

**Q. What should I be careful about when using Doshisha Biwako Retreat Center?**

**A. Please check out the following notes on the use of the facility.**

1

The center is self-service. Please follow “the Guidelines for Users of Doshisha Biwako Retreat Center” provided at the time of check-in and the instructions of the manager.

2

After 23:00, please keep quiet and refrain from behavior that may cause a nuisance to others (e.g. loud conversation, partying, activities outside the room).

3

Please keep your valuables with you at all times.

Please lock the door whenever you leave your room and leave the key at the reception desk if you go out of the center.

4

If you stay in a Japanese style room, please remove the used pillow cover, comforter cover and sheet, fold up the bedding and stack them in the corner of the room before checking out. Also please separate the garbage into ①Burnable garbage, ②Plastic bottles, ③Glass bottles, ④Cans and bring them to the garbage area.

5

When you take a bath or shower in the bathroom in Kassui-kan, please bring your own towel.

6

Food and drink are not permitted in the seminar room except for plastic bottle drinks.

7

All buildings are non-smoking.

Smoking is only permitted in the outdoor designated area.

8

Please do not go out of your room wearing slippers for indoor use.

9

You cannot cook in a room (Japanese / Western room) other than the cabin building and the self-catering area.

10

Please be careful when using facilities and equipment of this center such as devices in the seminar room. If you cause damage or loss of them by intention or negligence, you will be required to compensate for the damage.

11

Please inform the front desk beforehand whenever you use a dressing room or shower room in Bokuyo-kan, which is an indoor exercise facility.

12

Fireworks are prohibited because of the risk of forest fires. In addition to the center's premises, they are also prohibited in the surrounding area and on the shore of Lake Biwa.

13

Entering the restricted area or walking around on the center's premises late at night is prohibited because there is a risk of being attacked by wild animals.

14

Please evacuate to a safe place in case of emergency.

If it is possible to contact, please inform the manager's office (extension 9).

15

If you do not follow the above-mentioned matters, " the Guidelines for Users of Doshisha Biwako Retreat Center " or the manager's instructions, you may be stopped from using this center immediately, as well as be denied future use.