

Hiroshima University Hospital  
Resident House Ryozanpaku  
Guest Room User Guide

## Establishment Objective

The Guest Rooms of Hiroshima University Hospital Resident House Ryozanpaku (“Guest Room(s)”) were established as temporary accommodation facilities for persons having certain business at Hiroshima University (“University”), including persons outside the University.

## Eligibility

- External persons who have business at the University and who are introduced by University staff
- University staff
- Others permitted by the University Hospital Director

## Period and Hours

- Period during which Guest Rooms can be used
  - (1) External persons who have business at the University and are introduced by University staff, as well as other persons permitted by the University Hospital Director . . . . Within three months
  - (2) University staff . . . . Within five days (extendable up to ten days in total)
- Hours  
Check-in 16:00                      Check-out: 10:00 next day

## Procedures for Application and Use

- In principle, reservations and applications for use of the Guest Rooms are accepted starting from six months in advance of the date of use.  
Where to apply: Accounting Section, Finance Group, Kasumi Campus Management Support Office, Hiroshima University (Tel: 082-257-5022, ext.: 5022).
- To apply to use the Guest Rooms, after confirming reservation availability, the applicant should file an Application to Use Guest Room of Hiroshima University Hospital Resident House Ryozanpaku in advance. (If the applicant is a person other than University staff, application should be submitted by the staff member responsible for use by that person.)
- To change the content (date of starting/ending use etc.) of applications that have already been filed, the applicant should submit another application form to the above section in charge.
- To cancel reservations, contact above section in charge of applications.
- Usage charges should be paid to the above-mentioned section in advance, in cash. If a Guest Room is used for more than one month, the user may pay the usage charges in monthly installments, in which case the user must pay the prescribed installments by the respective deadlines specified by the University.
- Please be advised that even while the Guest Rooms are in use, the University may cancel or change their use, if urgent need arises to use the Guest Rooms.

## Usage Charges

- For short-term stay (within six days) . . . . . 3,500 yen per night
- For long-term stay (seven days or more but less than three months)

- (1) If daily sheet change is requested . . . . . 3,500 yen per night
- (2) If weekly sheet change is requested . . . . . 3,300 yen per night

**Refund of Usage Charges**

- Usage charges already paid will not be refunded, except in the following cases.
  - (1) If a request is made to cancel the reservation due to natural disaster or other unavoidable reasons, the charge for the canceled use will be refunded in full.
  - (2) If a request is made to change or cancel the reservation for reasons other than the above, the charge will be refunded as follows:

Classification	Refund (per night)
Short-term stay (within 6 days)	2,500 yen
Long-term stay (7 days or more but less than 3 months) with daily sheet change	2,500 yen
Long-term stay (7 days or more but less than 3 months) with weekly sheet change	2,300 yen

**Guest Room Use Information**

- To use a Guest Room, the authorized form (copy) of Application to Use Guest Room of Hiroshima University Hospital Resident House Ryozanpaku should be presented at the any of the places listed below, to receive the cardkey and user guide. ([See Building Layout Drawing.](#))
  - (1) Weekdays
    - 8:30 – 17:15      Janitor’s Room, Hiroshima University Hospital  
Resident House Ryozanpaku
    - 17:15 – 20:00    Information Counter, 1st Floor, Inpatient Ward of  
Hiroshima University Hospital
    - 20:00 – 8:30      Guard’s Room, 1st Floor, Inpatient Ward of  
(next day) Hiroshima University Hospital
  - (2) Saturdays, Sundays and holidays (including period from Dec. 29 to Jan. 3)
    - 8:30 – 20:00      Information Counter, Inpatient Ward of  
Hiroshima University Hospital
    - 20:00 – 8:30      Guard’s Room, 1st Floor, Inpatient Ward of  
(next day) Hiroshima University Hospital
- For those coming by private car, a parking lot is available on the west side of Hiroshima University Hospital Resident House Ryozanpaku. ([See Building Layout Drawing.](#))  
Use of the parking lot should be reported to the janitor.
- Guest Room front doors are not self-locking. When leaving the Guest Room, be sure to check that the door is locked with the key. You should also carry the cardkey with you when going out, since without the cardkey you cannot pass the front door of the entrance hall on the first floor or the Guest Room front doors.
- At the Guest Room entrance, change into slippers.
- Take extra care to make sure that the Guest Room is locked securely, and handle fire with great caution when in the Guest Room.
- Be sure to use facilities and equipment in the Guest Room with sufficient care.
- If you find that the facilities and equipment have been damaged, or if you damage or lose them, immediately report the matter to the janitor.
- The entire Resident House is nonsmoking.

- Please be extra careful with your valuables and other property. The University will not be responsible for any lost or stolen items.
- On the last day of Guest Room use, the cardkey must be returned to any of the following places.  
(See [Building Layout Drawing](#).)
  - (1) Weekdays (8:30 – 17:15)  
Janitor's Room, Hiroshima University Hospital Resident House Ryozanpaku
  - (2) Saturdays, Sundays and holidays (including period from Dec. 29 to Jan. 3) and off-hours on weekdays (17:15 – 8:30 the following day)  
Cardkey return box at Janitor's Room,  
Hiroshima University Hospital Resident House Ryozanpaku

#### [\[Requests\]](#)

- The janitor cleans Guest Rooms and changes eating utensils, toothbrush kit, razor, hairbrush and other items, between 10:00 and 13:00. Please be advised that during that period the janitor may clean the room even while the user is in the room.
- On Saturdays, Sundays and holidays (including December 29 ~ January 3), there will be no changes of eating utensils, toothbrush kit, razor, hairbrush and other items. However, an appropriate number of these items will be provided in advance.
- Sheets and towels (bath towel, face towel, bathmat and bathrobe) will be changed between 13:00 and 14:00. Please be advised that during that period, the janitor may change these items even while the user is in the room. From January 1 ~ 3, there will be no change of sheets and towels. However, an appropriate number of these items will be provided in advance.

### Facilities/Equipment Outline

Television, refrigerator, washing machine, microwave oven, desk lamp, air cleaner,  
air conditioner, drier, electric kettle, desk, chair, bed, night table,  
bath towel, face towel, bathrobe, toothbrush kit, razor, hairbrush,  
body sponge, shampoo, hair conditioner, body soap, slippers, hanger  
Internet access

- You can connect your computer to internet with University LAN cable in your room. If external persons use the network, the procedure should be taken. In that case please make an inquiry to the contact of application or the janitor.

### Hospital Area Map



**Building Layout Drawing**

Kasumi Campus



- ① Hiroshima University Hospital Resident House Ryozanpaku
- ② Information Counter, 1st Floor, Inpatient Ward of Hiroshima University Hospital

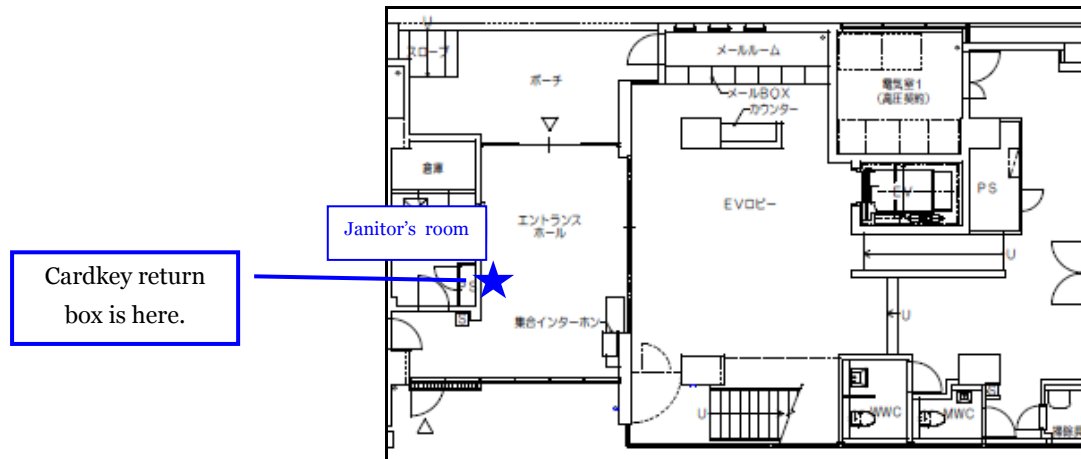
(Please enter via Inpatient Ward entrance)

③ Guard's Room, 1st Floor, Inpatient Ward of Hiroshima University Hospital

(Please enter via after-hours entrance of the Inpatient Ward)

④ Parking lot (On-campus route indicated by blue arrow.)

1st Floor, Hiroshima University Hospital  
Resident House Ryozanpaku



[For inquiries while using Guest Room, contact]

Janitor's room (8:30 – 17:15 on weekdays) Ext.: 5449

Hiroshima University Hospital Resident House Ryozanpaku

1-2-122 Kasumi, Minami-ku, Hiroshima, 734-0037 Japan Tel: (082) 257 5449