

# Check in / Check out

## Check in

- Check-in can be arranged between 12 a.m. and 12 p.m.
- Our office is on the second floor of the neighboring blue building (NAKAMURA BLDG.). When you arrive, press the intercom outside the building and take the elevator to the second floor. The staff will accompany you and give you instructions when you check in.
- **Please let us know your flight details and / or check-in time plans as soon as possible.**

## Check out

- **Please check out by 10 a.m. Please be on time.**
- Please return the keys to the 2nd floor office of the adjacent (Nakamura) building. **If the second floor reception is closed, then drop them into the mailbox by the building main entrance.**
- If you need a taxi, you do not need to call. You can catch them easily on the street in front, as many pass by here.

