

MACHIKANEYAMA FACILITY, OSAKA UNIVERSITY

OVERVIEW

As staff facility, MACHIKANEYAMA FACILITY stands in Toyonaka Campus, which includes 7 rooms for accommodation, 2 rooms for conference, and a restaurant. Accommodation rooms can be used by OU staff (and its accompanying person(s)) and persons from outside OU who are introduced by OU staff. Conference rooms can be used by OU staff on the purpose of education or research related to OU. Restaurant can be used by everyone.

Procedure for booking accommodation / conference room

In MACHIKANEYAMA FACILITY, when booking or checking the availability, please enter the RRS (Residence Reservation System) and push "Make an application" button to the calendar window of each rooms, check on the desired days of stay, and push "Next" button. Then go on the booking process according to the guide on the screen.

For the use of the Conference Room or the Special Room for meeting, push "Make an application " and go on with the same process.

The period of booking shall be from 5 days (except weekend and holidays) onward to the 6 months ahead.

If you would like to book a room up to 5 days (except weekend and holidays) after from today, inquire directly by e-mail (housing-kanri@office.osaka-u.ac.jp) or phone (06-6879-7948) to the Housing Division.

Process after booking

Once receiving the application, the RRS delivers an email to the applicant. Please finish the process according to the instructions.

ACCOMMODATION ROOMS

Accommodation charge

Single Room (7 rooms) 3,000JPY per stay

Twin Room (2 rooms) 5,000JPY per stay

LIMITED PERIOD OF STAY

From 1 night up to 30 nights

LIMITED PERIOD OF RESERVATION

From 6 months to 5 days (except weekend and holidays) in advance

*Application Process

Please make an application by the RRS during a period from 6 months to 5 days (except weekend and holidays) before the day you use. An email from the RRS is delivered to the address you inputted.

Please make payment of the prescribed charges to the bank account said in the email by 5 days (except weekend and holidays) before the first day of your stay.

ATTN: The charges paid once are non-refundable.

ATTN: If the process has not finished by 3 days before, the application will be automatically canceled.

Furthermore, lodgers can use a washing machine and a drying machine in the service room on the 2nd floor.

CHECK-IN TIME : 3H00 pm to 8H00 pm

CHECK-OUT TIME : 8H30 am to 10H00 am

CONFERENCE ROOMS

There are two conference rooms (Conference room and Special room) which are available free of charge to OU staff in Machikaneyama Kaikan.

OPENING HOUR

10H00 am to 8H00 pm of weekdays and Saturdays (possible booking time is each 2 hours)

Unavailable days: Sundays, national holidays and period designated by OU (summer holidays and year-end and New Year holidays (12/29-1/3)).

*Conference room (on the 2nd floor / used as one space or two spaces (dividing by partitions))

Number of Occupancy : 48 persons

Equipment : electric screen, white board, microphone, internet(Wi-Fi), projector

*Special room (on the 1st floor)

Number of Occupancy : 14 persons

Equipment :TV, VCR, white board, internet(Wi-Fi),

*Application Process

Please make an application by the RRS during a period from 6 months to 3 days before the day you use (except weekend and holidays). An email from the RRS is delivered to the address you inputted.

The person in charge check the application and send "Conference room use permit" via e-mail in the order of booking time.

ATTN: If the process has not finished by 3 days before, the application will be automatically canceled.