

Party Room Usage Confirmation Form

Revised December 15.2025
Sagamihara Civic Center

☆ Day and time of use : Day Month Year () : ~ :
☆ Facility to be use : Ajisai Room Keyaki Room
☆ Number of people : people
☆ Event time : : ~ :
☆ applicants :
☆ Representative of the Day :

- ☐ The usage time for parties and other events includes time for setup and cleanup.
- ☐ Key will be handed out 10 minutes before your scheduled time. Please restore the room to original state and return the key within your scheduled time when leaving.
- ☐ The maximum number of people allowed in the Ajisai Room is 80, the Keyaki Room is 40. Please strictly adhere to these restrictions as mandated by the Fire Service Act.
- ☐ The lobby is a shared space. Loud noise, eating and drinking are prohibited.
- ☐ You may play music, use microphones and karaoke, but please be mindful of the volume so as not to disturb other room users. ※Do not leave doors open.
- ☐ You may not connect your own musical equipment or cables to the auditorium's sound system.
- ☐ "List of Permitted Musical Instruments and Equipment in the Ajisai Room and Keyaki Room" "And also Prohibited Activities in the Ajisai Room and Keyaki Room," Please strictly observe these rules.
- ☐ When decorating the party room, you may not use nails, thumbtacks, or tapes (adhesive tepe, sticky tapes, Scotch tape, duct tape and so on) that may leaves marks on the walls and doors. Hanging sings excluded.
- ☐ If other conference room user complaints about noise or other issues, Staff may enter the room to inspect.
- ☐ After the room uses, please be sure to return the room to its original state. Alternatively please call extension No.100 at phone in the lobby. And staff member will come to inspect the room.
- ☐ Please refrain from flushing leftover food, drinks, or diapers down the toilet, as this may cause malfunctions.
- ☐ If you fail to follow these rules, we may ask you to discontinue use, even during the party. In such cases refunds for time already used may not be applicable.
- ☐ The original of this document goes to the venue, and a copy it will be given to the organizer. Please keep it along with the usage application form until the end of event.

☐ **I agree to the above confirmation.** year month day

Organization Name _____

Representative (Person in Charge) _____

確認	担当

List of Instruments Used in the Ajisai Room and Keyaki Room



Koto



Shamisen



Acoustic guitar



Shakuhachi

※Please ensure all instruments sound is contained within the room, and use them only for light entertainment.



Taiko , xylophones, drums, etc.



Woodwind, brass, flute, etc.

Violin, electric guitar, etc.
String instrumentsAmplifier, Speaker, Microphone
and DJ booth

If you would like to use other musical instruments, please submit a request with your room application. We will review all request and make a decision on their approval. Please be aware, however, that even if a request is approved, we reserve the right to ask you to stop if we receive complaints from other customers.

Prohibited Activities in Ajsai Room and Keyaki Room



Dance, Japanese dance, gymnastics, etc.



Chorus, Concert



Microwave



Rice Cooker, Warmer

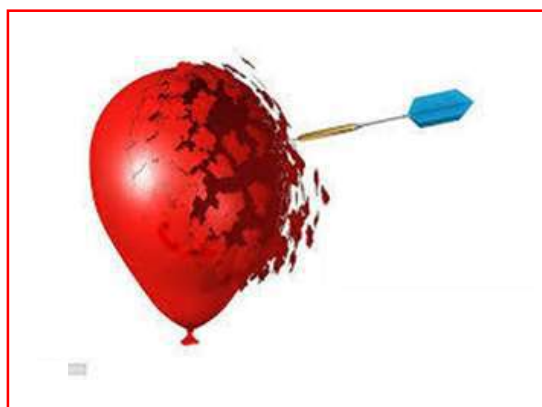


Tabletop stove



IH cooktop

※The use of all cooking appliances, and any cooling or heating devices utilizing fire or electricity, is strictly prohibited.



※We kindly ask that you take responsibility for disposing of or taking home any sharp objects, including needles used for ballons.



Candle



Cracker

The use of candles and crackers requires permission.

※ The above prohibitions are for examples purposes only. Please confirm if you intend to engage in any activities that are not explicitly listed.