

How to use Tokyo Securities Industry Health Insurance Society directly operated lodges (Atami/Yubiso)

■ Using the lodges

These lodging facilities are intended to maintain and improve the health of Society insured persons, dependents, and former insured persons.

We ask for your cooperation so that users can use the facilities in safety and comfort. Please note that there are some differences between these facilities and standard hotels and inns.

■ Eligible users and rate categories

Eligible users	Rate category	Notes
Society insured persons and dependents	Rate A	Entry of health insurance card code/number is required.
Spouses and children of Society insured persons (Note 1)	Rate A	Entry of health insurance card code/number is required.
Family members, relatives, and friends other than the above	Rate B	Former Society insured persons and spouses
Former Society insured persons and spouses	Rate B	
Insured persons and dependents of health insurance societies for the securities industry other than the Society (Note 2)	Rate B	
Employer-authorized persons and spouses (Note 3)	Rate B	
Children (elementary school and younger)	Children's rates	No charge for children three and younger sleeping with adults

(Note 1) Includes non-dependent spouses and children.

(Note 2) Requires the approval of the current health insurance society of which the user is a member.

(Note 3) Requires the approval of the employer. (Contact the Health Facilities Department for more information.)

Rate category	Rate A		Rate B		Children's rate		
Date of use Type	Day before holiday	Weekday	Day before holiday	Weekday	Age four through elementary school age	Age three or younger, with meals	Age three or younger, no meals
Atami Yubiso	5,000	4,700	7,000	6,700	3,500	3,500	Free

(Unit: yen) * Includes bathing tax.

■ How to reserve a lodging facility

◆ Reservations accepted

In general, all reservations must be made via the Web reservation system.

[Making reservations via the Web reservation system]

Users must register before using the Web reservation system.

Reservations can be made in one of two ways: first come, first served reservations and lottery reservations.

※ See the “予約システム操作マニュアル (Reservation System Operation Manual)” on the HOME screen for more information.

① User registration

Start registration from the “新規利用者登録 (New User Registration)” or “新規 OB 利用者登録 (New Former Member User Registration)” menu.

User registration requires an email address. Register an email address that can be used to receive emails from the following domain:

@shoken-kenpo.or.jp

※ You will be asked to enter an authentication code during the registration process. Insured persons (Society members) should enter the eight-digit number found at the bottom of their health insurance cards. Former Society insured persons or insured persons of other health insurance societies related to the securities industry should contact the Health Facilities Department (03-3666-8240) before registering.

② Making reservations

<A> First come, first served reservations

First come, first served reservations will be accepted through the Web reservation system from the first day of the month two months preceding the month in which the date of use falls to six days before the date of use (not including special periods).

Reservations will be accepted from former insured persons and insured persons of other securities industry health insurance societies from the first day of the month preceding the month in which the date of use falls (two weeks before the date of use during peak periods) to six days before the date of use.

No standby reservations are accepted.

◇ Eligible users and reservation acceptance start dates

Reservations made by	Eligible users / Reservation acceptance start date	
	Society insured persons and their spouses, children, and dependents	Family members, relatives, and friends other than those at left
Society insured persons	First day of the month two months before the month of use	First day of the month preceding the month of use Accompaniment by the insured person is not required.

Reservations made by	Eligible users / Reservation acceptance start date	
	Former insured persons	Family members, relatives, and friends other than those at left
Former insured persons	First day of the month preceding the month of use * Two weeks before the date of use during peak periods <u>Must be used by the former insured person.</u>	Use by family members or others alone is not permitted. <u>Must be accompanied by the former insured person.</u>

※ Use by insured persons of other securities industry health insurance societies is restricted to insured persons and dependents.

◇ Notes on first come, first served reservations

- * Use by unaccompanied persons aged 17 and younger is not permitted.
- * Use of individual rooms by elementary-school children or younger without an adult present is not permitted.
- * Reservations for use by unaccompanied family members and friends are accepted starting on the first day of the month preceding the month of use.
- * Requests for reservations tend to concentrate on Saturdays and consecutive holidays. To allow more users to use the facilities, please refrain from reserving more accommodations than needed. You may be asked to use one guestroom instead of two for another party.
- * Accommodations are generally available for up to two consecutive nights. Guests may stay up to five consecutive nights during the off season.
- * If the number of rooms to be used will change while staying consecutive nights, reserve each night separately. In this case, to avoid having to move to a different room between the first and second night, indicate that you will stay consecutive nights in the “Remarks” field.
- * If the number of guests will change while staying consecutive nights, enter the number and names of guests for the night with the largest number of guests.

 Lottery reservations

Reservations during special periods (Golden Week, summer, year-end/New Year’s period) are accepted based on a lottery.

Reservations are accepted on a first come, first served basis for vacancies remaining after the lottery.

◇ Persons eligible to apply for lottery reservations

Society insured persons

◇ Period lottery applications are accepted

To be announced separately

For detailed schedules, refer the latest news on the HOME screen.

◇ Notes on lottery reservations

- * Only Society insured persons may apply for lottery reservations.
- * Use by the insured person or a dependent is required to apply for lottery reservations.
Lottery reservations are not available for use by unaccompanied family members, friends, or others.
- * Use by unaccompanied persons aged 17 and younger is not permitted.
- * One insured person can apply for reservations at only one lodge for up to two nights and up to eight guests.
If you apply for reservations at multiple lodges, all applications will be invalidated.

◇ Lottery results

Lottery winners will be notified in succession at their registered email addresses on the scheduled lottery date.

You can also look up updated lottery results from the reservation confirmation menu.

[Telephone reservations]

Reservations are accepted by telephone on a first come, first served basis only.

◇ Making reservations by telephone

- ① Tentative room reservations are accepted by telephone.
 - ② Submit the application for lodge use to the Health Facilities Department within one week after making a tentative reservation.
Tentative reservations will be cancelled if the application for lodge use is not submitted within one week.
 - ③ After the application for lodge use is submitted to make a final reservation, a reservation confirmation will be sent to the email address (or mailing address) entered on the application for lodge use.
- ※ You can download the application for lodge use from the website.

◇ Notes on telephone reservations

- * Reservations that duplicate reservations made using the Web reservation system are not accepted.
- * Use by unaccompanied persons aged 17 and younger is not permitted.
- * Use of individual rooms by elementary-school children or younger without an adult present is not permitted.
- * Reservations for use by unaccompanied family members or friends are accepted starting on the first business day of the month preceding the month in which the date of use falls.
- * Requests for reservations tend to concentrate on Saturdays and consecutive holidays. To allow more users to use the facilities, please refrain from reserving more accommodations than needed. You may be asked to use one guestroom instead of two for another party.
- * Accommodations are generally available for up to two consecutive nights. Guests may stay up to five consecutive nights during the off season.

■ Cancelling and changing reservations

- ① Reservations may be cancelled or changed from the “予約確認・変更・キャンセル (Reservation Confirmation/Change/Cancellation)” menu on the Web reservation system.
Reservation cancellations/changes are accepted by telephone (Health Facilities Department: 03-3666-8240) from five days before the date of use until the date of use itself.
On weekends or holidays, contact the lodge directly.
- ② If you already submitted an application for lodge use, you must submit the designated notice form after telephoning about your cancellation or change.

[Cancellation]

The following cancellation charges will apply to cancelled reservations:

- Three days to one day before the accommodation date: 50% of usage fees
 - Cancellation on the date itself / failure to show: 100% of usage fees
- * To allow more users to use the facilities, please complete these procedures as early as possible if your plans have changed.

[Changes]

Requests for changes in reservations will be accepted as described below.

- Change of guests
 - Accepted up to one week before the accommodation date
- Increase in guests
 - Accepted up to one week before the accommodation date

■ Group accommodations

Group accommodations are subject to the following maximum numbers of group members for each lodge.

Atami Lodge: 26 persons

Yubiso Lodge: 12 persons

Application for group use is required for use by more than 15 persons.

- Web reservation system: Enter the purpose for group use when entering the reservation.
- Reservations by telephone: Enter the purpose for group use in the space for remarks and communications on the application for lodge use.

■ Check-in

Check-in at the lodge starts at 3:00 pm. Do not enter the lodge before the check-in time.

You will be asked for your name and other reservation details during the check-in.

* Please note that you may be asked to present the reservation confirmation.

■ Checkout

The checkout time is 10:00 am.

Settle your bill on checkout. You can pay by cash or credit card (VISA, MasterCard, JCB, American Express, Diners Club, UnionPay).

■ Using the lodges

◆ Food and beverage service

Dinner is served from 6:00 to 8:00 pm. Breakfast is served from 8:00 to 9:00 am.

(On Fridays [excluding holidays] and days before holidays [excluding Saturdays, days the facility is closed, and holidays], dinner will be served from 6:00 to 9:00 pm.)

Order beverages with your meals. Pay for food and beverages together with individual room charges at checkout.

Bringing food and beverages into or removing food and beverages from the dining halls is prohibited in accordance with guidance provided by the public health center.

◆ Curfew

Each lodge has a curfew of 10:00 pm.

◆ Notes

- Bringing hazardous materials, pets or other animals, and other materials that may inconvenience or endanger other users is strictly prohibited.
- In accordance with the Health Promotion Act, smoking is prohibited inside the lodges, including guestrooms. This is intended to protect users from the effects of passive smoking. Please smoke only in designated areas.
- Inquire at the front desk of the lodge for questions regarding use of facilities before check-in or after checkout.
- Users will be charged all costs incurred for any damage caused to the building, furniture and equipment, or other property.

■ Restrictions on use

Use of the lodges may be cancelled or refused to the following persons:

1. Those infected with infectious diseases
2. Those who fail to apply for use or have done so falsely
3. Those attempting to enable use by persons for whom no application for lodge use was made
4. Those who act in ways detrimental to order and discipline in the lodge or otherwise inconvenience others
5. Those who fail to follow instructions issued by the lodge general manager or other managers without reasonable cause
6. Those whose actions significantly affect the management of the lodge in other ways