

# Fees and Usage Rules

## (One-Day Members)

### 1. Membership Fees

- Daily fee: 8,000 JPY (excluding tax)
- Admission only available on the date of use.
- Use on days closed and outside of operating hours shall be decided separately.
- Payments shall in principle be made by credit card.

**Note: One-day membership is available only to Limousine Bus passengers who board or debord at the Tekko Building (Tokyo Station Yaesu North Exit) terminal.**

### 2. Meeting Rooms

#### Usage Fees

Excluding Tax

Room	Capacity	Size	Hours	Price	Pricing unit	Reservations
Boardroom A	10 seats	24m <sup>2</sup>	7:00~21:00	¥8,000/1h	per hour	On the day
Boardroom D	6 seats	16m <sup>2</sup>		¥5,000/1h		On the day
Boardroom E	6 seats	14m <sup>2</sup>		¥5,000/1h		On the day

#### Reservation Process

- Reservations should be made at reception.
- Meeting rooms can be reserved from a maximum of three hours at a time.
- When one-day members use a meeting room all accompanying users should be either regular members or eligible for one-day membership.

#### Payment

- Fees for using a meeting room should in principle be paid by credit card when reserving the room.
- Please note that refunds will not be made following cancellation due to member circumstances.

#### Process on Day of Reservation

- Meeting rooms may be accessed five minutes before the reservation time. Please report to reception 10 minutes before your reservation time.
- Reception will check the details of your reservation (name, usage time, number of users) and show you to your room.

#### Cancellations

- Cancellations should be made at reception during operating hours.
- Cancellation will incur a 100% charge (tax inclusive).  
(Members shall be responsible for handling fees when refunds are made.)

### 3. Use of Facilities

- Maximum usage hours for rooms other than meeting rooms are as follows:  
Work booths: 3 hours  
Shower room: 1 hour  
Massage chairs: 30 minutes
- THE JEXER TOKYO Annex may be reserved for 2,000 JPY (excluding tax).  
Please submit a Letter of Consent Regarding Use of Facilities to THE JEXER TOKYO Annex.

### 4. Loss of Keys (lockers, shower room)

- Please promptly inform reception if you lose locker or shower room keys lent by the Lounge.
- Members shall be responsible for the cost of replacing keys.

(March 1, 2016)