

The Information and Reservation System of Sanda City Public Facilities: User Registration

Revised on March 26, 2021

1 The information and reservation system of public facilities

The reservation of or the application for lottery of tennis courts, baseball stadiums, physical exercise facilities like the gymnasium or the cultural facilities of each civic centers can be made via a PC or a cell (mobile) phone (i-mode, EZweb, SoftBank) connected to internet or the terminals at the facilities.

Registration is required for making a reservation or applying for lottery.

<Registration is required for these services.>

① Reservation and cancellation of facilities ② Confirmation of reserved contents ③ Application of a lottery for the facility selections decided by lottery. (Conference Room etc. Tennis courts only are listed among the facilities of physical exercise.) ④ Applicant confirmations of the contents of the lottery and changes ⑤ Confirmation of the result of the lottery (accepted or rejected) and tentative reservation

<These services can be utilized without user registration.>

① Confirmation of the availability of each of the facilities ② Confirmation of the schedule of lottery drawing ③ Address information or the opening hours of each of the facilities.

2 Available facilities

The target facilities of the information and reservation system of public facilities are as follows.

The list of available facilities					
	Target facilities	Tel (079)	User registration service counter	Terminal	Remarks
Cultural facilities	Flower Town Civic Center	562-5555	7 facilities can be used for registration at each civic center, Takahira Furusato Civic Center or Arima Fuji Coexistence Center.	○	
	Hirono Civic Center	567-0490		○	
	Ai Civic Center	560-7551		○	
	Takahira Furusato Civic Center	569-1811		○	
	Woody Town Civic Center	565-2443		○	
	Sanda Civic Center	563-2991		○	
	Arima Fuji Coexistence Center	566-1200		○	
	Sanda Welfare and Health Center	559-5700	Sanda Welfare and Health Center	○	Health and Welfare related groups only
	Village of Friendship and Creation	568-4000	Village of Friendship and Creation	○	
	Sanda Public Community Center	559-5155	Sanda Public Community Center	○	
	Sanda Cultural Center	559-8100	Sanda Cultural Center	○	
Facilities for physical exercise	Shiroyama Park	563-5511	You can use 8 facilities by registering at any management office (Shiroyama, Sandadani, Chuo, Komagatani, Shimoaono). ※The service counter relating to the use of Gakuenhigashi Park and Techno Park is Komagatani Athletic Park. ※The service counter relating to the use of Ono Park is Shimoaono Park.	○	
	Sandadani Park	562-1721		-	
	Chuo Park	565-4881		-	
	Komagatani Athletic Park	565-7288		○	
	Gakuenhigashi Park Techno Park			-	
	Shimoaono Park Ono Park	567-3085		-	

3 User registration application

(1) Application method

Please fill out the necessary information on “the user registration application form” and submit it to the facility desk together with the identity verification documents.

※Collective registration

If you want to use multiple number of sites, please choose “collective registration” option upon the application. A single application will allow you to register on multiple sites (note, some sites are excluded from this option).

【Target facilities】

- ①Civic Center etc. (Arima Fuji Coexistence Center, Takahira Furusato Civic Center, Hirono Civic Center, Ai Civic Center, Flower Town Civic Center, Woody Town Civic Center, Sanda Civic Center)
- ②Village of Friendship and Creation
- ③Sanda Cultural Center (Sato no Ne Hall)
- ④Sanda Public Community Center
- ⑤toll parks※ (Shiroyama Park, Shimoaono Park, Ono Park, Sandadani Park, Chuo Park, Komagatani Athletic Park, Gakuenhigashi Park, Techno Park)

※ You cannot make a registration at Ono Park, Gakuenhigashi Park and Techno Park among toll parks.

・ To register use of the facilities of the Sanda Welfare and Health Center, please go to the Center desk.

【Target】

A person or a group who wishes to make the shelf registration for adding new user(s) or group(s), changing facility addition and so on.

<Identity verification documents>

○Issued by public authorities You are requested to show one of the following documents: Driver's license, any licenses, permissions, certifications which are issued by a public agency, Basic Resident Register Card, Health insurance card, My Number Card (Individual Number Card), Passport, Pension book.

○Other than above Any of two documents: employee identification card, student identification card, deposit passbook, tax notice etc. are required.

In addition, there are two kinds of registration: individual registration and group registration. (These registrations are available only for junior high school students or older.)

(2) Service Counter

Please apply at the facility desk you wish to use. (Please see the list of available facilities.)

If you wish to have shelf registration, you can register all the target facilities at one facility.

(To register use of the facilities of the Sanda Welfare and Health Center, please go to the Center desk.)

Depending on the facility, there may be restrictions on purpose of use and people to use (groups etc.), so please inquire at the facility desk in advance. Please also inquire each facility about how to use the facility and charge, and closing days.

4 User registration card

The facility will issue a user registration card to the applicant (or the person who came to the counter in case of a group) whose identity is verified after accepting the application. When you receive the card, please check whether the description in the name column and other descriptions are correct or not.

5 Registration procedure

In the process of new registration, temporary password issuance, and card reissue procedure, the temporary password that is written in the application form by the applicant is set, so it is advisable to change the password immediately.

If the writing that an applicant entered in the registration application form is difficult to process in the registration system, the facility will register with a similar standard font. The font to be displayed in this system is also standard font.

6 Additional registration of facilities

For additional registration of facilities to be used, please apply for additional facilities to be used at the facility desk that you wish to add. Please bring the user registration card and identity verification documents.

7 User registration number and password

(1) **Please register a password in eight through twenty four single-byte alphanumeric characters.**

English letters are case-sensitive.

(2) Be sure to use the user registration number and password of the applicant. Lending or transfer of user registration number is strictly prohibited.

(3) Passwords must not be known to others. Do not write the password on the user registration card.

(4) We recommend that you change your password once a month.

(5) If you have forgotten your password, please follow a temporary password issuance procedure using the user registration card and identity verification documents at the facility desk where the registration procedure was done. (We cannot answer inquiries regarding the password by telephone. The staff cannot check password either. The temporary password is set for the time being in the facility desk, so please change your password immediately.) If you have registered your e-mail address, you can reset your password from the Internet.

8 The expiration date of the user registration card

The expiration date of the user registration card is **three years** from the last day of the month when the registration or the renewal procedure was carried out. Please note that it will not be possible to reserve facilities from the reservation system when the expiration date expires.

We will also verify your identity when renewing the card. Please inquire at each facility desk for details.

9 Lost or stolen user registration cards

If you find a user registration card lost or stolen, please report to the facility desk where you registered immediately.

In this case, the registrant bears any damage caused by the use of the user registration card by a third party before the report.

10 Reissue of a user registration card

There will be no reissue of a user registration card in principle.

In case the notification to the facility you registered is carried out regarding the cases above, a user registration card will be reissued when the procedure for the reissue is completed. Please bring the identity verification documents.

11 Modification of registered contents and cancellation of user registration

When there is a change(s) in registration application contents such as registered user's name, address, telephone number, etc., please make an application for content change promptly at the facility desk where registration procedure was done.

If you decide to stop using this system, please apply for cancellation at the facility desk where registration procedure was done. Please bring the identity verification documents.

12 Termination of user registration

If one of the following applies, your registration will be terminated.

- ① When false application is made and the fact becomes apparent.
- ② When the registrant notifies the cancellation of registration
- ③ When the whereabouts of registrant is missing and unable to contact.
- ④ When the registrant have not used facilities for the past 3 years.
- ⑤ When the registrant did not use the service without cancelling the reservation.

⑥ When the mayor deems that the registrant is ineligible.

13 Inquiry about the system

If you have any questions about the use of this system, please inquire at the facility desk where registration procedure was done.