

Tokai Dormitory Reservation Policy

1. Reserve

1.1. Reservation

Reservation is available 45 days prior to check-in date.

31-nights booking is the maximum on a single reservation. Please make several reservations to book more than 32 nights.

Contact J-PARC Users Office (herein after, UO) to book room(s) on the day of use.

1.2. Cancellation & Modification

Cancellation and modification is accepted free of charge until 24:00 (JST) 1 day before the check-in date.

No-show the first night is charged at 100%.

A cancellation fee will be charged at 100% if cancellation takes place on the day of use.

1.3. On-Site Modification

Reduction of length of stay is accepted free of charge until 24:00 (JST) 1 day before of departure.

Once staying has started, modification (reduction and extension) on this website is not accepted. Contact UO during office hours (9:00am – 5:00pm).

1.4. Waiting for cancellation

You can determine whether you will wait for the cancellation or not.

Once you have registered reservation, any of modification about waiting for cancellation is accepted. To change the waiting status, please cancel the current reservation and make a new reservation.

1.5. Full occupancy at Dormitory

When the Dormitory have no rooms available, feel free to ask UO. UO will book the cooperated accommodations of J-PARC. Please make sure that you cannot select the accommodation by yourself. UO check the vacancy, make a reservation, cancel and change the reservation on behalf of you.

2. Check in and check out

Check in: start at 4:00pm

Check out: until 10:00am

- Contact UO or Tokai Dormitory in advance if check-in is after 10:00pm (22:00). The entrance door will be locked due to security reason at 10:00pm. In case of arrival after the time, call the reception desk on an intercom at the inner-entrance to open the door and receive a room key.
- Staying after 10:00am (late-check-out) and day-time (from 10:00am to 16:00pm) is charged 100%. Contact UO or Dormitory reception desk in advance. Highly appreciated to contact well in advance to set the same room.

3. Accommodation fee

Single room (for one person with one bed, bath and toilet)

3,000 yen (tax included)

4. Payment

- At the reception desk of Dormitory

Payment is accepted by cash (JPY), credit card (VISA, MASTER, JCB, AMEX) and Debit-card.

- Bank transfer

In case of payment by remittance, transfer to the bank account below.

Note: Transaction fee needs to be covered by the payer.

Upon making transfer, refer to the example and make sure to note accommodation period before the name of the payer.

Bank Information:

Bank Name: Mitsui Sumitomo

Branch Name: Ushiku

Swift Code: SMBCJPT

Account Number & kind: 4044782 , Futsuyokin (Ordinary bank account)

Address: 280 Ushiku-machi, Ushiku-shi, Ibaraki-ken, 300-1221, Japan

Phone: (81)-29-872-7511

Beneficiary Information

Name: Inter-University Research Institute Corporation High Energy Accelerator Research Organization

Address: 1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan

Phone: (81)-29-864-5155

Example: Tsukuba Taro 2011/05/14 - 2011/05/16 ---> 05140516TsukubaTaro

- Online payment (This service starts and for the room charge on/after 1 April 2020.)

Go to [Accommodation Booking and/or Travel Expenses] > Click [Online payment] > Select the booking details > Send the confirmation e-mail > Access the website directed on the e-mail, entry necessary credit card information on the page.

Important: Online payment is accepted 20 days from the day following the date of check-out.

- In case of changing the days after payment have done, UO will refund. Please make sure that several weeks takes of refunding process.