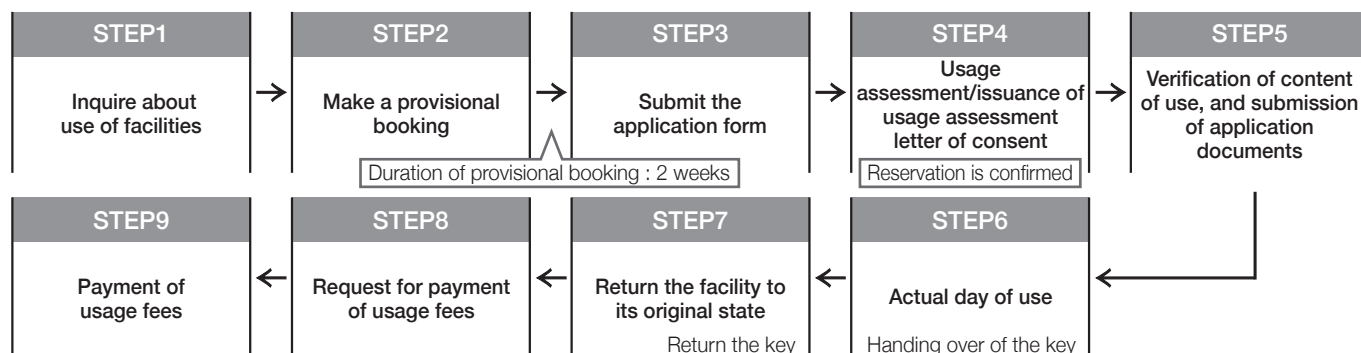


Flow of Procedures



STEP1	Inquire about use of facilities Please inquire about the availability of facilities on your preferred date and time, as well as the points to note. When submitting an inquiry, please provide information about the date and time of use, number of participants, event title, event description, and organizer. * If you are wanting to use the Symbol Zone, Special Exhibition Zone and/or Communication Lobby, please also send a plan showing the proposed layout, etc., for the venue. Inquiries e-mail:kouryushisetsu@miraikan.jst.go.jp TEL:03-3570-9191 (Except when Miraikan is closed)
STEP2	Make a provisional booking Provisional bookings are accepted by e-mail or telephone. In principle, provisional bookings are retained for two weeks. Please note that the provisional booking may be cancelled if the applicant does not contact Miraikan after the deadline has passed.
STEP3	Submit the application form Once use of the facility has been officially confirmed, please fill in the necessary fields in the Application Form for Use of Miraikan Facilities, affix the applicant's signature and seal, and return it by post or in person to complete the submission process.
STEP4	Usage assessment / issuance of usage assessment letter of consent After we have received the Application Form for Use of Miraikan Facilities, we will review whether or not the facility may be used and the category of rates to be applied, and then issue the Usage Authorization Form to formally confirm the reservation. In the event that an applicant cancels the application after the reservation has been confirmed (after issuance of the Usage Authorization Form), a cancellation fee determined by Miraikan shall be imposed on the applicant.
STEP5	Verification of content of use, and submission of application documents A representative from Miraikan will meet with the user to discuss the details in the lead-up to the event. Please submit the necessary documents, including plans for the use of the venue, publicity plans, and operational plans, as well as the Confirmation Letter on the Content of Use by at least 20 days before the event.
STEP6	Actual day of use / handing over of the key On the day of use, please go to the Disaster Prevention Center. The key to the facility will be handed to you. After being given the key, please use the facility. Facility usage fees are charged based on the time at which the key was lent out and returned.
STEP7	Return the facility to its original state / return the key Please comply with the hours of use and return the fixtures and attached equipment, etc. to their original state, and leave the facility only after the person-in-charge from Miraikan has completed an inspection of the facility. Additional charges will be levied for extended use of the facility of 15 minutes or more. When you are done using the facility, please go to the Disaster Prevention Center to return the key.
STEP8	Request for payment of usage fees The invoice will be issued around the middle of the month after the month of use.
STEP9	Payment of usage fees Please transfer the payment amount to the bank account designated by Miraikan by the deadline stipulated on the invoice. The receipt confirming the transfer of payment, issued by the user's bank, shall be regarded as the receipt for payment. Any bank transfer fees that are incurred shall be borne by the user.