

## Using facilities in community centers

Revised on May 2018  
Toyohashi Board of Education  
Lifelong Learning Division

There are 22 community centers in Toyohashi City.  
The community centers offer a variety of services for district residents and serves to promote education, health, cultural activities and social welfare in the community.

### ◎The use of facilities

Using facilities	<p>○ Facilities can be used for club activities, workshops and other activities promoting lifelong learning.</p> <p>○ You may apply directly to your desired location from the 1<sup>st</sup> of the month before the date that you will be using the facility to 5 days before by filling up the application forms. However, you may not use the facility for more than 7 consecutive days.</p> <p>※ Commercial activities, etc. are prohibited. ※ Usage guidelines may differ between facilities. Please check with the facility directly for details.</p>	
Opening hours	9 : 0 0 - 2 1 : 0 0	
Closed on	Mondays New Year holidays (12/29 - 1/3)	
Time period	Morning ( 9:00 - 12:00) Afternoon (13:00 - 16:00) Evening (17:00 - 21:00)	
Facilities	Japanese-style room	<p>※ Rental fees may vary according to the time period. Please check with the facility before reserving.</p>
	Assembly room	
	Meeting room	
	Laboratory	
	Gymnasium	

○ Please pay after confirmation. Please note the fees cannot be refunded.

**For enquiries on the use of facilities in community centers**

- For more details, please refer to the brochure on the Using facilities in Community Centers (Standard Operating Procedures of Community Centers) which can be found in all community centers.
- For more information about community centers, please enquire at the Board of Education Lifelong Learning Division  
(☎51・2849/FAX: 56・5105) .  
※Please contact the Citizen Collaboration Promotion Division  
(☎51・2484/FAX: 56・5128) for more information about School District Community Centers.

**Points to note**

**I Community centers are used for promoting community and lifelong learning activities**

1. Group activities

The community center is a place where residents can carry out community activities and lifelong learning activities. Please use the facilities for group activities. As the community center is a public social and educational institution, commercial activities are prohibited.

The definitions of **commercial activities** are as follows:

- ① Group members are charged a monthly lesson fees for the instructor' s own profit
- ② Membership fees deemed too expensive for non-commercial lessons
- ③ Same or similar lessons are held in other community centers by the same instructor and can be deemed as commercial lessons
- ④ Charging fees for awards and certifications, or private lessons with the instructors, etc.
- ⑤ Instructors holding same or similar lessons in their homes or other locations as part of a business

2. Guidelines for companies and organisations

(1) Companies, etc.

○Permitted activities

- ① Internal workshops and meetings, etc (including activities of unions etc).
- ② Public meetings with the residents pursuant to the provisions of the law, etc.
- ③ For public use, such as abacus tests, etc.
- ④ Employee recruitment activities (tests), etc.

●Prohibited activities

- ① When there is a possibility of product sales such as product exhibitions and information sessions, etc. (even if “the act of selling” is deemed not to occur during the event). In addition, exhibitions for the purpose of promoting the product or company are prohibited.

(2) Political parties and organizations

○Permitted activities

- ① Internal workshops for members of the political parties and organizations.
- ② Election committee (independent, political party) meeting or gathering.
- ③ National, prefectural, municipal briefings, speeches by political parties and organizations etc.
- ④ Campaign speeches by independent candidates during elections as defined in the Public Offices Election Act.

(3) Religious organizations

○Permitted activities

- ① Talks and other events, while organized by a religious organization, that do not propagate the religion's beliefs and is beneficial towards the residents.
- ② Internal meetings.
- ③ Talks and workshops for members of the religious organizations.

●Prohibited activities

- ① Activities that aims to promote and propagate the religion's beliefs

## II Assistance provided for volunteer group activities

1. Promotion of group and activities, etc.

(1) Distribution of information brochures

The recruitment of new members is important for volunteer group activities. Distribution of brochures promoting participation in volunteer groups is permitted. Please enquire at the community centers or Lifelong Division for more information.

(2) Distribution of information brochures about talks and other events

Distribution of information brochures about talks and other events organized by volunteer groups and organizations held at community centers is permitted.

(3) The following are permitted to display posters and distribute brochures in the community centers

- ① Projects organized or jointly organized by local governments and non-profit organizations
- ②  Projects organized by organizations eligible for the exemption of rental fees under the community center fee exemption guidelines
- ③  Projects supported by the city and/or the Board of Education
- ④  Posters with approved content.

## III Restricted activities

1. Activities deemed difficult to manage

According to the Standard Operating Procedures of the community center facilities and its management, activities deemed to be difficult to manage are prohibited. As such, the management will determine if the application will be approved after a close review of the applications.

## ●Prohibited Activities

- ① Activities that causes a noise problem or poses as any other types of nuisances which can affect other users of the facilities
- ② Activities that causes damage or dirties the floors or any other parts of the facilities
  - A. Vigorous activities such as karate and other sports in the Japanese rooms
  - B. Activities that can cause damage to the floors, etc. in meeting rooms, etc.
- ③ Requested rooms that are under repairs, etc.
- ④ Activities involving the drinking of alcohol

## 2. Eating, drinking and smoking guidelines in community centers

- ① Eating and drinking
  - A. With the exception of the use of meeting room, etc. together with the laboratory for the purpose of a cooking event, activities solely for the purpose of eating are not permitted in the facilities.  
However, eating is permitted in the event of long meetings that require rest or lunch breaks. Please consult the community center about facilities where eating is allowed before making the application.
  - B. For rules regarding eating in consultation rooms in the libraries and/or corridors, please refer to the facility guidelines that can be found in every community center.
  - C. Eating in facilities during community activities such as events for children, such as sports day and other recreational activities, and the elderly, etc. is permitted if it is within reasonable circumstances.
- ② Smoking  
Smoking is prohibited in all areas of the community centers.
- ③ Parties (Birthday, etc.)  
Events such as children's Christmas and birthday parties can be held in the community centers if applicants agree to the terms and conditions for using the facilities and other requirements such as ending before 4PM. (These activities cannot be held in school district community centers.)
- ④ Ballroom Dancing  
Ballroom dancing is permitted if users abide strictly by the terms of conditions and ensuring that there will be no damage, etc. to the floors and the room will be cleaned after use, etc.  
Dance shoes that will not cause damage to the floors are allowed.