

# Alumni Hall Guide

## 1. Campus Map (Entrance, Admin Building, Alumni Hall)



## 2. Check-in

1. During working hours, please go to the Admin Building and contact the General Affairs Office (coworker on duty at the counter) to receive the room card (key) and air-conditioning controls.
2. Regular hours are 9:00-17:00, but during holidays, weekends, or non-work hours, please go to the guard house by the entrance to get your key and air-conditioning controls.

## 3. Check out

1. During, working house, please go to the Joint Office and contact the General Affairs Office (coworker on duty at the counter) to return the room card (key) and air-conditioning card.
2. Regular hours are 9:00-17:00, but during holidays, weekends, or non-work hours, please go to the guard house by the entrance to return your key and air-conditioning controls.
3. The room card and air-conditioning control are placed in the zipper bag of the room card holder and must be returned together with the card holder when checking out.
4. Please carry your room card with you when entering or leaving the building.