]](#).

③When checking out, return the key to the key return box by the check-out time (10:00).

### **2. If you plan to check in during unmanned service hours (17:30-21:00)**

①Make a reservation via website, or call the reservation phone number during the reception hours (13:30-17:30) to make a reservation.

②Fill out the application form in advance and send it by e-mail to the e-mail address of the reservation contact.

\*The application form can be downloaded from [\[Guest Houses - University of Tsukuba\]](#).

③The manager will send an invoice to you by e-mail.

④Settle the accommodation fee in advance at least two days prior to the date of your stay.

\*Advance payment can be made on-site at reception (credit card or QR cord payment) or by bank transfer.

In case of bank transfer, please pay by the morning of the two days before your stay at the latest.

⑤After confirming the completion of payment, the manager will send a short mail (SMS) with the "key box number" and "PIN" (Please set up your phone to receive short mail in advance).

⑥Remove the key and "Receipt of Key" from the key box during unmanned service hours (17:30-21:00)on the day of your stay. Write the date and name on "Receipt of Key", return it to the key box, and enter the room.

⑦When checking out, return the key to the key return box by the check-out time (10:00).

-Please see reverse side for conditions of use and precautions regarding check-in during unmanned service hours.-

**(Conditions of use)**

**· Those who can pay the accommodation fee in advance.**

**(On-site payment in advance or bank transfer by the morning of the day before the stay).**

\*If payment is not confirmed by the day of your stay, the manager will contact you by short mail (SMS).

In such cases, you or an agent must make the on-site payment by 18:00.

\*In the event of cancellation after advance payment has been made, you will be responsible for any fees associated with the refund.

**· Those who can communicate in Japanese via e-mail and short mail (SMS).**

\*If the above is not possible, please consult with the manager well in advance through an agent or other party.

**(Precautions for use)**

\*If an agent applies for a reservation and the user's telephone number is unknown at the time of reservation cannot be accepted.

\*The automatic door at the reception entrance will be automatically locked at 21:00 and no one will be allowed to enter the building after that time (but will be allowed to leave).

\*Amenities (shampoo, conditioner, toothbrush, etc.) and disposable tableware (paper plate, paper cup, etc.) are provided for one night in advance. If you need more for consecutive nights, please let the manager know how many you need.

\*For information on how to use the facilities and a guide map, please check the information posted near the key box.

For information on other outline of the facilities, please refer to [[Guest Houses - University of Tsukuba](#)].