

## How to use QST's guest house

### Booking

- 1) Download the reservation form from our website below:

<https://www.qst.go.jp/site/iqms-kyoyo/1875.html>

(There is an English form in C-2E)

- 2) Fill in the form and send it to [gst\\_house@qst.go.jp](mailto:gst_house@qst.go.jp)
- 3) Usually, we will notify the result by email within one week.

\*We may not be able to accept reservations or schedule changes made less than one week prior to the start of your stay.

\*Usually, applications will be accepted on a first-come, first-served basis; however, if there are many users for the same project ID, we may adjust.

### How to use

- 1) Receiving and returning keys

If you are non-resident in Japan, please follow the instructions of your co-researcher at QST.

If you don't have co-researchers at QST, please follow the procedure sent to you by email to confirm your reservation.

- 2) Using Wi-Fi in the room.

The ID and password needed for using Wi-Fi- are posted on the wall near the desk.

- 3) Guest house is not a "hotel"! It is your responsibility to keep your room clean.

If you are staying more than one week, the room will be cleaned for each week. The sheet, pillowcase, and towels are changed.

- 4) Burnable trash must be disposed of in the orange dust container outside the guest house. Separate cans, bottles, and PET bottles and dispose of them in the designated areas.

- 5) Make sure to lock your doors and turn off all electrical appliances when you leave the room. (Especially, hair dryer, cooking heater, and kettle.)

- 6) Do not leave valuable belongings in the room when you go out.

- 7) Paying accommodation fee

You must pay the accommodation fee by a day before you checkout. Details of payment schedule will be sent to you by email. You will receive a receipt when you pay. Payment is accepted only in cash.

Check below for accommodation fee

<https://www.qst.go.jp/uploaded/attachment/45401.pdf>

#### Note

- \*Turn on the bathroom fan to prevent mold. Placing wet towels on the bed is prohibited.
- \*Do not move any equipment in the room as much as possible. If you move them, you must return them as it was.
- \*Report any accident in your room, whether intentional or negligent.  
Depending on the situation, we will charge the cost of restoring the property to its original condition. In case you lost your keys, the cost of replacement will be charged.
- \*When you are not feeling well, report to us by following the chart provided to you with the room key.
- \*When you check out, empty the refrigerator and check the room to make sure you have not forgetting anything!
- \*Inquiry regarding guest house  
Contact us by email: [gst\\_house@qst.go.jp](mailto:gst_house@qst.go.jp)