

# **Minato-ku Kosodate Hiroba Appy Nishiazabu**

## **Terms of Service for Toddler's Play Room**

Revised on April 1, 2025

Thank you for registering with Minato-ku Kosodate Hiroba Appy Nishiazabu (hereinafter referred to as "Appy"). "Appy" is operated by Associe International Inc., on consignment from Minato-ku.

Prior to submitting your application, please confirm the following:

### **[User Registration]**

- 1 . Please fill out one "Minato-ku Kosodate Hiroba Appy Nishiazabu User Registration Application" form per child.(If multiple children such as brothers and sisters are expected to use the facility, please fill out one application form per child.)
- 2 . If another guardian beside the applicant may possibly accompany the child, fill in the space for additional applicants.
- 3 . When applying, please bring identification issued by a public agency (health insurance card, passport, driver's license, etc.) to certify residency in Minato-ku.
- 4 . One User Registration Card will be issued per child upon user registration.
- 5 . When using Appy, a guardian who is registered on the User Registration Application is to show the User Registration Card at the reception desk. This will also be required when a guardian added to the Application later uses the facilities.
- 6 . Registration and use of Appy facilities are free of charge.
- 7 . If there are any changes in the registration information initially submitted, please inform the "Appy" Reception Desk promptly.
- 8 . If the User Registration Card is lost, please bring identification to the reception desk and a card will be reissued.
- 9 . In case of change of residence, and the User Registration Card is no longer needed, please return it. We will delete your registration.

### **[Guidelines]**

- 1 . Everyday except for New Year's holidays (Dec. 29 to Jan. 3) and facility inspection days. 10 a.m. to 6 p.m.
- 2 . Appy is a facility mainly for children ages 0 to 3 and their guardians, who are residents of Minato-ku.
- 3 . Please keep your valuable items with you as we take no responsibility in any case of loss and/or damage of your property.
- 4 . Please refrain from bringing your own toys or picture books.
- 5 . A time and place is designated for eating meals. Please ask a staff member for details.
- 6 . Please take back all trash.
- 7 . Please set cell phones to silent (manner) mode inside Appy and refrain from phone calls except for emergencies. Please do not upload photos or videos of except of your own child on SNS.
- 8 . Smoking is prohibited in all areas inside Appy.
- 9 . There is no parking lot, but there is a bicycle parking lot.
10. Some events may require reservations. Events are accepted on a first-come, first-served basis. Additional fees may apply for events.
11. During certain events the use of "Appy" premises will be curtailed.

### **[Other Details]**

- 1 . Appy is a facility for children to enjoy under the supervision and responsibility of their guardians. Guardians are also to oversee the safety of the child.
- 2 . Any accidents or injuries that occur when using Appy must be reported to a staff member.
- 3 . When damage has been caused to a toy, picture book, or other equipment in the facility, please advise a staff member immediately to receive instructions. Depending on the situation, we may charge compensation for cost.
- 4 . In the event of an emergency such as an earthquake or fire, please follow the instructions of staff members to evacuate.
- 5 . Our institution is covered by liability insurance policy, and insurance policy for consolatory payments for injuries sustained within the premises.

### **[Privacy Policy]**

1. Please submit the required private information at the time of registration.
2. Submission of personal information is voluntary, but use of the facilities may be refused if certain information is not provided.
3. Submitted personal information will be stored and managed properly according to the Minato-ku Personal Information Protection ordinance as well as our company regulations.
4. Submitted personal information will not be provided to a third party without consent except in the following circumstances.
  - (a) If the needed items have been specified or notified to the said person and permission has been obtained
  - (b) When based on law
  - (c) If there is the possibility of danger to the person or the public's life, health, or property
  - (d) If necessary to improve public health or to promote the healthy development of children and when it would be difficult to obtain permission from the said person
  - (e) When the state institution, local public agency, or party that has been commissioned is cooperating with the execution of a legal matter and when obtaining the permission of the said person would interfere with the execution of this matter
5. We will quickly respond as according to our prescribed procedures if: the said person requests notice or disclosure of purpose of using personal information; requests correction, addition, or deletion of its content; ceases or eliminates use; or requests that information not be provided to a third party.
6. There is a possibility that we may relegate personal information to a vendor that meets our criteria for protecting personal information for consigned purposes such as sending postal matter or overhauling our system. Personal information that has been relegated in association with the consigned service will be used only for the purpose of executing the consigned service.
7. Contact for inquiry or consultation regarding personal information  
TEL: 03-5467-7175 Appy Nishiazabu (weekdays Sundays and National Holidays 8:30 a.m. – 5:30 p.m.)  
TEL: 03-3711-3900 Associe International Inc. (weekdays 9 a.m. – 6 p.m.)
8. Administration Representative: Head of Facility, Appy Nishiazabu  
Manager of personal information: Head of Facility, Appy Nishiazabu
9. Policies are subject to change as necessary or due to law amendments.

Minato-ku Kosodate Hiroba Appy Nishiazabu  
TEL: 03-5467-7175 • FAX: 03-5467-2117

Operation and Management Contractor : Associe International Inc.  
TEL: 03-3711-3900 (Weekdays) FAX: 03-3711-3901