

Minato City Facility Reservation System

User Guide

May 2025
Third Edition



Minato City

Declaration as a City of Peace

Minato City

August 15, 1985

All people are one in wishing to preserve the beauty of the earth and the permanence of world peace. These sentiments will never change.

We are working to build a community dedicated to the welfare of its citizens, while striving for true peace and the preservation of our cultural traditions. Our duty to the generations that will follow is to hand over into their keeping a society built on the brotherhood of all people and a natural environment that is flourishing and beautiful.

We request our government to abide firmly by the “three nonnuclear principles” (renouncing possession, production, and introduction of nuclear weapons) and appealing to all citizens everywhere to seek the abolition of nuclear weapons.

As it is our earnest wish for world peace, we hereby declare Minato City to be a City of Peace.

Minato City Facility Reservation System User Guide

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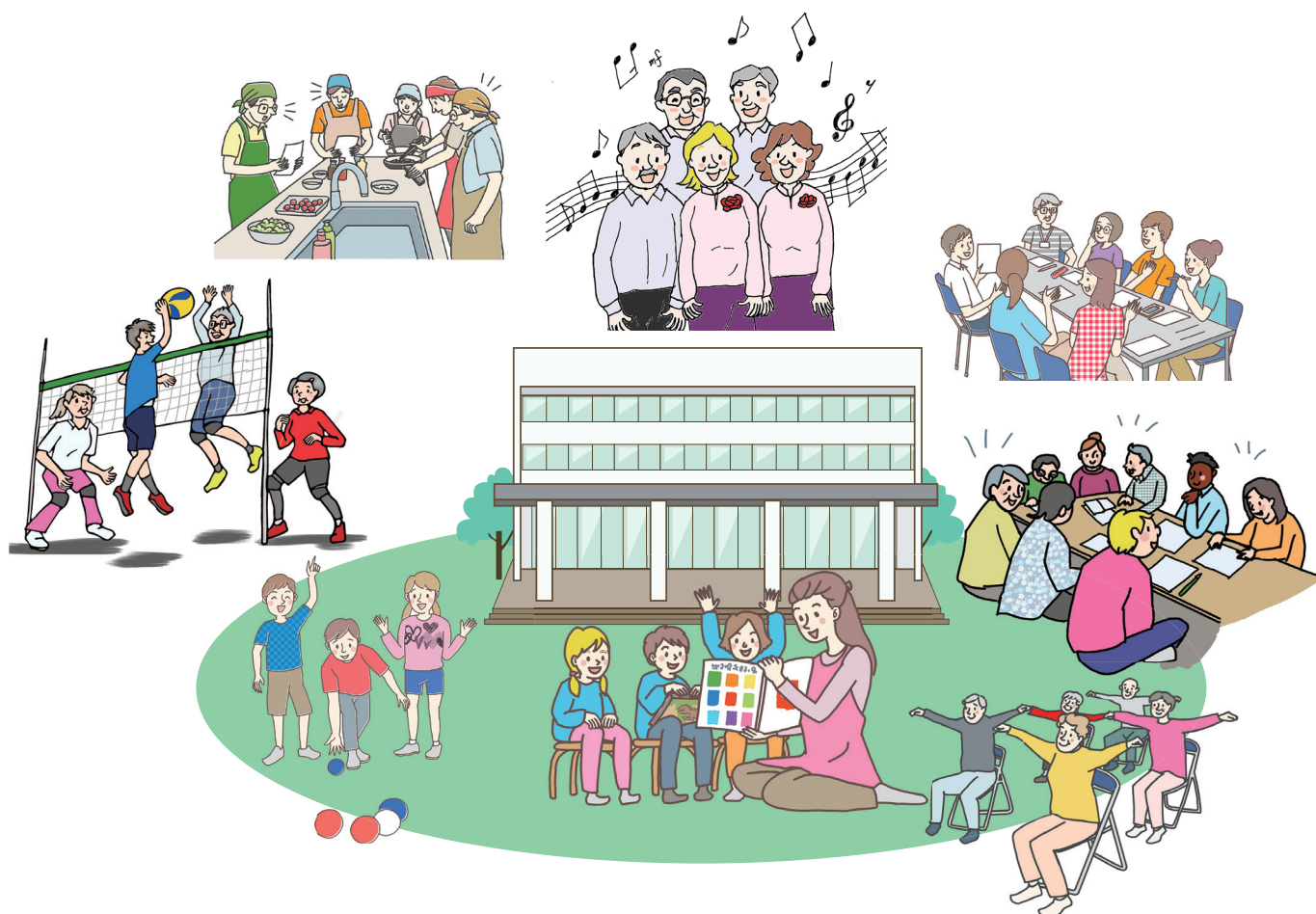
1-1

What is the Facility Reservation System?

The Minato City Facility Reservation System is a system that allows users to check the availability status of various facilities in Minato City, such as the Civic Center, Iki-iki Plaza, and the Sports Center, and to enter a lottery draw for facility use or apply to make a reservation via the Internet on their personal computers or smartphones, or through user terminals installed in each facility. It is necessary to complete user registration before entering a lottery or submitting a reservation application for these facilities.

Depending on the facility that you wish to use, there may be different criteria for registration and application periods. For the details of each facility, please refer to “6. Facilities.”

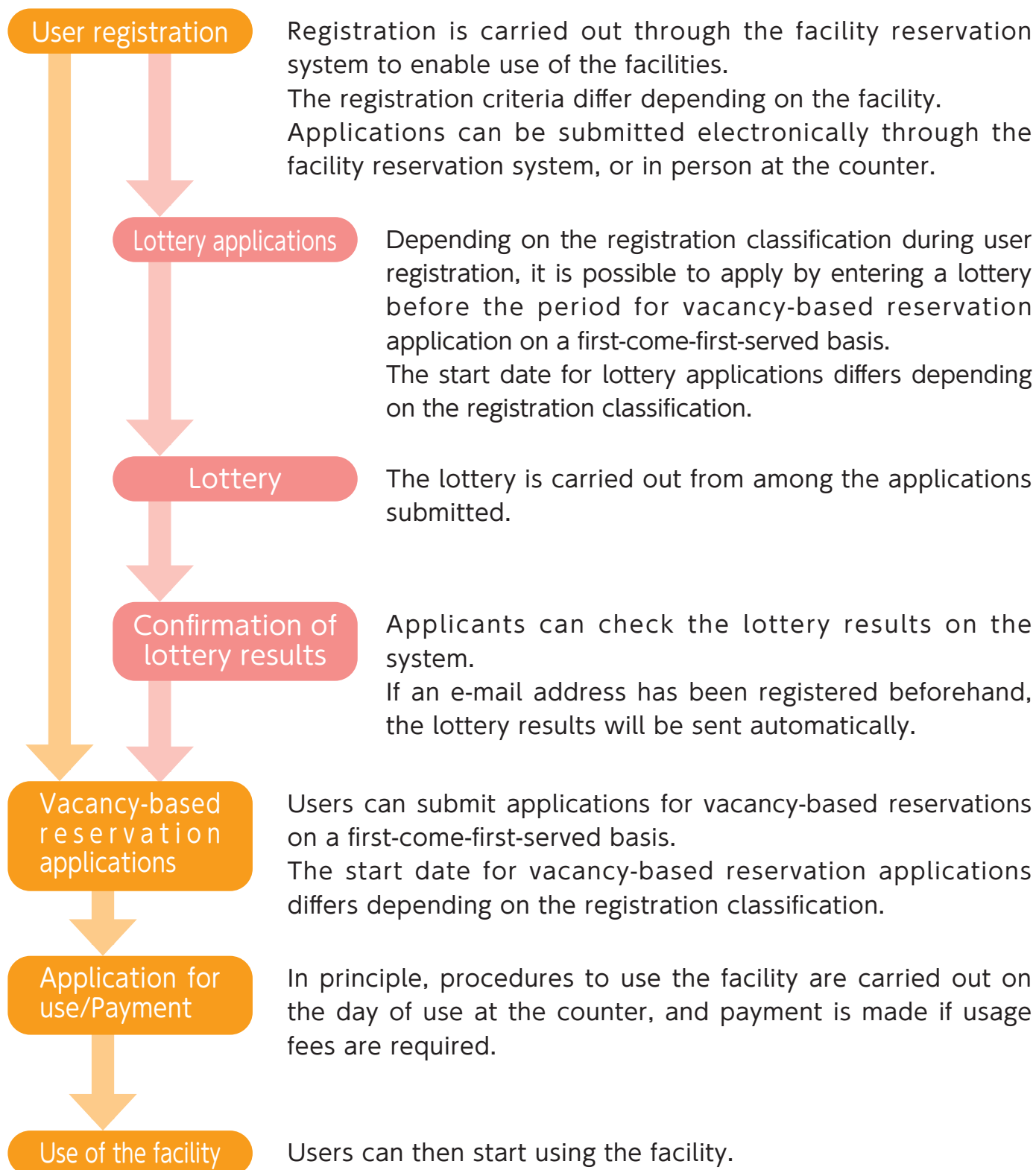
With regard to the use of facilities, please inquire with the relevant facility. The details of system operation are also summarized in the “Minato City Facility Reservation System Operation Guide,” so please also refer to it along with this document.



1-2

Process from User Registration to Facility Use

The following sets out the overall process from user registration to facility use.



1-3

How to Use the Facility Reservation System

In principle, the facility reservation system allows users to check on the availability of facilities and access other information 24-hours a day, through their computer or smartphone. During the opening hours of the facility, they can also look up information from the user terminals installed at each facility.

*Lottery/reservation applications are accepted from 5:00 a.m. – 12:00 a.m.

*The times available for use are subject to changes due to maintenance or other reasons.

(1) How to access the system

The system can be accessed through the following link or QR code.

【URL】 <https://web101.rsv.ws-scs.jp/web/>



(2) Operating environment

The system is supported on the following operating environments.

<Supported browsers>

[Computers]

- Microsoft Edge
- Chrome
- Fire Fox
- Safari (mac OS only)

[Smartphones, etc.]

- Chrome for Android
- iOS Safari

Normal operation is not guaranteed on browsers other than those listed above. The system cannot be accessed from cell phones (feature phones).

<Points to note>

- Please note that the system will time out if there are no operations for a certain period of time.
- When setting e-mail receiving restrictions, please configure your settings to accept e-mails from “rsv.ws-scs.jp” so that you can receive e-mails about the lottery results and other matters.

2-1

What is User Registration?

To enter a lottery or submit a reservation application for a facility, it is necessary to complete user registration beforehand.

Applications for registrations are accepted electronically through the facility reservation system or at the counter. If you wish to apply at the counter, please visit the facility you wish to use.

(1) Documents required for application

1. User registration application form

These are available at the counters of each facility. For electronic applications, please fill in the required fields directly on the system.

2. Personal identification documents

Documents that can confirm the identity of the person being registered (the representative in the case of an organization), such as a My Number card, driver's license, etc.

3. Other documents stipulated by the facility

Depending on the registration classification, other documents may be required. For details, please inquire with the facility.

E.g. Registration by an organization: Organization's membership list, statutes, activity plans, etc.

Registration by employees/students: Certificate of employment, student's ID card, etc.

(2) Type of registration

Depending on the facility, the registration classification may vary, such as resident/ employee/student groups (individuals), private businesses, etc. For details, please refer to "6-2. Facility Details."

(3) Completion of registration

- When registration is completed, the applicant will receive a registration certificate at the facility.
- The user number and password are required for logging into the system. Please ensure that you do not forget them. (The user number is printed on the registration certificate, but the password is not included for security reasons.)

*If you forget your password, you can have it reissued by using your user number and registered e-mail address. For details, please refer to "5-1. Reissuance of Password."

- After completing registration and logging into the system using your user number and password, you will be able to enter a lottery or submit an application to make a facility reservation.
- Registration is only valid for a limited period. After your registration has expired, you will no longer be able to enter a lottery or submit an application to make a facility reservation. The validity period differs depending on the facility and registration content. For details, please refer to "6-2. Facility Details."

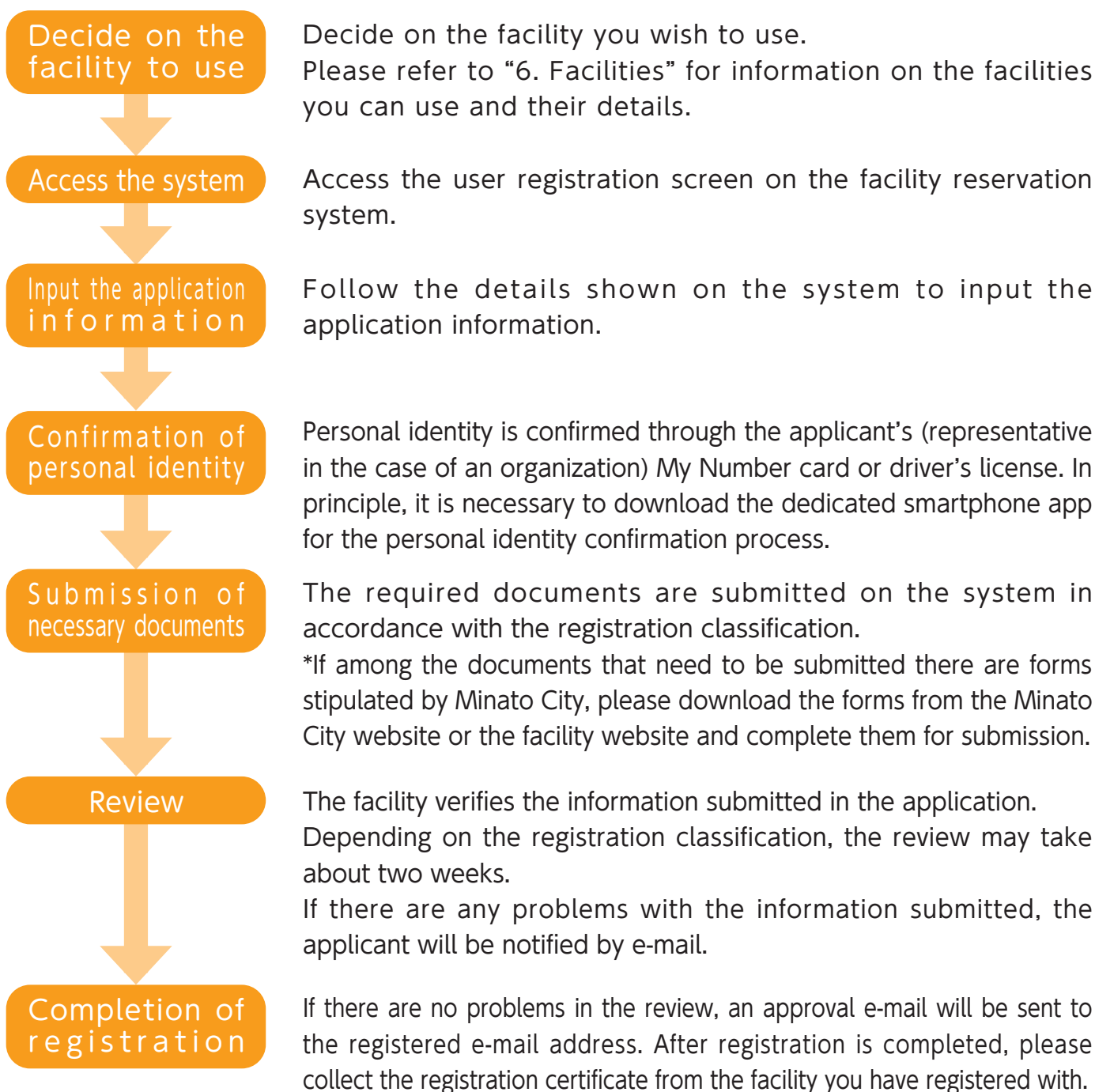
2-2

Registration Process for Electronic Applications

The following sets out the process of user registration in the case of electronic applications. Electronic applications must be completed by the individual registering (the representative in the case of an organization), and the identity of the individual must be confirmed with the My Number card or driver's license.

*If you do not have a My Number card or driver's license, please visit the counter to complete the procedures in person.

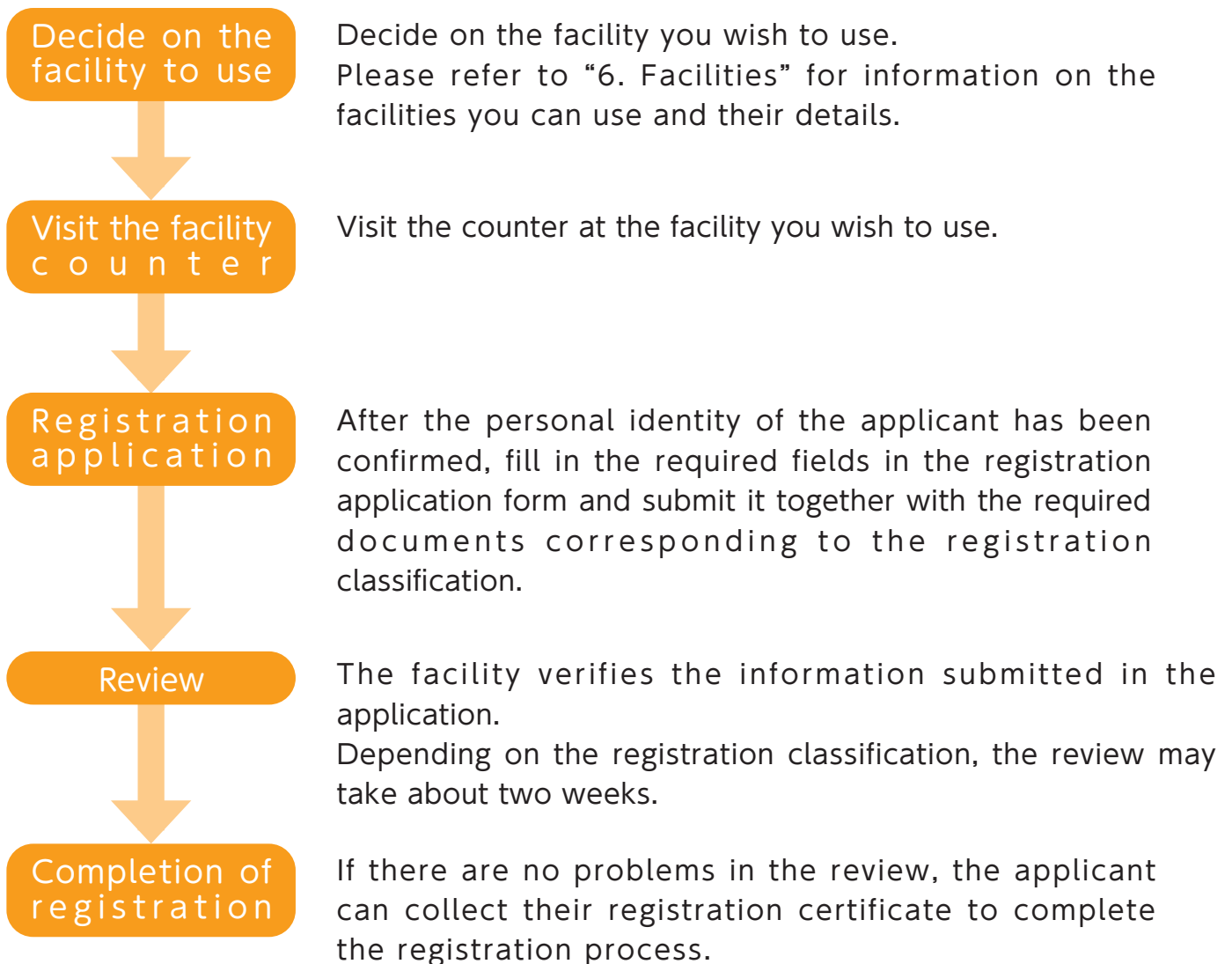
For detailed operations, please refer to the "Minato City Facility Reservation System Operation Guide."



2-3

Registration Process for Counter Applications

The following sets out the process of user registration in the case of applications at the counter.



2-4

Batch Registration for Multiple Facilities

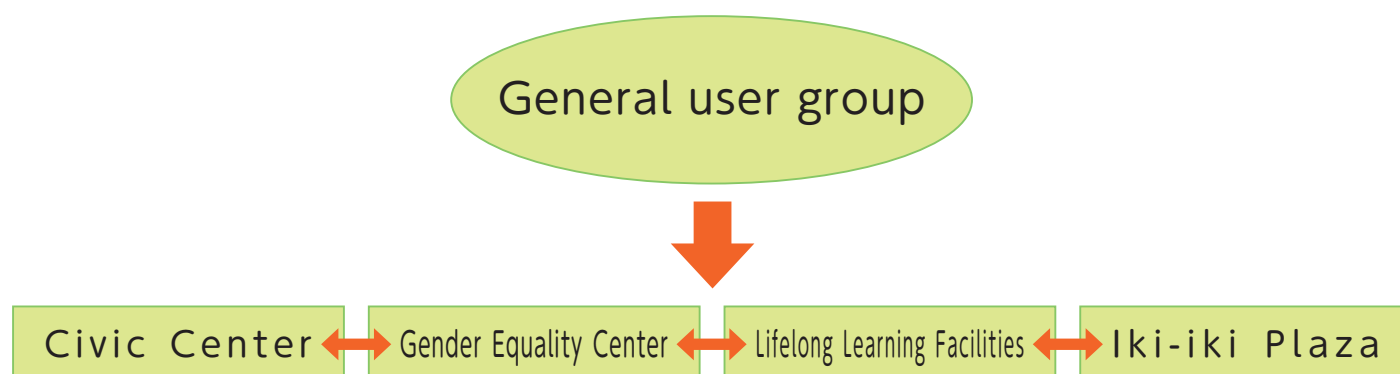
Registration is carried out with a single application at facilities such as the Civic Center, Iki-iki Plaza, Gender Equality Center, and Lifelong Learning Facilities.

*Depending on the registration classification, the facilities that you can register for during the first application and the range of facilities that can be used may differ.

E.g. If you register as a resident group at the Civic Center and registration is completed at the Civic Center during the first application, you will also be able to use the Gender Equality Center, Lifelong Learning Facilities, and Iki-iki Plaza.



E.g. If you register as a general user group and registration is completed at either the Civic Center, Gender Equality Center, Lifelong Learning Facility, or Iki-iki Plaza, you will be able to use all four facilities.



Concerning the sports facilities, separate registration is required to use the sports center, sports fields / budo jo (martial arts halls), and schools (single ID).

If you wish to add a different facility to use after the initial registration, please contact the facility for which you initially registered.

3-1

Process from System Log-in to Lottery/Reservation Application

(1) Logging into the system

After user registration is completed, you will be able to log into the system to enter a lottery or submit an application for reservation.

When using the system, please input your user number (ID) and password to log in.

*If you only wish to check the availability of a facility, you can search for the information without logging in. If you wish to submit an application for reservation after checking on the availability, it is then necessary to log in.

The screenshot shows a web application interface for logging in. At the top, there is a navigation bar with a logo on the left and a 'ログイン' (Login) button on the right. Below the navigation bar, there are several menu items: 'ホーム' (Home), '予約' (Reservation), '抽選' (Lottery), '利用者' (User), and 'その他' (Other). The main content area is titled 'ログイン' (Login) with a question mark icon. It contains two input fields: '利用者番号' (User Number) and 'パスワード' (Password). Both fields are marked as '必須' (Required). The '利用者番号' field has a red dashed border and contains the text '60043042'. The 'パスワード' field also has a red dashed border and contains a series of dots. Below the input fields, there are two buttons: 'ログイン' (Login) and 'もどる' (Return). At the bottom of the login section, there is a link that says '※パスワードを忘れた場合' (If you forgot your password). The bottom right corner of the page features a small logo for 'ブラウザ' (Browser).

(2) Lottery application

Depending on the registration classification, you may be able to apply by entering a lottery.

The period for lottery applications and the maximum number of applications allowed differ depending on the facility used and the registration classification. For details, please refer to “6-2. Facility Details.”

The lottery is conducted automatically by the system. If you are selected in the lottery, a reservation will be made automatically. If you are not selected, please submit an application during the vacancy-based reservation application period on a first-come-first-served basis.

1. Select “Lottery application” in the lottery menu.

抽選一覧 ?

どこで 指定なし ▼ 何をする 選択し

抽選の申込み
抽選申込みの確認・取消
抽選結果の確認
確認済の当選確認

絞込 すべて表示 受付中のみ

抽選分類	受付期間	対象日	状態	申込
区民センター (2ヶ月前)	2023年7月1日～2023年7月10日	2023年9月	受付中	申込
いきいきプラザ (2ヶ月前)	2023年6月20日～2023年6月30日	2023年9月	受付中	申込
生涯学習センター (2ヶ月前)	2023年4月25日～2023年4月30日	2023年6月	抽選終了	-
青山学習館 (2ヶ月前)	2023年4月25日～2023年4月30日	2023年6月	抽選終了	-

2. The lottery list is displayed. Click on the button to apply for the lottery category that you wish to enter.

抽選一覧 ?

どこで: 指定なし | 何をする: 選択してください | 絞り込 | すべて表示 | 受付中のみ

抽選分類	受付期間	対象日	状態	申込
区民センター (2ヶ月前)	2023年7月1日～2023年7月10日	2023年9月	受付中	申込
いきいきプラザ (2ヶ月前)	2023年6月20日～2023年6月30日	2023年9月	受付中	申込
生涯学習センター (2ヶ月前)	2023年4月25日～2023年4月30日	2023年6月	抽選終了	-
青山学習館 (2ヶ月前)	2023年4月25日～2023年4月30日	2023年6月	抽選終了	-

3. On the screen for setting the date and time of use, select the date and time of use and click on “Apply.”

抽選申込み ?

抽選を申し込む館、施設を選択すると、利用日時を指定するための空き状況が表示されます。

抽選分類: 区民センター (2ヶ月前)

館: 麻布区民センター | 施設: 集會室

利用日時設定 ?

空き状況

時間帯	9月1日 (金曜)	9月2日 (土曜)	9月3日 (日曜)	9月4日 (日曜)	9月5日 (火曜)	9月6日 (水曜)	9月7日 (木曜)
午前	1 / 0	1 / 0	×	✓	1 / 0	1 / 0	×
午後	1 / 0	1 / 0	×	✓	1 / 0	1 / 0	×
夜間	1 / 0	1 / 0	×	✓	1 / 0	1 / 0	×

抽選申込み内容

利用日	9月4日(月曜)2023年
利用時間	09時00分～21時30分

✓ 申込み | 選択解除 | もどる

4. On the lottery application confirmation screen, set the purpose of use, number of users, application number, and order of choice, then click on “Apply.”

The application number shows the maximum number of applications per month that is set by each facility. Depending on the facility, it may be possible to apply up to your fifth choice in a single application. For details, please inquire with the facility.

抽選申込み確認

以下の内容で抽選申込みを行います。必要な情報を入力し、[申込み](#) ボタンをクリックしてください。

分類	館	施設	利用日	時間	利用面数
区民センター (2ヶ月前)	麻布区民センター	集会室	9月4日(月曜) 2023年	09時00分～21時30分	1面

利用目的 (必須)

利用人数 (必須) 人

申込番号、希望番号 (必須)

[申込み](#) [もどる](#)

5. The lottery application is completed, and the terms of use are displayed.

続けて申込 ボタンをクリックします。'. Below the message, there is a box titled '麻布区民センターの利用上の注意' with a large empty space for text. At the bottom, there is a grey button labeled '続けて申込'."/>

抽選申込完了

抽選の申込みが完了しました。引き続き抽選申込みを行う場合は、[続けて申込](#) ボタンをクリックします。

麻布区民センターの利用上の注意

[続けて申込](#)

(3) Reservation application

You can make a reservation for available time slots on a first-come-first-served basis.

Depending on the facility you wish to use and the registration classification, the period for reservation applications and the maximum number of applications allowed may differ. For details, please refer to “6-2. Facility Details.”

*If you have already made a reservation, you are not allowed to make another reservation at a different facility for the same date/time slot.

1. Select “Search for availability” in the reservation menu.

港区施設予約システム

しせつよやく

ホーム 予約 抽選 利用者 その他

お知らせ

- 2023/01/31 テスト
- 2022/07/01 テスト
- 2022/12/09 テスト
- 2021/07/13 テスト

空き状況検索

検索条件

いつ 今日 明日 1週間 1か月

どこで 選択してください。

何を 選択してください。

指定条件 「どこで：」を選択して下さい。

検索

2. The screen showing the availability status is displayed.

空き状況 ?

指定条件 今日～、麻布区民センターで会議をする。(1週間表示) 条件変更

施設ごと 日付順

館 麻布区民センター 施設 区民ホール

1ヶ月空き表示 月表示

1週間空き表示 週表示

●空室をクリックして✓選択し、予約を押します。数字をクリックして予約面数を変更できます。 凡例

時間帯	7月3日 月曜	7月4日 火曜	7月5日 水曜	7月6日 木曜	7月7日 金曜	7月8日 土曜	7月9日 日曜
午前	—	×	×	●	×	×	×
午後	—	×	●	●	●	×	×
夜間	—	×	×	×	×	×	×

予約 リセット

3. Select the date and time of use and click on “Reserve.”

空き状況 ?

指定条件 今日～、麻布区民センターで会議をする。(1週間表示) 条件変更

施設ごと 日付順

館 麻布区民センタ 施設 区民ホ ル

1ヶ月空き表示 月表示

1週間空き表示 週表示

●空室をクリックして✓選択し、予約を押します。数字をクリックして予約面数を変更できます。 凡例

時間帯	7月3日 月曜	7月4日 火曜	7月5日 水曜	7月6日 木曜	7月7日 金曜	7月8日 土曜	7月9日 日曜
午前	—	×	×	✓	×	×	×
午後	—	×	●	✓	●	×	×
夜間	—	×	×	×	×	×	×

予約 リセット

4. On the reservation confirmation screen, set the purpose of use and number of users, then click on “Reserve.”

予約内容確認 ?

以下の内容で予約を行います。

No.1麻布区民センター 7月6日(木曜)2023年

利用時間	09時00分～17時00分
施設	区民ホール
利用目的 (必須)	会議
利用人数 (必須)	(半角文字で入力) 5

✓ 予約 キャンセル

5. The reservation application is completed, and the terms of use are displayed.

予約完了 ?

以下の内容で予約しました。設備を予約する場合は、[設備予約へ](#) ボタンをクリックしてください。

No.1麻布区民センター 7月6日(木曜)2023年

予約番号	2023015379
時間	09時00分～17時00分
施設	区民ホール
利用目的	会議
利用人数	5人
利用料金	14,400円

麻布区民センター利用上の注意

[設備予約へ](#) [ホームへ](#)

3-2

How to Cancel a Lottery Entry/Reservation

You can cancel a lottery entry or reservation that you have applied for.

If you no longer wish to use the facility reserved for any reason, please cancel promptly to enable more users to make use of the facilities. If you cancel immediately before use or cancel without notice, you will be prevented from entering a new lottery or submitting a new reservation application for a fixed period of time. For details, please refer to “4. Usage Restrictions.”

To make changes to a reservation, it is necessary to first cancel an existing reservation before submitting a new application.

(1) Cancellation of a lottery application

1. To cancel a lottery application, select “Check/Cancel lottery applications” from the lottery menu.

港区施設予約システム

しせつよく

ホーム 予約 抽選 利用者 その他

お知らせ

- 2023/01/31 テスト
- 2022/07/01 テスト
- 2022/12/09 テスト
- 2021/07/13 テスト

空き状況検索

検索条件

いつ 今日 明日 1週間 1か月

どこで 麻布区民センター

何をする 会議

指定条件 今日～、麻布区民センターで会議をする。(1週間表示)

検索

2. From the list of lottery applications accepted, click on the “Cancel” button for the lottery application you wish to cancel.



3. Cancellation of the lottery application is completed.



(2) Cancellation of a reservation

1. Select “Check/Cancel reservations” from the reservation menu.

港区施設予約システム

しせつよく

ホーム 予約 抽選 利用者 その他

お知らせ

2023/01/31 テスト

2022/07/01 テスト

2022/12/09 テスト

2021/07/13 テスト

空き状況検索

検索条件

いつ 今日 明日 1週間 1か月

どこで 麻布区民センター

何をする 会議

指定条件 今日～、麻布区民センターで会議をする。(1週間表示)

検索

2. From the list of reservations accepted, click on the “Cancel” button for the reservation you wish to cancel.

しせつよく

ホーム 予約 抽選 利用者 その他

予約受付一覧

予約番号	利用日	時間	館・施設	設備予約	支払状況	取消
2023015379	7月6日(木曜) 2023年	09時00分～ 17時00分	麻布区民センター 区民ホール	なし	支払前	取消

戻る

3. Cancellation of the reservation is completed.



3-3 On the Day of Use

On the day of use, please visit the facility that you will be using and show the registration information, such as the user registration information screen displayed after you log into the system, on your smartphone or other device to the facility staff.

After the registration information has been verified, complete the procedures for using the facility.

1. Select “Confirm registration information” on the user menu to display the registered information.



しせつよく

ホーム 予約 抽選 利用者 其他

登録情報の確認

ユーザー登録情報の確認 ?

利用可能施設単位の登録情報です。利用者番号は、60043042です。

一般利用団体

利用者区分	一般利用団体
有効期限	2023年1月1日～9999年1月1日
許可付与館	麻布区民センター

もどる

4-1

Rules for the Application of Usage Restrictions

If you cancel a reservation immediately before the day of use or without notice, except in cases where the reservation is cancelled by the facility, you will be prevented from entering a new lottery or submitting a new reservation application for a fixed period of time in all the facilities with which you are registered. You will still be able to use facilities for reservations that have already been made when the usage restrictions are imposed.

To enable more users to make use of the facilities, please complete cancellation procedures on the system promptly if you no longer wish to use the facility reserved. If you have registered an e-mail address, a final confirmation of your reservation will be sent via e-mail seven days before the day of use.

If you have made a reservation at any of the sports facilities but wish to cancel it due to rainy weather or heatstroke alert, be sure to cancel by telephoning, otherwise it will be treated as cancellation without notice.

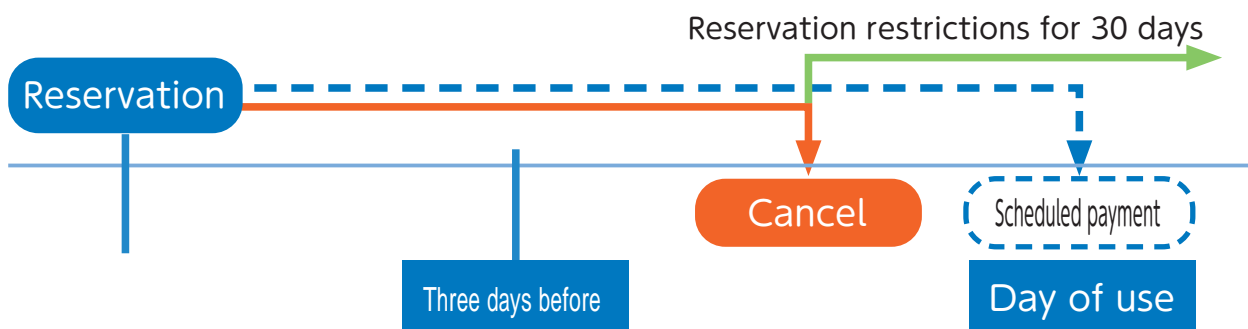
(1) Cancellation four days or more before the day of use

Usage restrictions are not imposed.

(2) Cancellation three days before the day of use until the day of use

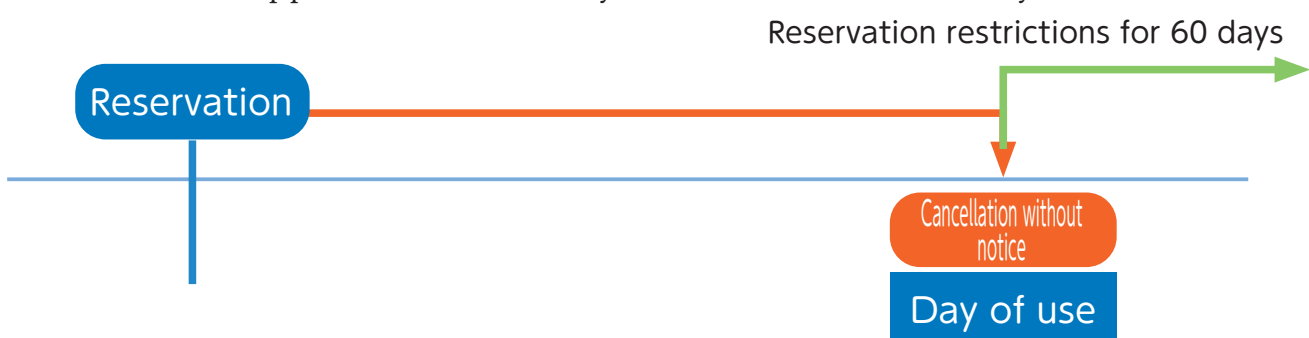
You will be prevented from entering a new lottery or submitting a new reservation application for 30 days from the date of cancellation.

If you wish to cancel the reservation on the day of use, please contact the facility directly.



(3) Cancellation without notice

You will be prevented from entering a new lottery or submitting a new reservation application for 60 days from the scheduled day of use.



4-2

If Usage Restrictions Are Applied

If usage restrictions are applied, a notification message will be displayed when you log into the system. An e-mail will also be sent to you if you have registered an e-mail address. During the restriction period, you will be prevented from entering a new lottery or submitting a new reservation application.



5-1 Reissuance of Password

If you forget the password needed for logging into the system, you can have it reissued on the system by using the registered e-mail address.

*If you have not registered an e-mail address, it will be necessary to complete reissuance procedures at the facility counter.

*If you have forgotten your user number, please check the registration certificate issued during registration.

If you do not have a registration certificate, please inquire with the facility.

1. Click on “*If you have forgotten your password” on the log-in screen.

The screenshot shows the login page of the 'しせつよく' (Shisetsuyoku) system. The page has a header with navigation links: ホーム (Home), 予約 (Reservation), 抽選 (Lottery), 利用者 (User), and その他 (Others). The main heading is 'ログイン' (Login). Below it, there are input fields for '利用者番号' (User Number) and 'パスワード' (Password), both marked as '必須' (Required). There are also buttons for 'ログイン' (Login) and 'もどる' (Return). A red dashed box highlights a link that says '※パスワードを忘れた場合' (If you forgot your password), which is the option to click for password reissuance.

2. Set the user number and registered e-mail address, then click on “Send confirmation e-mail.”

The URL for resetting the password is sent via e-mail, so you can then reset the password.

The screenshot shows the 'パスワードの再設定' (Reset Password) page. It includes instructions: '登録しているメールアドレスにパスワード再設定メールを送付いたします。利用者番号とメールアドレスを入力し、確認メール送信ボタンをクリックしてください。' (We will send a password reset email to the registered email address. Please enter your user number and email address, and click the Send Confirmation Email button). There are input fields for '利用者番号' (User Number) and '登録済メールアドレス' (Registered Email Address), both marked as '必須' (Required). A red dashed box highlights the '確認メール送信' (Send Confirmation Email) button at the bottom of the form.

5-2

Registration/Change of E-mail Address

You can register or change an e-mail address. By registering an e-mail address, you will be able to receive e-mails about lottery results and final confirmation of reservation before the period of usage restrictions is imposed.

We recommend registering an e-mail address as you will then be able to receive various notifications.

1. Click on “User name” and select “Register e-mail address.”

2. Input the e-mail address and click on “Set.”

5-3

Frequently Asked Questions (FAQ)

You can read the FAQ on the system. If the information does not solve your problem, please inquire with each facility.

Select FAQ from the “Other” menu. This will display the FAQ page.

港区施設予約システム ログイン

しせつよく

ホーム 予約 抽選 利用者 その他

お知らせ ②

2023/01/31 テスト

2022/07/01 テスト

2022/12/09 テスト

2021/07/13 テスト

空き状況検索 ②

検索条件

いつ 今日 明日 1週間 1か月

どこで 麻布区民センター

何をする 会議

指定条件 今日～、麻布区民センターで会議をする。(1週間表示)

よくある質問

ご利用ガイド
施設一覧
利用者登録
イベント検索
サイトマップ
お問い合わせ
利用環境














すべて表示














検索












6-1


List of Facilities

If you are unable to load the facility details successfully through the QR code, please try again by covering the QR codes above and below the one you are trying to access.

Number	Facility	Rooms, etc. available for use	Address	Contact details		Facility details
				TEL	FAX	
1	Azabu Civic Center	Civic hall, meeting room, lecture room, assembly room, Japanese-style room	2F Azabu Regional City Office, 5-16-45 Roppongi	3583-5487	3583-5547	
2	Asakasa Civic Center	Civic hall, rehearsal room, multipurpose room, meeting room, training room, art room, kitchen, Japanese-style room	3F Akasaka Community Plaza, 4-18-13 Akasaka	5413-2711	5413-2714	
3	Takanawa Civic Center	Civic hall, music studio, meeting room, lecture room, assembly room, creativity room, Japanese-style room, Exhibition gallery *The exhibition gallery can only be reserved in person at the counter.	3F Takanawa Community Plaza, 1-16-25 Takanawa	5421-7616	5421-7628	
4	Shibaura-konan Civic Center	Civic hall, lecture room, assembly room, Japanese-style room	1F Trinity Shibaura, 4-13-1 Shibaura	3769-8864	3798-4553	
5	Daiba Civic Center	Civic hall, meeting room, assembly room, Japanese-style room	1F Daiba Community Plaza, 1-5-1 Daiba	5500-2355	5500-2367	
6	Gender Equality Center (Libra)	Hall, Japanese-style room, study room, modeling expression room, kitchen, multipurpose room	1-2F Minato Park Shibaura, 1-16-1 Shibaura	3456-4149	3456-1254	
7	Lifelong Learning Center "Balloon"	Study room, recreation room	3-16-3 Shimbashi	3431-1606	3431-1619	
8	Aoyama Lifelong Learning Hall	Study room, study/recreation hall	4-19-7 Minami-aoyama	3470-4584	3470-0856	
9	Mita Iki-iki Plaza	Assembly room (Western-style), lecture room (Western-style), Keiro (respect for the aged) room (Japanese-style)	4-1-17 Shiba	3452-9421	3452-2018	
10	Shimmei Iki-iki Plaza	Assembly room (Japanese-style/Western-style), music studio, dance studio, exhibition gallery, Keiro (respect for the aged) room (Japanese-style), gymnasium, rehearsal room	1-6-7 Hamamatsucho	3436-2500	3436-2510	
11	Toranomon Iki-iki Plaza (Toratopia)	Multipurpose room (Western-style), Keiro (respect for the aged) room (Japanese-style)	1-21-10 Toranomon	3539-2941	3539-2940	
12	Minami-azabu Iki-iki Plaza	Assembly room (Japanese-style/Western-style), Keiro (respect for the aged) room (Japanese-style)	1-5-26 Minami-azabu	5232-9671	5232-0568	
13	Arisu Iki-iki Plaza	Assembly room (Japanese-style/Western-style), lecture room (Western-style), multi-purpose room (Western-style), Keiro (respect for the aged) room (Western-style)	4-6-7 Minami-azabu	3444-3656	3444-3298	

Number	Facility	Rooms, etc. available for use	Address	Contact details		Facility details
				T E L	F A X	
14	Azabu Iki-iki Plaza	Lecture room (Western-style), Keiro (respect for the aged) room (Japanese-style), Assembly room (Western-style)	3-9-6, Moto-azabu	3408-7888	3408-2585	
15	Nishi-azabu Iki-iki Plaza	Assembly room (Japanese-style/Western-style), multipurpose room (Western-style), lecture room (Western-style), Keiro (respect for the aged) room (Japanese-style)	2-13-3 Nishi-azabu	3486-9166	3486-9216	
16	Iigura Iki-iki Plaza	Assembly room (Western-style/Japanese-style), Keiro (respect for the aged) room (Japanese-style)	2-16-11 Higashi-azabu	3583-6366	3583-4339	
17	Akasaka Iki-iki Plaza	Assembly room (Japanese-style/Western-style), Keiro (respect for the aged) room (Japanese-style)	6-4-8 Akasaka	3583-1207	3583-5627	
18	Aoyama Iki-iki Plaza	Assembly room (Western-style), lecture room (Western-style/Japanese-style), Keiro (respect for the aged) room (Western-style), gymnasium	2-16-5 Minami-aoyama	3403-2011	3403-3427	
19	Seinan Iki-iki Plaza	Assembly room (Western-style/Japanese-style), Keiro (respect for the aged) room (Western-style)	4-10-1 Minami-aoyama	3423-4920	3423-6158	
20	Toyooka Iki-iki Plaza	Assembly room (Japanese-style/Western-style), Keiro (respect for the aged) room (Japanese-style)	5-7-7 Mita	3453-1591	3453-3613	
21	Takanawa Iki-iki Plaza	Assembly room (Japanese-style/Western-style), Keiro (respect for the aged) room (Western-style)	3-18-15 Takanawa	3449-1643	3449-0783	
22	Shirokane Iki-iki Plaza	Assembly room (Japanese-style/Western-style), Keiro (respect for the aged) room (Japanese-style)	3-10-12 Shirokane	3441-3680	3444-9829	
23	Shinno Iki-iki Plaza	Assembly room (Western-style), Keiro (respect for the aged) room (Japanese-style), gymnasium	6-9-5 Shirokane	5422-8848	5447-0078	
24	Shirokanedai Iki-iki Plaza	Assembly room (Japanese-style/Western-style), Keiro (respect for the aged) room (Japanese-style), hall	4-8-5 Shirokanedai	3440-4627	3440-0795	
25	Konan Iki-iki Plaza (Yutoream)	Multipurpose room (Western-style), Keiro (respect for the aged) room (Japanese-style)	4-2-1 Konan	3450-9915	3450-9916	
26	Industry Promotion Center	Hall, meeting room, training room, work room	9-11F Fudanotsuji Square, 5-36-4 Shiba	6435-0601	6435-0612	

Number	Facility	Rooms, etc. available for use	Address	Contact details		Facility details
				TEL	FAX	
27	Health Improvement Center "Healthyna"	Training Room 1 (gymnasium)	6F Akasaka Community Plaza, 4-18-13 Akasaka	5413-2717	5413-2718	
28	Eco Plaza	Meeting room	1-13-1 Hamamatsucho	5404-7764	5404-7765	
29	Nursing Independence General Center "Rakuccha"	Independent activity room	2F Minato Park Shibaura, 1-16-1 Shibaura	3456-4157	3456-4153	
30	Sports Center	Arena, sub-arena, stadium, budojo (martial arts hall), multipurpose room	3-8F Minato Park Shibaura, 1-16-1 Shibaura	3452-4151	3452-4920	
31	Azabu Sports Field	Baseball field, tennis court	5-6-33 Minami-azabu	3446-6879	3446-8679	
32	Aoyama Sports Field	Baseball field, tennis court	2-21-12 Minami-aoyama	3405-8383	3405-1259	
33	Shibaura Chuo Park Sports Field	Tennis court, futsal field (multipurpose sports ground)	1-4-1 Konan	3450-6343	3450-6348	
34	Futo Children's Baseball field	Children's baseball field	3-14-34 Kaigan	3451-3956	3451-3956	
35	Shiba Park Multi Purpose Sports Field "Aqua Field Shiba Park"	Futsal field (multipurpose sports ground) September 26 – June 15	2-7-2 Shibakoen	5733-0575	5733-0565	
36	Hikawa Budojo (Martial Arts Hall)	Budojo (martial arts hall)	6-6-14 Akasaka	5561-7829	5561-7835	
37	Onarimon Elementary School	Gymnasium, school yard	3-2-4 Shibakoen	3578-2750 (Lifelong Learning Sports Promotion Section)	3578-2759 (Lifelong Learning Sports Promotion Section)	
38	Shiba Elementary School	Gymnasium, school yard	2-21-3 Shiba			
39	Akabane Elementary School	Gymnasium, auditorium	2-6-2 Mita			

Number	Facility	Rooms, etc. available for use	Address	Contact details		Facility details
				TEL	FAX	
40	Shibaura Elementary School	Gymnasium, school yard	4-8-18 Shibaura	3578-2750 (Lifelong Learning Sports Promotion Section)	3578-2759 (Lifelong Learning Sports Promotion Section)	
41	Shibahama Elementary School	Gymnasium, school yard	1-16-31 Shibaura			
42	Mita Elementary School (Former Sanko Elementary School)	Gymnasium, school yard	3-18-2 Shirokane			
43	Takanawadai Elementary School	Gymnasium, school yard	2-8-24 Takanawa			
44	Shirokane Elementary School	Gymnasium, school yard	1-4-26 Shirokanedai			
45	Konan Elementary School	Gymnasium, school yard	4-3-28 Konan			
46	Azabu Elementary School	Gymnasium, school yard	1-5-15 Azabudai			
47	Nanzan Elementary School	Gymnasium, school yard	3-8-15 Moto-azabu			
48	Hommura Elementary School	Gymnasium, school yard	3-9-33 Minami-azabu			
49	Kogai Elementary School	Gymnasium, school yard	3-11-16 Nishi-azabu			
50	Higashimachi Elementary School	Gymnasium, school yard	1-8-11 Minami-azabu			
51	Akasaka Gakuen Akasaka Elementary School	Gymnasium, school yard	8-13-29 Akasaka			
52	Aoyama Elementary School	Gymnasium, school yard, classroom (playroom)	2-21-2 Minami-aoyama			

Number	Facility	Rooms, etc. available for use	Address	Contact details		Facility details
				TEL	FAX	
53	Seinan Elementary School	Gymnasium, school yard, classroom (multipurpose room)	4-21-15 Minami-aoyama	3578-2750 (Lifelong Learning Sports Promotion Section)	3578-2759 (Lifelong Learning Sports Promotion Section)	
54	Onarimon Junior High School	Gymnasium, school yard, classroom, jukendojo (martial arts room)	3-25-30 Nishi-shimbashi			
55	Mita Junior High School	Gymnasium, school yard, small gymnasium	4-13-13 Mita			
56	Takamatsu Junior High School	Gymnasium, school yard, tennis court, jukendojo (martial arts room)	1-16-25 Takanawa			
57	Konan Junior High School	Gymnasium, jukendojo (martial arts room)	4-3-3 Konan			
58	Roppongi Junior High School	Gymnasium, school yard	6-8-16 Roppongi			
59	Koryo Junior High School	Gymnasium, school yard	4-14-8 Nishi-azabu			
60	Akasaka Gakuen Akasaka Junior High School	Gymnasium, school yard	9-2-3 Akasaka			
61	Aoyama Junior High School	Gymnasium, school yard, tennis court, Second gymnasium	1-1-9 Kita-aoyama			
62	Shirokane-no-oka Gakuen Shirokane-no-oka Elementary and Junior High Schools	Gymnasium, school yard, jukendojo (martial arts room), Small gymnasium	4-1-12 Shirokane			
63	Odaiba Gakuen, Koyo Elementary and Junior High Schools	Gymnasium, school yard	1-1-5 Daiba			

6-2 Facility Details

Facility		Civic Center (five locations)	
Facility information			
Description		A facility established to provide a space for citizens to engage in voluntary activities and mutual exchanges.	
Opening hours		9:00 a.m. – 9:30 p.m. (temporary closure at 5:00 p.m. on some days)	
Closed		1. Year-end and New Year (December 29 - January 3) 2. Temporary closure (machinery maintenance and inspection, cleaning of premises, etc.)	
Hours of use		Morning: 9:00 a.m. – 12:00 p.m./ Afternoon: 1:00 p.m. – 5:00 p.m. / Night: 5:30 p.m. – 9:30 p.m.	
Terms of use/User registration			
Who can use the facilities		1. Those who have an address in Minato City 2. Those who are working at a place of business or office in Minato City 3. Those who are attending school in Minato City 4. Organizations whose members fall under 1 – 3 above 5. Private companies with places of business or offices in Minato City (use of facilities for purposes that contribute to promoting the welfare of citizens, such as community services, community contribution activities, etc.) *The representative must be 15 years old or older	
Registration (user) classification		See the appended table	
Registration location/ hours		1. Civic Center counter / 9:00 a.m. – 8:00 p.m. (until 4:00 p.m. on days when the Center closes at 5:00 p.m.) 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		1. Those who have an address in Minato City: Identification issued by a public organization indicating the applicant's address, e.g. My Number card, driver's license, etc. 2. Those who are working in Minato City: Identification indicating the company's address, e.g. certificate of employment, employee ID card, health insurance certificate, etc. 3. Those who are attending school in Minato City: Student ID card Documents that can be used to confirm the address and workplace of the representative (My Number card, driver's license, health insurance certificate, etc.) It is necessary to submit separately prescribed documents in the case of group registration (resident/employee groups). Please inquire with the facility.	
Validity		See the appended table	
Renewal		Renew at the relevant Civic Center counter or through electronic application via the facility reservation system up to one month before the expiry date	
Reservations (lottery applications)			
Lottery application period		25th of every month until the last day of the month (see appended table for details)	
Lottery date		1st of every month	
Maximum number of lottery applications		Up to four times a month per Center / Up to eight times a month for all Centers (can apply up to the fifth choice for each application); Please note that each party applying to use the civic halls by prior lottery may not qualify more than two times per fiscal year.	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period		1st of every month until the day of use (see appended table for details) *Applications can also be made by telephone from the 2nd day of each month (from the 5th day in January).	
Maximum number of applications (including successful lottery entries)		Up to four times a month per Center / Up to eight times a month for all Centers *Users can apply without a maximum limit from two weeks before the day of use	
Usage fees			
Usage fees		Refer to the facility's website. Azabu Civic Center < https://www.kissport.or.jp/sisetu/azabu/ > Akasaka Civic Center < https://www.kissport.or.jp/sisetu/akasaka/ > Takanawa Civic Center < https://www.foryou.or.jp/corp2/takanawakumin/ > Shibaura-konan Civic Center < https://www.kissport.or.jp/sisetu/shibaura-konan/ > Daiba Civic Center < https://www.kissport.or.jp/sisetu/daiba/ >	
Payment methods		Cash, credit card, QR code, e-money	
Payment date		Day of using the facility	
Making payments	Location	Civic Center counter	
	Hours	9:00 a.m. – 8:00 p.m. (until 4:00 p.m. on days when the Center closes at 5:00 p.m.)	
Points to note about payments		When paying the usage fee, be sure to also provide your registration information by showing the user information screen on the system, the reservation number, etc.	

(Appended table)

Registration (user) classification	Lottery application period (Note 2)	Lottery date	Vacancy-based reservation application period	Usage fees	Validity
Neighborhood associations/ Local governments	Usual lottery: 25th to the last day of the fourth month before the month of use Prior lottery: Prior lottery for the civic halls: between the 25th day and the last day of the 12th month before the month of use	Usual lottery: 1st of the third month before the month of use Prior lottery: Prior lottery for the civic halls: 1st day of the 11th month before the month of use	1st of the third month before the month of use until the day of use	Exempted	–
Welfare groups (Note 1)					Expiry date stipulated by the applicable program
Groups designated by the Mayor of Minato City (Civic Centers)	Usual lottery: 25th to the last day of the third month before the month of use Prior lottery: Prior lottery for the civic halls: between the 25th day and the last day of the 12th month before the month of use	Usual lottery: 1st of the second month before the month of use Prior lottery: Prior lottery for the civic halls: 1st day of the 11th month before the month of use	1st of the second month before the month of use until the day of use	50% deduction	Three fiscal years
Civic Center registered employee groups	Usual lottery: 25th to the last day of the second month before the month of use	Usual lottery: 1st of the month before the month of use	1st of the month before the month of use until the day of use	Full amount	Three years
General user groups/Individuals	Prior lottery: Prior lottery for the civic halls: between the 25th day and the last day of the 11th month before	Prior lottery: Prior lottery for the civic halls: 1st day of the 10th month before		50% deduction	Expiry date stipulated by the Board of Education
Social education groups				Full amount	Expiry date stipulated by the Gender Equality Center
Gender equality promotion groups					
Gender equality study groups					
Private companies (in Minato City)	Not applicable		Two weeks before the day of use until the day of use	Full amount	Three years

Facility	Gender Equality Center (Libra)	
Facility information		
Description	A hub facility that implements projects related to the promotion of gender equality measures, such as supporting activities by citizens and organizations as a hub facility for realizing gender equality in society.	
Opening hours	9:00 a.m. – 9:30 p.m.	
Closed	1. Year-end and New Year (December 29 – January 3) 2. Temporary closure (equipment maintenance and inspection, etc.)	
Hours of use	Morning: 9:00 a.m. – 12:00 p.m./ Afternoon: 1:00 p.m. – 5:00 p.m. / Night: 5:30 p.m. – 9:30 p.m.	
Terms of use/User registration		
Who can use the facilities	1. Those who have an address in Minato City 2. Those who are working at a place of business or office in Minato City 3. Those who are attending school in Minato City 4. Organizations whose members fall under 1 – 3 above 5. Private companies with places of business or offices in Minato City (use of facilities for purposes that contribute to promoting the welfare of citizens, such as community services, community contribution activities, etc.) *The representative must be 15 years old or older	
Registration (user) classification	See the appended table	
Registration location/ hours	1. Gender Equality Center counter / 9:00 a.m. – 8:00 p.m. 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration	Documents that can be used to confirm the address and workplace of the representative (My Number card, driver's license, health insurance certificate, etc.). It is necessary to submit separately prescribed documents in the case of group registration (promotion groups, study groups). Please inquire with the facility.	
Validity	See the appended table	
Renewal	Renew at the Gender Equality Center counter or through electronic application via the facility reservation system up to one month before the expiry date	
Reservations (lottery applications)		
Lottery application period	25th of every month until the last day of the month (see appended table for details) *In addition to using the Internet or user terminal, applications are also accepted at the Gender Equality Center counter.	
Lottery date	1st of every month	
Maximum number of lottery applications	Up to four times (can apply up to the fifth choice for each application)	
Reservations (vacancy-based reservation applications)		
Vacancy-based reservation application period	Start date of vacancy-based reservation application as prescribed by the registration (user) classification until the day of use	
Maximum number of applications (including successful lottery entries)	Up to eight classifications in a month *Users can apply without a maximum limit from two weeks before the day of use.	
Usage fees		
Usage fees	Refer to the facility's website < https://www.minatolibra.jp/ >	
Payment methods	Cash, credit card, QR code, e-money	
Payment date	Day of using the facility	
Making payments	Location	Gender Equality Center counter
	Hours	9:00 a.m. – 8:00 p.m.
Points to note about payments	When paying the usage fee, please show the registration information, such as the user information screen on the system or the registration certificate.	

(Appended table)

Registration (user) classification	Lottery application period	Lottery date	Vacancy-based reservation application period	Usage fees	Validity
Gender equality promotion groups	25th to the last day of the fourth month before the month of use	1st of the third month before the month of use	1st of the third month before the month of use until the day of use	50% deduction	Three fiscal years
Gender equality study groups	25th to the last day of the third month before the month of use *25th to the last day of the fourth month before the month of use for Japanese-style rooms only	1st of the second month before the month of use *1st of the third month before the month of use for Japanese-style rooms only	1st of the second month before the month of use until the day of use *1st of the third month before the month of use until the day of use for Japanese-style rooms only		
Welfare groups	Not applicable		1st of the month before the day of use until the day of use *1st of the third month before the day of use until the day of use for Japanese-style rooms only	Exempted	-
Neighborhood associations/Local governments				Full amount	Expiry date stipulated by the Board of Education
Social education groups					Expiry date stipulated by the Civic Center
Civic Center registered resident groups					Three years
Civic Center registered employee groups					
General user groups/Individuals					
Private companies (in Minato City)			14 days before the day of use until the day of use		

Facility		Lifelong Learning Facilities (two facilities)	
		Lifelong Learning Center (Balloon)	Aoyama Lifelong Learning Hall
Facility information			
Description		Lifelong learning hub facilities that provide opportunities, spaces, and information about learning to all citizens.	Facilities to enable all citizens to continue with group-based voluntary learning.
Opening hours		Monday – Saturday (including national holidays): 9:00 a.m. – 9:30 p.m. Sunday: 9:00 a.m. – 5:00 p.m.	Monday – Friday: 9:00 a.m. – 9:30 p.m. Saturday: 9:00 a.m. – 5:00 p.m. Temporary opening hours: Opened temporarily on Sundays and national holidays from 9:00 a.m. – 5:00 p.m. if there are applications to use the study room, excluding the year-end and New Year holiday period.
Closed		1. Year-end and New Year (December 29 – January 3) 2. Temporary closure (machinery maintenance and inspection, cleaning of premises, etc.)	1. Sunday, national holidays, and substitute holidays 2. Year-end and New Year (December 29 – January 3) 3. Temporary closure (machinery maintenance and inspection, cleaning of premises, etc.)
Hours of use		Morning: 9:00 a.m. – 12:00 p.m./ Afternoon: 1:00 p.m. – 5:00 p.m. / Night: 5:30 p.m. – 9:30 p.m.	
Terms of use/User registration			
Who can use the facilities		1. Social education groups 2. Welfare groups designated by the Superintendent of Education 3. Groups whose use is deemed particularly necessary by the Board of Education 4. Neighborhood associations/local governments 5. Civic Center registered resident groups/Civic Center registered employee groups 6. Gender equality promotion groups/Gender equality study groups 7. General user groups 8. General user groups of lifelong learning facilities (outside Minato City) 9. Private companies (use of facilities for purposes that contribute to promoting the welfare of citizens, such as community services, community contribution activities, etc.) *The representative must be 15 years old or older	
Registration (user) classification		See the appended table	
Registration location/ hours		1. Lifelong Learning Center or Aoyama Lifelong Learning Hall counter / 9:00 a.m. – 8:00 p.m. (until 4:00 p.m. on days when the Center closes at 5:00 p.m.) 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		Documents that can be used to confirm the address and workplace of the representative (My Number card, driver's license, health insurance certificate, etc.) and a membership list, etc. must be submitted. It is necessary to submit separately prescribed documents in the case of group registration (social education groups, general user groups of lifelong learning facilities (outside Minato City)). Please inquire with the facility.	
Validity		See the appended table	
Renewal		Social education groups: Renew at the counter where registration was completed or through electronic application via the facility reservation system from six months before the expiry date until the expiry date General user groups, general user groups of lifelong learning facilities (outside Minato City): Renew at the counter of the lifelong learning facility where registration was completed or through electronic application via the facility reservation system up to one month before the expiry date	
Reservations (lottery applications)			
Lottery application period		25th of every month until the last day of the month (see appended table for details)	
Lottery date		1st of every month	
Maximum number of lottery applications		Up to four times per Center (can apply up to the fifth choice for each application)	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period		1st of every month until the day of use (see appended table for details) *Reservation applications can also be made by telephone from the 2nd day of each month (from the 5th day in January).	
Maximum number of applications (including successful lottery entries)		Up to four slots per facility month *Users can apply without a maximum limit from two weeks before the day of use	
Usage fees			
Usage fees		Refer to Minato City's website < https://www.city.minato.tokyo.jp/shougaigakushu/kodomo/gakko/shisetsu/shogai.html >	
Payment methods		Cash, credit card, QR code, e-money	
Payment date		Day of using the facility	
Making payments	Location	Lifelong Learning Center or Aoyama Lifelong Learning Hall counter	
	Hours	9:00 a.m. – 8:00 p.m. (until 4:00 p.m. on days when the Center closes at 5:00 p.m.)	
Points to note about payments		When paying the usage fee, please show the registration information, such as the user information screen on the system or the registration certificate.	

(Appended table)

Registration (user) classification	Lottery application period	Lottery date	Vacancy-based reservation application period	Usage fees	Validity			
Social education groups	25th to the last day of the fourth month before the month of use	1st of the third month before the month of use	1st of the third month before the month of use until the day of use	50% deduction	Three fiscal years (if using for the first time, three fiscal years including the fiscal year of registration)			
Welfare groups				Exempted	—			
Groups whose use is deemed particularly necessary by the Board of Education				Deduction or full exemption	—			
Neighborhood associations/Local governments	25th to the last day of the third month before the month of use	1st of the second month before the month of use	1st of the second month before the month of use until the day of use	Exempted	—			
Civic Center registered resident groups				Full amount	Expiry date stipulated by the Civic Center			
Civic Center registered employee groups					Expiry date stipulated by the Gender Equality Center			
Gender equality promotion groups								
Gender equality study groups				25th to the last day of the second month before the month of use	1st of the month before the month of use	1st of the month before the month of use until the day of use	Full amount	Three years
General user groups	Three fiscal years (if using for the first time, three fiscal years including the fiscal year of registration)							
General user groups of lifelong learning facilities (outside Minato City)	Not applicable	Two weeks before the day of use until the day of use	Full amount					Three years
Private companies (in Minato City)								Three fiscal years (if using for the first time, three fiscal years including the fiscal year of registration)
Private companies (outside Minato City)								

Facility		Iki-iki Plaza (17 locations)				
Facility information						
Description		A facility that provides support to the elderly for creating purpose of life and improving health, and which promotes mutual exchanges and voluntary activities by citizens.				
Opening hours		● Monday – Saturday: 9:00 a.m. – 9:30 p.m. ● Sunday: 9:00 a.m. – 5:00 p.m.				
Closed		1. Year-end and New Year (December 29 – January 3) 2. Temporary closure (machinery maintenance and inspection, cleaning of premises, etc.)				
Hours of use		Morning: 9:00 a.m. – 12:00 p.m./ Afternoon: 1:00 p.m. – 5:00 p.m. / Night: 5:30 p.m. – 9:30 p.m.				
Terms of use/User registration						
Who can use the facilities		1. Those who have an address in Minato City 2. Those who are working at a place of business or office in Minato City 3. Those who are attending school in Minato City 4. Organizations whose members fall under 1 – 3 above 5. Private companies with places of business or offices in Minato City (use of facilities for purposes that contribute to promoting the welfare of citizens, such as community services, community contribution activities, etc.)				
Registration (user) classification		See the appended table				
Registration location/ hours		1. Iki-iki Plaza counter / 9:00 a.m. – 9:00 p.m. (until 4:30 p.m. on Sundays) 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.				
Documents required for registration		Documents that can be used to confirm the address and workplace of the representative				
Validity		See the appended table				
Renewal		Renew at the relevant Iki-iki Plaza counter or through electronic application via the facility reservation system from one month before the expiry date.				
Reservations (lottery applications)						
Lottery application period		25th of every month until the last day of the month (see appended table for details)				
Lottery date		1st of every month				
Maximum number of lottery applications		Up to five times (can apply up to the fifth choice for each application)				
Reservations (vacancy-based reservation applications)						
Vacancy-based reservation application period		5th of every month until the day of use *Applications are accepted only at the counter from the 2nd to the 4th of the month (see appended table for details)				
Maximum number of applications (including successful lottery entries)		Up to five times a month per Plaza / Up to 10 times a month for all Plazas *Users can apply without a maximum limit from 30 days before the day of use				
Usage fees						
Usage fees		Refer to Minato City's website < https://www.city.minato.tokyo.jp/shisetsu/fukushi/ikiki/index.html >				
Payment methods		Cash, credit card, QR code, e-money				
Payment date		Day of using the facility				
Making payments	Location	Counter of the Iki-iki Plaza you wish to use				
	Hours	9:00 a.m. – 9:00 p.m. (until 4:30 p.m. on Sundays)				
Points to note about payments		When paying the usage fee, please show the registration information, such as the user information screen on the system or the registration certificate.				
(Appended table)						
Registration (user) classification		Lottery application period	Lottery date	Vacancy-based reservation application period	Usage fees	Validity
Welfare groups designated by the Mayor of Minato City (senior citizens' clubs, etc.)		25th to the last day of the fourth month before the month of use	1st of the third month before the month of use	2nd of the third month before the month of use (from 1:00 p.m. only for facilities used on the 1st)	Exempted	-
Neighborhood associations/ Local governments						
General user groups/Individuals		25th to the last day of the third month before the month of use	1st of the second month before the month of use	2nd of the second month before the month of use (from 1:00 p.m. only for facilities used on the 1st)	Full amount	Three years
Civic Center registered resident groups						Expiry date stipulated by the Civic Center
Civic Center registered employee groups						Expiry date stipulated by the Gender Equality Center
Gender equality promotion groups						Expiry date stipulated by the Board of Education
Gender equality study groups						
Social education groups						
Private companies (in Minato City)		Not applicable		14days before the day of use until the day of use		Three years

*It is necessary to complete user registration for the gymnasium separately if using the gymnasium at Aoyama Iki-iki Plaza. Please inquire with the facility for details.

Facility		Industry Promotion Center	
Facility information			
Description		A facility that aims to provide support to SMEs, connect corporations with people and communities, promote industries in the City, and revitalize the region.	
Opening hours		9:00 a.m. – 9:30 p.m. (until 5:00 p.m. on Sundays)	
Closed		1. Year-end and New Year (December 31, January 1). 2. Temporary closure (machinery maintenance and inspection, cleaning of premises, etc.)	
Hours of use		Morning: 9:00 a.m. – 12:00 p.m./ Afternoon: 1:00 p.m. – 5:00 p.m. / Night: 5:30 p.m. – 9:30 p.m.	
Terms of use/User registration			
Who can use the facilities		See the appended table	
Registration (user) classification		See the appended table	
Registration location/ hours		1. General counter on the 9F of the Industry Promotion Center / 9:00 a.m. – 9:00 p.m. (until 4:30 p.m. on Sundays) 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		See the appended table	
Validity		Three fiscal years including the fiscal year of registration	
Renewal		Renew at the Industry Promotion Center counter or through electronic application via the facility reservation system up to one month before the expiry date	
Reservations (lottery applications)			
Lottery application period	Groups in Minato City	11F hall: 25th to the last day of the 13th month before the month of use. 10F meeting room, etc.: 25th to the last day of the fourth month before the month of use	
	Groups outside Minato City	11F hall: 25th to the last day of the seventh month before the month of use. 10F meeting room, etc.: 25th to the last day of the second month before the month of use	
Lottery date	Groups in Minato City	11F hall: 1st of the 12th month before the month of use. 10F meeting room, etc.: 1st of the third month before the month of use	
	Groups outside Minato City	11F hall: 1st of the sixth month before the month of use. 10F meeting room, etc.: 1st of the month before the month of use	
Maximum number of lottery applications	11F hall	Five applications or less	
	10F meeting room, etc.	15 applications or less	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period	Groups in Minato City	11F hall: from the 1st of the 12th month before the month of use. 10F meeting room, etc.: from the 1st of the third month before the month of use	
	Groups outside Minato City	11F hall: from the 1st of the sixth month before the month of use. 10F meeting room, etc.: from the 1st of the month before the month of use	
Maximum number of applications (including successful lottery entries)	11F hall	Three slots in a day, five slots in a month, up to five days of consecutive use	
	10F meeting room, etc.	10 slots in a day, 15 slots in a month, up to five days of consecutive use	
Usage fees			
Usage fees		*Refer to the facility's website < https://minato-sansin.com >	
Payment methods		Cash, credit card, QR code, e-money	
Payment date		Day of using the facility	
Making payments	Location	General counter on the 9F of the Industry Promotion Center	
	Hours	9:00 a.m. – 9:00 p.m. (until 4:30 p.m. on Sundays)	
Points to note about payments		When paying the usage fee, please show the registration information, such as the user information screen on the system or the registration certificate.	

*Reservations to use the coworking space/business support factory/worker exchange room are not accepted on the facility reservation system, so please refer to the facility usage guide on the website of the Industry Promotion Center.

(Appended table)

■ Groups in Minato City

Registration (user) classification	Criteria	Required documents
SME operators in Minato City	SME operators with places of business, offices or addresses in Minato City(*)	<ul style="list-style-type: none"> ● Group application form ● Personal identification documents ● [Corporation] Certificate of full registry records (issued within the past three months *photocopies are accepted) ● [Individual] Tax returns (latest returns *photocopies are accepted) or tax payment certificate for special district resident tax/metropolitan resident business tax (latest certificates *photocopies are accepted)
SME groups in Minato City	1. 70% or more of the group's members are SME operators(*) with places of business, offices or addresses in Minato City 2. Comprising 10 or more people 3. The group's address and contact details are within Minato City	<ul style="list-style-type: none"> ● Group registration form ● Personal identification documents ● Documents that can confirm the criteria 1. 2. and 3. ● Statutes or regulations ● Business plans or activity plans
SME labor groups in Minato City	1. 70% or more of the group's members are employees working in places of business or offices in Minato City, or employees of SME operators(*) with addresses in Minato City 2. Comprising 10 or more people 3. The group's location and representative's contact details are within Minato City	<ul style="list-style-type: none"> ● Group registration form ● Personal identification documents ● Documents that can confirm the criteria 1. 2. and 3. ● Statutes or regulations ● Business plans or activity plans

■ Groups outside Minato City

Registration (user) classification	Criteria	Required documents
SME operators outside Minato City	SME operators(*) with places of business, offices or addresses outside Minato City	<ul style="list-style-type: none"> ● Group application form ● Personal identification documents ● [Corporation] Certificate of full registry records (issued within the past three months *photocopies are accepted) ● [Individual] Tax returns (latest returns *photocopies are accepted) or tax payment certificate for special district resident tax/metropolitan resident business tax (latest certificates *photocopies are accepted)
SME groups outside Minato City	1. 70% or more of the group's members are SME operators(*), and the group is not an SME group in Minato City 2. Comprising 10 or more people 3. The group's location and representative's contact details are available	<ul style="list-style-type: none"> ● Group registration form ● Personal identification documents ● Documents that can confirm the criteria 1. 2. and 3. ● Statutes or regulations ● Business plans or activity plans
SME labor groups outside Minato City	1. 70% or more of the group's members are employees of SME operators(*), and the group is not an SME labor group in Minato City 2. Comprising 10 or more people 3. The group's location and representative's contact details are available	<ul style="list-style-type: none"> ● Group registration form ● Personal identification documents ● Documents that can confirm the criteria 1. 2. and 3. ● Statutes or regulations ● Business plans or activity plans

*SME operators are SME operators as defined in Article 2, paragraph 1 of the SME Basic Act.

Facility		Health Improvement Center "Healthyna"	
Facility information			
Description		Provides assistance to people 18 years old or older in the areas of health promotion and the prevention/improvement of lifestyle diseases. Health measurements are performed by physicians, registered dietitians, and/or health and exercise instructors, who then suggest a health training menu suitable for each individual. In addition, various health promotion classes are conducted.	
Opening hours		9:00 a.m. – 9:30 p.m.	
Closed		1. Third Sunday 2. Year-end and New Year (December 29 – January 3) 3. Temporary closure (machinery maintenance and inspection, cleaning of premises, etc.)	
Hours of use		Morning: 9:30 a.m. – 12:30 p.m. / Afternoon: 1:30 p.m. – 4:30 p.m. / Night: 5:30 p.m. – 8:30 p.m.	
Terms of use/User registration			
Who can use the facilities		Groups whose main members are persons 18 years old or older, living/working in Minato City	
Registration (user) classification		See the appended table	
Registration location/ hours		1. Health Improvement Center counter / During opening hours 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		1. Documents showing the applicant's address, such as a My Number card, driver's license, etc. (for those living in Minato City) 2. Identification showing the company's address, such as certificate of employment, employee ID card, etc. (for those working in Minato City) 3. List of members, group's statutes	
Validity		See the appended table	
Renewal		Renew at the Health Improvement Center counter or through electronic application via the facility reservation system	
Reservations (lottery applications)			
Lottery application period		25th of every month until the last day of the month (see appended table for details)	
Lottery date		1st of every month	
Maximum number of lottery applications		Once (one slot with each application)	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period		1st of every month until the day of use (see appended table for details)	
Maximum number of applications (including successful lottery entries)		Up to two slots in a month	
Usage fees			
Usage fees		Registered groups: Mornings and afternoons 2,600 yen/Nights 3,600 yen General groups: Mornings and afternoons 5,200 yen / Nights 7,200 yen	
Payment methods		Cash, credit card, QR code, e-money	
Payment date		Day of using the facility	
Making payments	Location	Health Improvement Center counter	
	Hours	9:00 a.m. – 8:30 p.m.	
Points to note about payments		When paying the usage fee, please show the registration information, such as the user information screen on the system or the registration certificate.	

(Appended table)

Registration (user) classification	Lottery application period	Lottery date	Vacancy-based reservation application period	Usage fees	Validity
Healthyna registered groups	The 25th to the last day of the third month before	1st of the second month before the day of use	Two months before the day of use until the day of use	Full amount	Two fiscal years
Healthyna general groups	Not applicable		One month before the day of use until the day of use	Surcharge	
Welfare groups				Exempted	
Groups recognized as having special need by the Mayor of Minato City				Deduction or exempted	

Facility		Eco Plaza	
Facility information			
Description		A space for learning, exchanges, and information exchanges through various seminars, workshops, exhibitions, and other events, to encourage citizens to think about and take action relating to the regional and global environment.	
Opening hours		9:30 a.m. – 8:00 p.m.	
Closed		1. Fourth Monday of every month (the following day if this is a national holiday) 2. Year-end and New Year (December 29 – January 3) 3. Temporary closure (machinery maintenance and inspection, cleaning of premises, etc.)	
Hours of use		Morning: 9:30 a.m. – 12:30 p.m. / Afternoon: 1:00 p.m. – 4:30 p.m. / Night: 5:00 p.m. – 8:00 p.m.	
Terms of use/User registration			
Who can use the facilities		1. Groups engaged in activities related to environmental conservation 2. Groups comprising 10 or more members 3. The group's location and representative's contact details are within Minato City 4. 50% or more of the group's members have addresses in Minato City, or are working or studying in Minato City	
Registration (user) classification		See the appended table	
Registration location/ hours		1. Eco Plaza counter / 9:30 a.m. – 8:00 p.m. 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		1. Registration application form 2. List of members 3. Organization's statutes/regulations 4. Activity plans 5. Documents that can be used to confirm the name, address, workplace, etc. of the group's representative	
Validity		See the appended table	
Renewal		Renew at the Eco Plaza counter or through electronic application via the facility reservation system from one month before the registration expiry date until the expiry date.	
Reservations (lottery applications)			
Lottery application period		25th of every month until the last day of the month (see appended table for details)	
Lottery date		1st of every month	
Maximum number of lottery applications		Up to five times (can apply up to the fifth choice for each application)	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period		1st of every month until the day of use (see appended table for details)	
Maximum number of applications (including successful lottery entries)		Up to five slots in a month	
Usage fees			
Usage fees		Free of charge (prior registration is necessary)	
Payment methods		—	
Payment date		—	
Making payments	Location	—	
	Hours	—	
Points to note about payments		—	

*When using the facility, please show the registration information, such as the user information screen on the system or the registration certificate.

(Appended table)

Registration (user) classification	Lottery application period	Lottery date	Vacancy-based reservation application period	Usage fees	Validity
Eco Plaza resident groups	25th to the last day of the fourth month before	1st of the third month before the day of use	1st of the third month before the day of use until the day of use	Free of charge	Two fiscal years
Groups other than Eco Plaza resident groups	25th to the last day of the second month before	1st of the month before the day of use	1st of the month before the day of use until the day of use		

Facility		Nursing Independence General Center "Rakuccha"	
Facility information			
Description		A facility that comprehensively promotes projects related to nursing independence (preventative care), with the aim of enabling citizens to continue living healthy and independent daily lives in the communities to which they are accustomed. The independent activity room may be used for activities related to nursing independence, etc.	
Opening hours		● Monday – Saturday (including national holidays): 9:00 a.m. – 9:30 p.m. ● Sunday: 9:00 a.m. - 5:00 p.m.	
Closed		1. Year-end and New Year (December 29 – January 3) 2. Temporary closure (machinery maintenance and inspection, cleaning of premises, etc.)	
Hours of use		Morning: 9:00 a.m. – 12:00 p.m./ Afternoon: 1:00 p.m. – 5:00 p.m. / Night: 5:30 p.m. – 9:30 p.m. (excluding Sundays)	
Terms of use/User registration			
Who can use the facilities		Groups whose main members are citizens engaged in activities related to nursing independence • Members of the group include nursing independence leaders nurtured by Minato City or supporters of families engaged in nursing care • Groups comprising five or more members • The group's representative lives or works in Minato City	
Registration (user) classification		Nursing Independence General Center registered groups	
Registration location/ hours		1. Nursing Independence General Center counter / Monday – Saturday (including national holidays): 9:00 a.m. – 9:30 p.m., Sunday: 9:00 a.m. – 5:00 p.m. 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		1. Group registration application form 2. Organization's statutes/regulations 3. List of members 4. Activity plans 5. Documents that can be used to confirm that the group's representative lives or works in Minato City	
Validity		Three fiscal years including the fiscal year of registration	
Renewal		Renew at the Nursing Independence General Center counter or through electronic application via the facility reservation system from one month before the registration expiry date until the expiry date.	
Reservations (lottery applications)			
Lottery application period		25th to the last day of the third month before the month of use *In addition to using the Internet or user terminal, applications are also accepted at the Nursing Independence General Center counter.	
Lottery date		1st of the second month before the month of use	
Maximum number of lottery applications		Up to one classification in a day/five classifications in a month	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period		1st of the second month before the month of use until the day of use *In addition to using the Internet or user terminal, applications are also accepted at the Nursing Independence General Center counter.	
Maximum number of applications (including successful lottery entries)		Up to one classification in a day/five classifications in a month	
Usage fees			
Usage fees		Free of charge (prior registration is necessary)	
Payment methods		—	
Payment date		—	
Making payments	Location	—	
	Hours	—	
Points to note about payments		—	

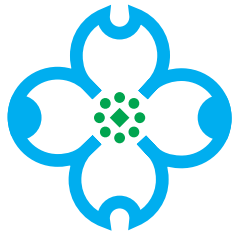
*It is necessary to complete individual registration separately if using the machine training room. Please inquire with the facility for details.

*When using the facility, please show the registration information, such as the user information screen on the system or the registration certificate.

Facility		Sports Center	
Facility information			
Description		Centered around a training park and pool for users from a wide range of age groups, this is fully equipped with an arena and sub-arena with spectator seats, suitable for a variety of sporting events, as well as many sports fields and budojo (martial arts halls).	
Opening hours		8:30 a.m. – 10:30 p.m.	
Closed		1. First Monday (the following day if this is a national holiday or substitute holiday) 2. Year-end and New Year (December 31 – January 3) 3. Facility inspection days	
Hours of use		9:00 a.m. – 11:00 a.m. / 11:15 a.m. – 1:15 p.m. / 1:30 p.m. – 3:30 p.m. 3:45 p.m. – 5:45 p.m. / 6:00 p.m. – 8:00 p.m. / 8:00 p.m. – 10:00 p.m.	
Terms of use/User registration			
Who can use the facilities		[Individuals] 1. Those who have an address in Minato City 2. Those who are working at a place of business or office in Minato City 3. Those who are attending school in Minato City 4. Those other than 1. – 3. (those from outside Minato City) [Groups] 5. Resident groups 6. Employee groups 7. Student groups 8. Youth groups *Refer to Minato City’s website	
Registration (user) classification		Resident groups, employee groups, student groups, youth groups	
Registration location/ hours		1. Sports Center counter, Azabu/Aoyama/Shibaura Chuo Park/Shiba Park Multi Purpose Sports Field counters / During opening hours 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		1. List of members 2. Documents that can be used to confirm the names, addresses, workplaces, etc. of members	
Validity		Three years *One year renewal until March 31 for youth groups	
Renewal		Renew at the counter or through electronic application via the facility reservation system from three months before the registration expiry date until the expiry date.	
Reservations (lottery applications)			
Lottery application period		5th to 20th of the third month before the month of use	
Lottery date		21st of every month	
Maximum number of lottery applications		Resident groups/youth groups: Up to 10 times / Employee groups: Up to 5 times	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period		From the same day of the second month before the day of use(*) up to five days before the day of use *From the following day for dates that do not exist	
Maximum number of applications (including successful lottery entries)		Up to 10 slots in a month	
Usage fees			
Usage fees		Refer to Minato City’s website < https://www.city.minato.tokyo.jp/kodomo/sports/sports/index.html >	
Payment methods		Cash, credit card, QR code, e-money	
Payment date		Day of using the facility	
Making payments	Location	Sports Center counter	
	Hours	During opening hours	
Points to note about payments		When paying the usage fee, please show the registration information, such as the user information screen on the system or the registration certificate.	

Facility		Sports Fields/Budojo (Martial Arts Halls)	
Facility information			
Description		Azabu Sports Field (Japanese-style baseball, tennis), Aoyama Sports Field (Japanese-style baseball, tennis), Shibaura Chuo Park Sports Field (tennis, futsal), Futo Children's Baseball Field (children's baseball, softball), Shiba Park Multi Purpose Sports Field (futsal), Hikawa Budojo (Martial Arts Hall) (judo, kendo)	
Opening hours		Differs depending on the facility and season. Refer to Minato City's website https://www.city.minato.tokyo.jp/kodomo/sports/sports/index.html	
Closed		1. Year-end and New Year (December 31 – January 3) 2. Closed days of each facility *Differ depending on the facility	
Hours of use		Refer to Minato City's website	
Terms of use/User registration			
Who can use the facilities		[Individuals] 1. Those who have an address in Minato City 2. Those who are working at a place of business or office in Minato City 3. Those who are attending school in Minato City [Groups] 4. Resident groups 5. Employee groups 6. Student groups 7. Youth groups *Refer to Minato City's website	
Registration (user) classification		Tennis courts: Individual residents, individual employees, individual students Other than tennis courts: Resident groups, employee groups, student groups, youth groups	
Registration location/ hours		1. Sports Center counter, Azabu/Aoyama/Shibaura Chuo Park/Shiba Park Multi Purpose Sports Field counters / During opening hours 2. Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		1. List of members 2. Documents that can be used to confirm the names, addresses, workplaces, etc. of members	
Validity		Three years *Until the end of the fiscal year that includes the day of registration for youth groups	
Renewal		Renew at the counters or through electronic application via the facility reservation system from three months before the registration expiry date until the expiry date.	
Reservations (lottery applications)			
Lottery application period		5th to 20th of the third month before the month of use	
Lottery date		21st of every month	
Maximum number of lottery applications		1. Tennis courts Individual residents: Up to 10 times / Individual employees: Up to five times 2. Facilities other than tennis courts Resident groups: Up to 10 times / Employee groups: Up to five times / Youth groups: up to 10 times	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period		From the same day of the second month before the day of use(*) until the day of use *From the following day for dates that do not exist	
Maximum number of applications (including successful lottery entries)		Up to 10 slots in a month	
Usage fees			
Usage fees		Refer to Minato City's website	
Payment methods		Cash, credit cards, QR code, e-money	
Payment date		Day of using the facility	
Making payments	Location	Each sports field to be used	
	Hours	During opening hours	
Points to note about payments		When paying the usage fee, please show the registration information, such as the user information screen on the system or the registration certificate.	

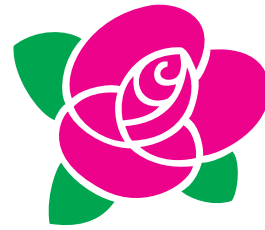
Facility		Schools (27 locations)	
Facility information			
Description		School yards, gymnasiums, and other facilities of municipal elementary and junior high schools are available for use.	
Opening hours		Same as the hours of use	
Closed		Year-end and New Year (January 1 to 3 and December 29 to 31)	
Hours of use		Weekdays Elementary schools 1. 5:00 p.m. – 7:00 p.m. 2. 7:00 p.m. – 9:00 p.m. Junior high schools 1. 7:00 p.m. – 9:00 p.m. Non-school days 1. 9:00 a.m. – 12:00 p.m. 2. 12:00 p.m. – 3:00 p.m. 3. 3:00 p.m. – 6:00 p.m. 4. 6:00 p.m. – 9:00 p.m. *Summer vacation and other school holidays are treated as “non-school days.”	
Terms of use/User registration			
Who can use the facilities		1. Groups that submit a prior notification for the use of Minato City municipal school facilities, etc. 2. General user groups (outside Minato City)	
Registration (user) classification		1. Groups that submit a prior notification for the use of Minato City municipal school facilities, etc. 2. General user groups (outside Minato City)	
Registration location/ hours		1. Groups that submit a prior notification for the use of Minato City municipal school facilities, etc. • Lifelong Learning Sports Promotion Section counter / 9:00 a.m. – 5:00 p.m. • Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m. 2. General user groups (outside Minato City) • Sports Center counter, Azabu/Aoyama/Shibaura Chuo Park/Shiba Park Multi Purpose Sports Field (hereafter, “municipal sports facilities”) counters / During opening hours • Electronic applications through the facility reservation system / 5:00 a.m. – 12:00 a.m.	
Documents required for registration		Refer to Minato City’s website https://www.city.minato.tokyo.jp/sports/jizentodokededantait.html	
Validity		Three years (also within this period for groups that submit a notification midway through the period)	
Renewal		Renew at the counters or through electronic application via the facility reservation system by the registration expiry date.	
Reservations (lottery applications)			
Lottery application period		5th to 20th of the second month before the month of use *Lottery applications are only available to category-B groups that submit a prior notification to use Minato City municipal school facilities, etc.	
Lottery date		21st of every month	
Maximum number of lottery applications		Up to 10 times (total for all schools used)	
Reservations (vacancy-based reservation applications)			
Vacancy-based reservation application period		From the same day of the month before the day of use(*) up to five days before the day of use *From the following day for dates that do not exist	
Maximum number of applications (including successful lottery entries)		Up to 10 slots in a month (total for all schools used)	
Usage fees			
Usage fees		Refer to Minato City’s website	
Payment methods		Cash, PayPay	
Payment date		By the day of using the facility	
Making payments	Location	Lifelong Learning Sports Promotion Section counter or municipal sports facilities	
	Hours	Lifelong Learning Sports Promotion Section counter (9:00 a.m. – 5:00 p.m.) and during the opening hours of municipal sport facilities	
Points to note about payments		When paying the usage fee, please show the registration information, such as the user information screen on the system or the registration certificate.	



City Tree:
Flowering dogwood



City Flower:
Hydrangea



City Flower:
Rose