



Shared Space GAKUYA Enrollment Manual

The "GAKUYA" in "Shared Space GAKUYA" is named after the "dressing room" of those who shine and perform like actors on the Narita stage. In their dressing rooms, even Senryo actors remove their makeup, relax, and prepare for their next performance. The "Kabuki town development" of Hanasaki-machi, where "GAKUYA" is located, is also behind the project. The term "shared space" literally means "sharing a place. It can be more affluent if used by everyone rather than by one person. The word "space" also refers to the name of the operating company, Naspa Corporation, which is a coined word of "Narita" and "SPAcE". We opened "Shared Space GAKUYA" with the hope that it will be another workplace for everyone and a place to create a new community in Narita.

April 8, 2021

1. Summary

■ Business Hours

○ Available Hours of Shared Space GAKUYA

Business Days	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Holidays
Business Hours	8:30 a.m. - 5:30 p.m.
Closed	Year-end and New Year holidays: 12/30 - 1/3 *The museum may be closed for facility inspections and other reasons.

■ Shared Space GAKUYA Member

*Addresses and names must not be included in any printed materials (including business cards) or electronic media (including email signatures) on the website. (Except for users of separate services: post membership and registration membership)

▪ 1Month membership

○ 1 month membership: Available for 1 month at your favorite time and for as long as you like.

Available during business hours (8:30 a.m. - 5:30 p.m.)

▪ 1Day membership (1Hour,2Hour,2Hour~1Day)

○ When you come to the center, we will register your IC card in order to set up the lock.

○ The fee on the day of use will be charged to the credit card registered with the membership.

The fee for the day of use is 550 yen for 1 hour, 1,100 yen for 2 hours, and 1,650 yen for 2 hours~1 day.

The following charges will be made by the credit card registered with the membership.

Available hours: Entry - 5:30 p.m.

■ Post boxes, lockers, registered members

○ Smoking is not permitted in the fis. Please refrain from bringing in hazardous materials.

*Registered members must also sign up for a mailbox or locker contract.

○ We can accept parcel delivery by proxy, but we do not accept items that require a signature, temperature control, registered mail, cash on delivery, cash on delivery, or payment on delivery, etc. We will only notify you of receipt of an absence notice.

○ We will notify you by e-mail when we receive your parcel.

○ If there are any changes in the registration information, please submit the Certificate of All Registered Matters within one week of the change.

○ When withdrawing from membership, please complete the registration procedures to change the head office address within one week from the day following the date of withdrawal, and submit a certificate of all historical matters after the change within one week of the change.

○ Mail addressed to members who have signed up for a mailbox/locker contract will be deposited in the contracted exclusive mailbox/locker.

○ Registration and address use is available for contract name corporations and individuals only.

■ How to use as a guest (non-member)

◎ Guest Use Rules

○ Our facility is membership-only, but non-members may enter as "guests" as long as they are accompanied by a member. Please enter with a member or be sure to have a member greet your guest upon arrival.

*Up to 2 hours per guest is free of charge.

*After 2 hours, a guest usage fee of 550 yen per hour (tax included) will be charged.

* A guest use fee of 550 yen per hour (tax included) will be charged for the second use by the same guest on the same day.

A guest usage fee of 550 yen (tax included) per hour will be charged.

◎ Guest Entry Application

○ Members must report the number of guests to the reception staff at the beginning of use.

- Guests may be asked to limit their use of the room or move their seats in consideration of the crowded situation.

- Guests are not allowed to use the shared space only for their guests, nor are they allowed to invite guests to the shared space.

- Members and guests cannot be separated and occupy different seats in the shared space.

- Members are responsible for bringing their own guests into the shared space.

- Please use the shared space GAKUYA within the maximum capacity.

- *Limited number of people for meetings in the shared space GAKUYA:
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■About the Dress Code

- In order to ensure the comfort of all our users, we have established a dress code of business casual in the building.

We ask for your understanding and cooperation in refraining from wearing the following attire in the common areas.

(slippers, tank tops, flip-flops, etc.)

■Information on taking pictures in the building

Please observe the following rules when taking photographs.

- Please refrain from any activities that may disturb other guests.

- Please apply in advance when taking pictures in the shared space.

Please note that we may refuse to take pictures depending on the conditions in the shared space.

- Please refrain from bringing in large professional cameras, monopods, tripods, stepladders, and other equipment for photography.

- In the event that a photo or video is deemed inappropriate or detrimental to the reputation or image of the facility, the use of the photo or video will be discontinued.

■About Various Payment Methods

- ◆1Month (monthly) usage fee payment
credit card



***Please ask the receptionist for a monthly invoice and receipt.**

- Shared Space GAKUYA Monthly Fee
- Monthly fee for registered members
- Locker Monthly Membership
- Post Monthly Membership
- Charged facility use fee (meeting room)
- Option usage fee

◆ 1Day usage fee payment
credit card



Traffic IC card



PASMO



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- Charged facility use fee (meeting room)
- Drop-in usage fee

2. About the use of Shared Space GAKUYA



- Free-address space where you can choose your own seat.
- Power supply, wireless Wifi, and coffee server are available.
- Please take care of your valuables and belongings.

- Please set your cell phone to silent mode.
- Beverages may be brought in.
- Snacks (low odor items) are available on the sofa in front of the library. (For details, please refer to the attached "Facility Service Usage Regulations".)
- Please refrain from leaving your luggage or other items in your seat prior to use.
- If you are going to be away from your seat for an extended period of time, please take all of your baggage with you.
- If you leave your baggage unattended for an extended period of time, we may have to move your baggage.
- ※The shared space may not be available due to bulk use, events, etc. (Please confirm in advance.)
- Please return books to their original location.
- Please do not take any equipment, supplies, or loaned items out of the building.

★entering and leaving the building

- Please enter and leave the building by holding up a registered IC card (smart phone, transportation system IC card, etc.) to the akerun in front of the entrance.
- Please note that 1Day users will be charged the daily limit of 1,650 yen if they have no history of entering or leaving the room, regardless of the time used.

★phone



*If you wish to use the telephone, please use the "phone booth" or an area outside the facility where calls can be made.

*Each phone booth should be used for approximately 10 minutes at a time, and we ask that everyone share the use of the booth.

*Please ask at the reception desk about the "callable area".

*Online meetings, etc. are allowed in the centralized booths as long as they do not disturb other visitors.

★meeting room

- Please make a reservation using the reservation form on My Page.
Reservations can be changed or cancelled on My Page.

*Reservations can be made 6 months in advance.

Please note that 100% cancellation fee will be charged on the scheduled date according to the cancellation policy.

- Details are in accordance with the attached "Facility Service Use Regulations".

3. Membership Type

Membership Type	Available Hours (except closed days)	Usage fee (Tax included)	Admission fee (Tax included)
Monthly Membership 1Month Standard	8:30 a.m. - 5:30 p.m.	11,000 yen per month	3,300 yen
Monthly Membership 1Month Premium	8:30 a.m. - 10:00 p.m.	15,400 yen per month	3,300 yen
Drop-in Member 1Day	Reception on the day - 5:30 p.m.	1,650 yen per day	3,300 yen
Meeting room	8:30 a.m. - 5:30 p.m.	550 yen per hour	—
Registered Member	8:30 a.m. - 5:30 p.m.	5,500 yen per month	—
Locker Member	8:30 a.m. - 5:30 p.m.	5,500 yen per month	—

Post Member	8:30 a.m. - 5:30 p.m.	3,300 yen per month	—
Locker Use	8:30 a.m. - 5:30 p.m.	330 yen per day	—

*The contract period is from the date of signing the contract to the end of the current month. However, if the member does not change from 1Month to 1Day from the membership screen by the last day of the month before the end of the contract (or the business day immediately before the month if the facility is closed), the contract will be automatically renewed for 1 month. (If you do not know how to operate the system, please ask our staff for help.)

*When signing up for a registration membership, either a post membership or a locker membership must be signed up for.

4. Shared Space GAKUYA Information



Shared Space GAKUYA

Location : 〒286-0033

5F La Ent Narita, 816 Hanazaki-cho, Narita-shi, Chiba

Business Hours : 8:30 ~ 17:30 (Closed at the end of the year)
17:30 ~ 22:00 (night service)

*Please be sure to visit us once during regular business hours if you are a first-time visitor, as our staff will not be available during nighttime business hours.

Access: JR Narita Station East Exit 1 min. walk
Keisei Narita Station 1 min. walk

