

## User Guide (Borrowing Power-Assisted Bicycle)

Visitor Center has two power-assisted bicycles for foreign guest of Helicon Club herein after referred to as “foreign guest.”

If foreign guest does not use the bicycle, Japanese guest and others can use it. Those who would like to apply, please read the following user guide and fill out the “Pledge for use of power-assisted bicycle”, then submit it to Visitor Center.

### User guide

#### 1. Object person for lending power-assisted bicycle

Foreign guest of Helicon Club

However, if the bicycle is available when Japanese guest and others apply, he/she can lend the bicycle.

#### 2. Lending term

One day at one time in principle

Maximum one week lending with special reason

#### 3. Reservation procedure

First-come-first-served basis after submitting the pledge (excluding Japanese guest and others)

• Foreign guest : Please submit “Pledge for use of power-assisted bicycle” to Visitor Center.

• Japanese guest and others : Visitor Center accepts a reservation three days before the preferred date. Please submit the application to use the bicycle to Visitor Center.

※One day per one reservation

Maximum one week lending with special reason

#### 4. Pledge for use of power-assisted bicycle

• When you use the bicycle for the first time, please submit the pledge with your host teacher’s or manager’s permission.

※From second time, you do not need to get their permission.

※Please read and understand the use of power-assisted bicycle and penalties, then apply for the bicycle. Also please understand you should be responsible for the use of the bicycle.

#### 5. Receiving a bicycle key

On the day of lending the bicycle, please show a staff your ID card or something you can identify yourself and receive the key at Visitor Center.

6 . Return a bicycle key

Please park the bicycle in the prescribed position, and return the key at Visitor Center.