

- For those hosting academic conferences, etc. -

Guide to using the Nursery Room (Zundanu-kids Room) in the Graduate School of Engineering's Aoba Memorial Hall

☆ Important Details

Space is provided for temporary childcare for participants in meetings (such as academic conferences, symposia, and study groups) that contribute to research and education activities at Tohoku University's School of Engineering. Those responsible from the meeting are also responsible for the space.

Only space is provided; childcare services are not provided. The individuals and organizations in charge of the meetings are responsible for arranging childcare providers.

☆ Details regarding the use of the Nursery Room

- This space is provided to participants in academic conferences, symposia, and study groups, etc. for temporary childcare purposes.
 - ◇ The days on which the facility can be used will, in principle, correspond to the days on which the meeting is taking place.
 - ◇ Faculty and staff members of Tohoku University's Faculty of Engineering will be responsible for taking care of this matter, and they are kindly asked to compile requests and make arrangements with childcare providers. Please contact ALicE for information about childcare providers in the city.
 - ◇ It can be used by those with infants from 6 months old up to children in the 6th grade of elementary school.
 - ◇ Room capacity: (Approximately) 6 children
 - ◇ Children are not allowed to be in the room by themselves. They must be accompanied by a guardian, a babysitter, or another caregiver.

- To use the facility, you must complete a separate real estate rental procedure. After your application has been received, the Facilities Management Section (022-795-5834; eng-kanri@grp.tohoku.ac.jp) will contact you regarding the procedure to be followed.
- Opening hours are generally 8:30-20:00 (weekdays, Saturdays, Sundays, and holidays). However, the facility is not available during the New Year's holidays or the summer holidays.
- You can change or cancel your application up to one month before you are due to use the space. However, in order to help with its smooth operation, we ask that you refrain from making changes or cancelling reservations.
- Tohoku University will not be held responsible for any accidents that occur in the nursery room. Please observe the attached guidelines when using the nursery room and ensure that other users and childcare providers are aware of the guidelines and that they comply with them.

☆ Fees

- For groups, a basic fee of 280 yen per hour plus utility charges (at actual cost) will be charged in accordance with university regulations.
- Please contact us if you need to make changes or to cancel for unavoidable reasons after you have already paid the fee.

☆ How to Apply for and Use the Room

At least one month prior to use*	<ul style="list-style-type: none"> ● The person in charge should fill out the necessary information on the following documents and send them by email or post to the address at the end of this document. <ul style="list-style-type: none"> ● The application form for the use of the nursery room (by groups) ● Outline of the meeting (including date, time, and the kind of meeting) ● We will contact you to let you know whether or not you can use the nursery room. 	
After permission has been granted	<ul style="list-style-type: none"> ● The Facilities Management Section will contact you regarding the real estate rental procedure. ● Follow the instructions to complete the procedure. You will receive a Building Usage Permit and an invoice. 	<ul style="list-style-type: none"> ● The General Affairs Section will send you a schedule, a permission form, and a pledge to be filled out for the use of the nursery Room. ● After the details of how the room is to be used have been decided, please fill in the necessary information on the schedule and submit it.
On the day prior to use*	Please pay the basic fee.	Please check the content of the pledge, sign and stamp it, and then submit it by email or post to the appropriate address below.
On the day of use	<ul style="list-style-type: none"> ● Take the permission form to the pick-up location listed below to receive the key. ● Please return the key promptly after you have finished using the room. 	
In the month after you have used the room	<ul style="list-style-type: none"> ● The Facilities Management Section will send you a utility bill sometime in the middle of the month. ● Please pay by the due date. 	

* This does not include Saturdays, Sundays, public holidays, or university holidays.

☆ Picking up and returning the Nursery Room key

- On weekdays (8:30-17:00), please pick up and return the key at the office (General Affairs Section, General Affairs Division) on the 3rd floor of Center Hall. On Saturdays, Sundays, holidays, and also outside office hours (17:00-20:00), please pick up and return the key at the security room on the 1st floor of Center Hall.

☆ Emergency Contact Details

Please use the extension phone installed in the nursery room.

Weekdays (8:30-17:00): General Affairs Section, General Affairs Division, 3rd floor, Center Hall

Extension 4619, 5805; External line 022-795-5805

Association of Leading Women Researchers in Engineering (ALicE)

Extension 5678; External line 022-795-5678

Other times: Security Room, 1st floor, Center Hall

Extension 4631; External line 022-795-5840

For inquiries and applications, please contact:

Association of Leading Women Researchers in Engineering (ALicE), Tohoku University

Address: 6-6, Aramaki Aza Aoba, Aoba-ku, Sendai, Miyagi 980-8579

TEL: 022-795-5678; FAX: 022-795-5811

E-mail: takuji-aoba@grp.tohoku.ac.jp