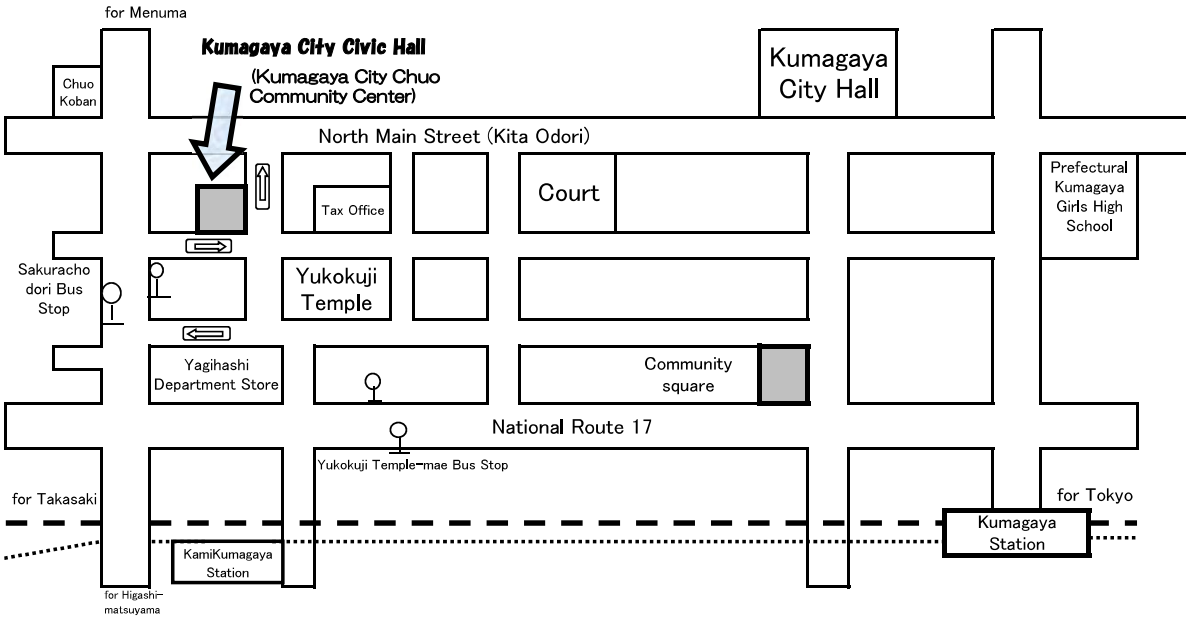
Kumagaya City Civic Hall

(Kumagaya City Chuo Community Center)

Guidance



■ Map



※Please refrain from visiting by car as much as possible due to the small parking lot (about 20 cars).

※It is about a 5-minute walk from the Yukokuji Temple-mae bus stop or a 10-minute walk from Kamikumagaya Station.

● Inquiry & Reservation

Kumagaya City Chuo Community Center

19 Nakacho Kumagaya city 360-0047

(in the Kumagaya City Civic Hall)

TEL **048-523-0895**(Rep.)

FAX **048-523-0896**

≪Procedures for Use≫

(1) Applications are accepted from three months prior to the date of use by phone or at the window.
(Example: If you want to use the facility on September 5, the application period starts on June 5.)
(2) Reception hours are from 8:45 a.m. to 5:15 p.m. on weekdays.
Telephone reception is from 9:15 am to 5:15 pm.
* Closed on Saturdays, Sundays, national holidays, year-end and New Year holidays, and evenings
(3) User registration number for the Kumagaya City Public Facility Reservation System is required to apply for use, so please complete the registration procedure first. Please note that you need to renew every year after your initial registration.
(4) Please pay the rental fee and receive a permission letter to use civic hall by the day before the date of use.
* The reception time for payment of rental fees is as shown in (2). As a general rule, the paid rental fee cannot be refunded.
(5) Please present the permission letter to the staff (or to the security guard on holidays and evenings) and after using it, submit a usage report before leaving.
(6) You can also search for room availability and make reservations (except for the main hall and equipments) on the Internet. Internet reservations can be made one day after (1).
* You can access it from the Kumagaya City Hall website.
(7) If you wish to cancel your reservation, please be sure to contact the Chuo Community Center.

≪Restrictions on Use≫

In the following cases, permission for use will not be granted.

(1) When there is a risk of harming public safety or morals.
(2) When it is recognized that the purpose is exclusively for profit.
(3) When there is a risk of damaging the building or its attached facilities.
(4) When the administrator finds that there are other problems.

In the following cases, the use permission may be revoked or the usage may be suspended.

(1) When the user violates the Kumagaya City Civic Hall regulations or rules based on the same regulations.
(2) In other cases where the management finds it inappropriate.

≪Cautions and Observance for Use≫

(1) Please do not bring in any dangerous items.
(2) Please take home any items you brought into the room (such as bottles, cans, and garbage) with you.
(3) Drinking alcohol is prohibited in the building. In addition, eating and drinking are not allowed in the carpeted multipurpose room.
(4) Please do not solicit donations, display/sell goods, or post advertisements in the facility without permission.
(5) If you damage the facilities or attached equipment in the building, or if you lose or damage any items, immediately notify the staff, and receive instructions.
(6) To prevent accidents, please strictly observe the capacity limits.
(7) Please confirm the evacuation route in case of a disaster.
(8) Please strictly observe the usage time and do not cause any inconvenience to other user groups.
(9) Please do not put posters on the walls, windows, or pillars.
(10) Smoking is prohibited inside the building. Please smoke in the smoking area outside (northwest) of the community center.
(11) If you have any questions, please contact the staff, and follow the instructions.

≪Others≫

Usage period: The period of continuous use cannot exceed three days by the same user.

Hours of Use: Morning 9:00 a.m. - 12:00 noon
Afternoon 13:00 - 17:00
Evening 18:00 - 22:00
*The hours of use include time used for preparation and cleanup.

Closed: -December 28 to January 4 of the following year
-Regular cleaning days except evenings (the first Thursday of every month, or the second Thursday if that day is a holiday)
-When closure is deemed necessary for management.

■ Facility Rental Fee

(yen)

	Morning			Afternoon			Evening		
	9:00～12:00			13:00～17:00			18:00～22:00		
Room	weekdays	Sat.	Sun./ Holidays	weekdays	Sat.	Sun./ Holidays	weekdays	Sat.	Sun./ Holidays
Multipurpose Room	630	630	710	790	870	870	1,100	1,100	1,100
Great Hall	3,930	3,930	4,710	5,190	5,500	5,500	6,600	6,600	6,600
2 - 1	940	940	1,100	1,260	1,340	1,340	1,570	1,570	1,570
2 - 2	630	630	710	790	870	870	1,100	1,100	1,100
2 - 3	630	630	710	790	870	870	1,100	1,100	1,100
2F Tatami Room	630	630	710	790	870	870	1,100	1,100	1,100
3 - 1	1,100	1,100	1,260	1,410	1,570	1,570	1,890	1,890	1,890
3 - 2	630	630	710	790	870	870	1,100	1,100	1,100
3 - 3	1,100	1,100	1,260	1,410	1,570	1,570	1,890	1,890	1,890
3F Tatami Room	630	630	710	790	870	870	1,100	1,100	1,100
Art Room	790	790	940	1030	1,100	1,100	1,340	1,340	1,340
Cooking Room	1,570	1,570	1,730	1,890	2,040	2,040	2,360	2,360	2,360
Display Hall	2,360/a day								

A 50% surcharge applies for use by those who live, commute, or go to school outside Kumagaya City, Fukaya City, or Yorii Town.

■ Attached Equipment Rental Fee

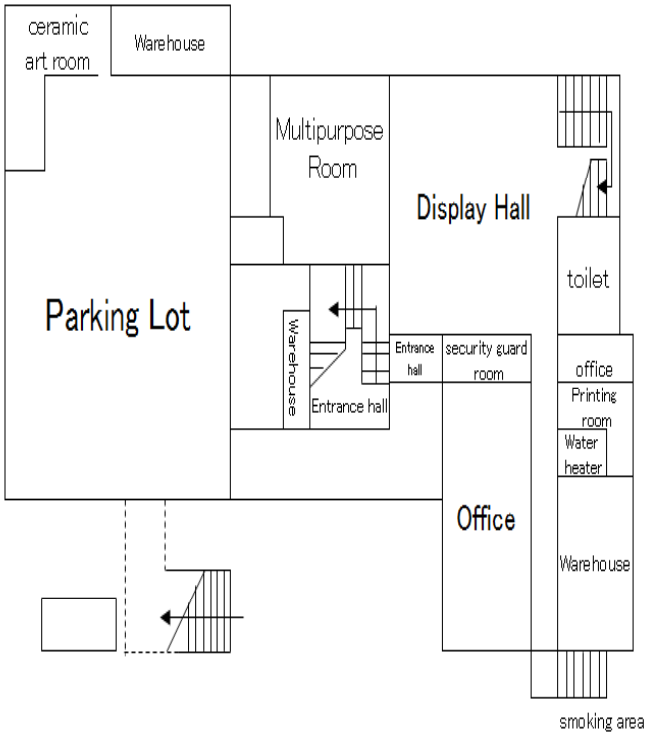
Item	Number of items	Number of times rented	Rental Fee (yen)	Notes
Piano	1 piano	1	3, 140	Excluding tuning fee
Lighting	1 set	1	2, 100	Excluding color filters
Loudspeaker	1 set	1	1, 570	
Gold Screen	1 pair	1	790	
Bringing your own electrical and lighting equipment	1 equipment	1	160/KW	

■ Facility description

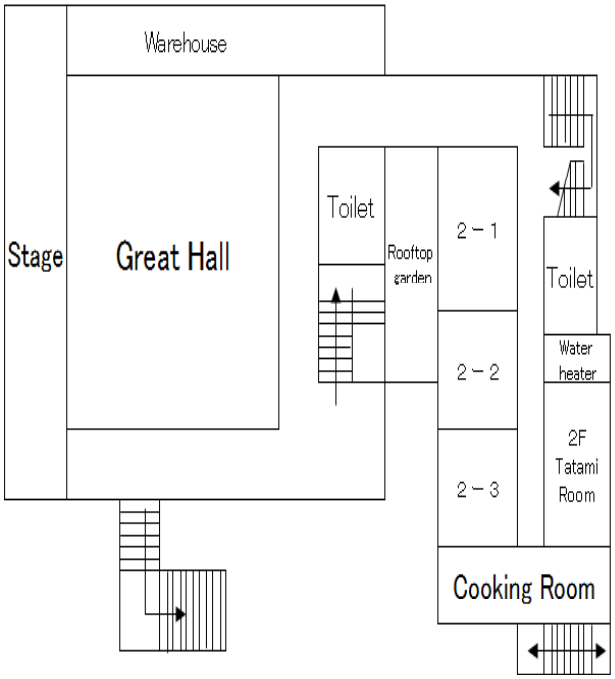
	Room	Size(㎡)	Capacity (the max number of people)	Notes
1F	Display Hall	１１０．４０	－	Display Cases　8
	Multipurpose Room	６７．６７	３０	Upright piano　1
2F	Great Hall	２５９．２０	３００ (180 people with chairs, 90 people with tables/chairs)	Stage: Width 9m x Depth 6m Grand piano　1 Lighting equipment, Loudspeaker
	2-1	５２．００	３０	Meeting Rooms
	2-2	３１．２０	２０	
	2-3	３１．２０	２０	
	Tatami Room	４０．６８	２０	
	Cooking Room	６４．３２	３５	Kitchen tables　5
3F	3-1	６２．４０	３５	Meeting rooms （3-2 and 3-3 can be connected）
	3-2	３１．２０	２０	
	3-3	６２．４０	３５	
	Tatami Room	４１．７２	２０	
	Art Room	３３．１２	１２	

City Civic Hall Plan view

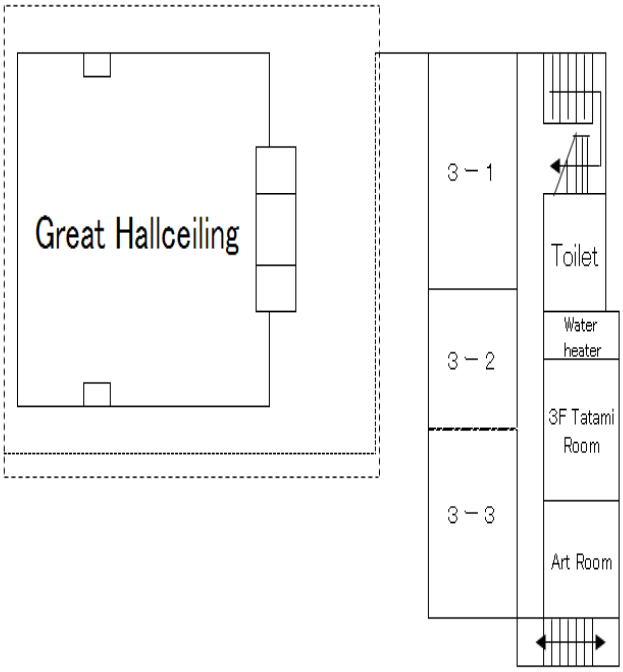
1 F



2 F



3 F



P H

